



Items Prohibited from Federal Facilities: An Interagency Security Committee Standard

February 2013



Interagency
Security
Committee



Message from the Interagency Security Committee Chair

One of the Department of Homeland Security's (DHS) top national priorities is the protection of Federal employees and private citizens who work within and visit U.S. government-owned or leased facilities. The Interagency Security Committee (ISC), chaired by DHS, consists of 51 Federal departments and agencies, and has as its mission the development of security standards and best practices for nonmilitary Federal facilities in the United States.

As Chair of the Interagency Security Committee, I am pleased to introduce the new ISC document titled *Items Prohibited from Federal Facilities: An Interagency Security Committee Standard* (this Standard).

This Standard establishes a guideline process for detailing control of prohibited items into Federal facilities and identifies responsibilities for denying entry to those individuals who attempt to enter with such items. The list of prohibited items represents a baseline for Federal facilities at the facility's entry points. This document does not cover every item that may be prohibited or controlled in every portion of every facility. The Facility Security Committee (FSC), Designated Official (DO), or appropriate legal authority may prohibit items in certain areas of that facility or by certain individuals or groups that might otherwise be permitted into the facility.

An established list of prohibited items for entry into Federal facilities provides consistency and prevents confusion at screening checkpoints. The FSC, DO, or appropriate legal authority having the responsibility for the security policies of a Federal facility should develop and adopt policies and procedures necessary for the implementation of this Standard in their facility. Consideration should be given to the specific process for granting exemptions/exceptions and should include a statement relating to those items already inside the facility at the time this Standard is adopted. The facility's policies should also include the position on employee possession of items that are prohibited, but not illegal.

Consistent with Executive Order 12977 (October 19, 1995), *Items Prohibited from Federal Facilities: An Interagency Security Committee Standard* is intended to be applied to all buildings and facilities in the United States occupied by Federal employees for nonmilitary activities. These include existing owned, to be purchased or leased facilities; stand-alone facilities; Federal campuses; individual facilities on Federal campuses; and special-use facilities.

This Standard is a significant milestone and represents exemplary collaboration across the ISC and among the ISC Prohibited Items Working Group. With full concurrence, ISC primary members approved this Standard on 5 November 2012 and will review and update this Standard as needed.

Caitlin Durkovich
Interagency Security Committee Chair
U.S. Department of Homeland Security

Table of Contents

Message from the Assistant Secretary	ii
1.0 Background	1
2.0 Applicability and Scope.....	2
3.0 How to Apply This Standard	3
4.0 Lists of Prohibited Items	4
4.1 Firearms and Projectile Weapons	4
4.2 Bladed, Edged, or Sharp Tools or Implements	4
4.3 Club-like Items and Striking Devices	5
4.4 Destructive Devices, Explosives, or Combustible Chemical Compounds and Mixtures	5
4.5 Disabling Chemicals and Other Dangerous Items	5
5.0 Procedures for Exceptions and Exemptions to Prohibited Items.....	6
5.1 Background	6
5.2 Procedures	6
6.0 Controlled Items.....	7
6.1 Tools of the Trade.....	7
6.1.1 Bladed, Edged, or Sharp weapons	7
6.1.2 Club-like Items and Striking Devices	7
6.1.3 Destructive Devices, Explosives, or Combustible Chemical Compounds and Mixtures	7
6.1.4 Disabling Chemicals and Other Dangerous Items	8
6.2 Sporting Equipment	8
6.2.1 Club-like Items and Striking Devices	8
7.0 Definitions.....	9
8.0 References	11
9.0 Interagency Security Committee Participants	12

1.0 Background

The primary mission of the working group was to develop a standard that established a list of prohibited items for entry into all nonmilitary Federal facilities. Prohibited items may include items that are dangerous, unlawful, or those otherwise determined to create vulnerabilities to the occupant agency (or agencies) or visiting public. An established list of prohibited items for entry into Federal facilities provides consistency and prevents confusion at screening checkpoints.

The working group's objective was to develop a baseline list of prohibited items that each facility could use as a starting point to develop a customized list of prohibited items that is tailored to meet the risk faced by the facility. The items in this standard are prohibited from entering a Federal facility, whether or not facilities have a screening checkpoint, unless granted an exception or exemption by the Facility Security Committee (FSC), Designated Official (DO), or legal authority. The Interagency Security Committee (ISC) recognizes that Federal departments and agencies will implement this Standard and use its guidance in a manner reflecting the unique and varied mission requirements of their respective components, while also abiding by applicable Federal, State, local and tribal law.

2.0 Applicability and Scope

Pursuant to the authority provided to the ISC in Section 5 of Executive Order (EO) 12977, as amended by E.O. 13286, this ISC Standard identifies a baseline list of prohibited items that each FSC or DO, with input from an appropriate legal authority (when applicable) shall customize to mitigate facility risk. The items on the facility-specific prohibited items list are prohibited from entry into buildings and facilities in the United States and its territories, occupied by Federal employees for nonmilitary activities. This document is not intended for items that have been authorized for official use.

This document provides a baseline list of prohibited items, which includes firearms, weapons, explosives, or other destructive devices (including their individual parts or components) that are designed, modified, used, intended for use, or readily converted to cause injury, death, or property damage. The FSC or DO shall not allow the removal of an item from the baseline or customized prohibited items list if the item is prohibited by Federal, State or tribal law.¹ This list applies to all facility occupants, contractors, and the visiting public, and is to be used in conjunction with all other ISC standards and applicable Federal, State, local, and tribal laws.² Exemptions, such as lawful performance of official duties by an officer, can be found in the footnotes below.

These baseline prohibited items lists also include a breakdown of controlled items that may otherwise be prohibited from a particular Federal facility but may have some legitimate and lawful purpose and/or use in Federal facilities, such as sporting equipment or tools of the trade (i.e., a maintenance worker bringing industrial chemicals to perform their duties). These items may require advance written notification and subsequent approval prior to admittance to a facility.

¹ 18 U.S.C. § 930 and Title 41, CFR Part 102-74 Subpart C.

² 18 U.S.C. § 930 : US Code - Section 930: Possession of firearms and dangerous weapons in Federal facilities:

(d) Subsection (a) shall not apply to -

(1) the lawful performance of official duties by an officer, agent, or employee of the United States, a State, or a political subdivision thereof, who is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of any violation of law;

(2) the possession of a firearm or other dangerous weapon by a Federal official or a member of the Armed Forces if such possession is authorized by law; or

(3) the lawful carrying of firearms or other dangerous weapons in a Federal facility incident to hunting or other lawful purposes.

(f) Nothing in this section limits the power of a court of the United States to punish for contempt or to promulgate rules or orders regulating, restricting, or prohibiting the possession of weapons within any building housing such court or any of its proceedings, or upon any grounds appurtenant to such building.

3.0 How to Apply This Standard

The purpose of this document is to establish a guideline detailing control of prohibited items in Federal facilities and to identify responsibilities for denying entry to those individuals who attempt to enter with such items.

This list is intended as a baseline of prohibited items for Federal facilities at the facility's entry points.

The FSC, DO, or appropriate legal authority, having the responsibility for the security policies of a Federal facility, should develop and adopt policies and procedures necessary for the implementation of this Standard in their facility. The FSC's policies should include the FSC's position on employee possession of items that are prohibited, but not illegal. The FSCs' should adopt policies that consider the specific process for granting exemptions and exceptions, and a statement relating to those items already in the building at the time this Standard is adopted.

Additional measures may be taken at vehicular, service, and/or loading dock entrances. These measures may be more restrictive based on local or agency rules or regulations. Further, it must be noted that the baseline list prescribed in this document is not intended to be all-inclusive and is to be updated as necessary.

This document does not cover every item that may be prohibited or controlled in every portion of each facility. This document also does not cover mail handling and screening. For information relating to mailroom best practices, please reference the ISC's *FOUO Best Practices for Mail Handling and Screening*.

For the purposes of this document, a facility is defined as space built or established to serve a particular purpose. The facility is inclusive of a building or suite, and associated support infrastructure (e.g., parking or utilities) and land. The FSC, DO, or appropriate legal authority may prohibit items that might otherwise be permitted into the facility from being allowed in certain portions of that facility or by certain individuals or groups. An example of this would be a court restricting the general public from possessing a cell phone in a court room but permitting such a device to be carried by a court employee or an attorney.

4.0 Lists of Prohibited Items

The items that are prohibited in Federal facilities include any item prohibited by any applicable Federal, State, local, and tribal law and/or ordinance, as well as firearms, dangerous weapons, explosives, or other destructive devices (including their individual parts or components) designed, redesigned, used, intended for use, or readily converted to cause injury, death, or property damage. This list applies to all facility occupants, contractors, and the visiting public.

4.1 Firearms and Projectile Weapons

The list of prohibited firearms and projectile weapons includes, but is not limited to:

1. Firearms or similar device that expels a projectile through the action of an explosive (unless meeting the exemptions listed in 18 U.S.C. § 930(d));
2. BB or pellet guns;
3. Compressed air guns;
4. Antique firearms;
5. Flare guns;
6. Realistic replica or toy firearms (unless meeting the exemptions listed in 18 U.S.C. § 930(d));
7. Spear guns;
8. Starter pistols;
9. Stun guns, cattle prods, dart-firing stun guns, and other electric weapons or controlled devices;
10. Ammunition, shotgun shells or firearm cartridges, black powder, smokeless propellant powder (unless meeting the exemptions listed in 18 U.S.C. § 930(d)); and
11. Slingshots.

4.2 Bladed, Edged, or Sharp Tools or Implements

The list of prohibited bladed, edged, or sharp tools, or implements includes, but is not limited to:

1. Axes and hatchets;
2. Bows and arrows;
3. Ice axes/ice picks;
4. Throwing stars (martial arts);
5. Knives, sabers, swords, daggers, and other bladed devices with a blade of more than 2 ½ inches (unless meeting the exemptions listed in 18 U.S.C. § 930(d)); and
6. Razor-type blades such as box cutters, utility knives, and razor blades not in a cartridge, but excluding safety razors (unless meeting the exemption listed in 18 U.S.C. § 930(d)(3)).

4.3 Club-like Items and Striking Devices

The list of club-like items and striking devices includes, but is not limited to:

1. Billy clubs;
2. Blackjacks;
3. Brass knuckles;
4. Chains in excess of 12 inches (Jewelry exceptions can be made);
5. Night sticks (unless meeting the exemptions listed in 18 U.S.C. § 930(d)); and
6. Martial arts weapons, including nunchucks and kubatons.

4.4 Destructive Devices, Explosives, or Combustible Chemical Compounds and Mixtures

The list of destructive devices, explosives, or any chemical compound or mixture that has a property of yielding readily to combustion or oxidation upon the application of heat, flame, or shock includes, but is not limited to:

1. Blasting caps or detonators;
2. Dynamite, nitroglycerin, trinitrotoluene, ammonium nitrate, and others;
3. Fireworks;
4. Gunpowder;
5. Hand grenades, mine, bomb, rocket, missile, pipe bomb, plastic explosives;
6. Realistic replicas of explosives or similar devices;
7. Explosive or expanding gases;
8. Gas torches; and
9. Flammable Liquids (i.e., gasoline, turpentine, and paint thinner) (unless meeting the exemption listed in 18 U.S.C. § 930(d)(3)).

4.5 Disabling Chemicals and Other Dangerous Items

The list of disabling chemicals and other dangerous items includes, but is not limited to:

1. Mace, pepper spray, tear gas, tear gas gun, or other chemical spray designed for self-defense (unless meeting the exemption listed in 18 U.S.C. § 930(d));
2. Spillable batteries, except those in wheel chairs or similar devices used by a mobility impaired individual;
3. Spray paint (unless meeting the exemption listed in 18 U.S.C. § 930(d)(3)); and
4. Poisonous gases.

5.0 Procedures for Exceptions and Exemptions to Prohibited Items

5.1 Background

1. As general guidance, some items that are otherwise prohibited from a Federal facility may have some legitimate and lawful purpose or use in a Federal facility. These legitimate purposes may include accommodations for compliance with specific civil rights and civil liberties under Federal laws including, but not limited to, Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act, and the Religious Freedom Restoration Act.
2. It is the primary responsibility of the FSC of a particular Federal facility (or the DO in single tenant facilities) to determine and approve exceptions (temporary in nature and granted for specific occurrences or a defined time period) and exemptions (permanent in nature until rescinded) for prohibited items. Agencies can reserve the right to grant access through a screening checkpoint of an otherwise-prohibited item described in Section 4.0 that an individual has a legitimate and lawful right to possess in a Federal facility.
3. Recommended factors to consider when determining and approving exceptions and exemptions include the mission of the particular Federal facility and the status of the requestor asking for an exception or exemption. For example, a higher risk facility security level, based on the mission of its occupants, might require heightened scrutiny in approving exceptions and exemptions; and a Federal employee or contractor who has been subjected to and successfully passed a security background check or suitability for employment, might require less scrutiny for an exception or exemption than a member of the general public.

5.2 Procedures

1. It shall be the responsibility of the FSC, DO, or appropriate legal authority to establish, maintain, review, and update procedures necessary for granting exemptions and exceptions, to include the development of any local forms as appropriate.
2. FSC or DO shall develop internal controls and documentation procedures for prohibited item exceptions and exemptions, to include the procedures to be followed when such exemptions or exceptions have been denied.
3. The FSC or DO shall provide a copy of all approved exceptions and exemptions to each screening checkpoint and to the facility security organization.
4. If a facility occupant wishes to obtain authorization to enter with or possess a prohibited or controlled item, he or she must do so in accordance with the policies established for the specific facility.
5. FSC or DO should carefully consider—and seek legal counsel when necessary or appropriate—whether to grant or deny an exception or exemption to an individual for an item that is otherwise prohibited from a particular Federal facility, but may have a legitimate and lawful use.

6.0 Controlled Items

Controlled items are items that are considered potentially dangerous. Visitors are prohibited from bringing controlled items into Federal facilities. While not prohibited for use by Federal employees and contractors, controlled items do represent a legitimate risk as they could be used as weapons. Controlled items that may require advance notification for entry include tools of the trade and sporting equipment. The FSC or DO should establish a policy and procedure for the introduction and possession of such devices.

6.1 Tools of the Trade

Tools of the trade regard any item required for a person to do his or her job, such as hand tools for maintenance and construction or a chef's knife for a caterer.

6.1.1 Bladed, Edged, or Sharp weapons

The list of prohibited bladed, edged, or sharp weapons includes but is not limited to:

1. Saws, including cordless portable power saws;
2. Scissors, metal with pointed tips;
3. Screw drivers (except those in eyeglass repair kits);
4. Drills, including portable power drills; and
5. Tools including, but not limited to, wrenches, pliers, and folding, multi-purpose utility tools, etc.

6.1.2 Club-like Items and Striking Devices

The list of club-like items and striking devices includes, but is not limited to:

1. Hammers, and
2. Crowbars.

6.1.3 Destructive Devices, Explosives, or Combustible Chemical Compounds and Mixtures

The list of destructive devices, explosives, or any chemical compound or mixture that has a property of yielding readily to combustion or oxidation upon the application of heat, flame, or shock includes, but is not limited to:

1. Flares,
2. Gasoline, and
3. Aerosol sprays.

6.1.4 Disabling Chemicals and Other Dangerous Items

The list of disabling chemicals and other dangerous items includes, but is not limited to:

1. Chlorine and bleach;
2. Compressed gas cylinders, including fire extinguishers; and
3. Toxic industrial chemicals and/or materials.

6.2 Sporting Equipment

Sporting equipment consists of items used in the practice of, or participation in, certain physical activities, games, or sports.

6.2.1 Club-like Items and Striking Devices

The list club-like items and striking devices includes, but is not limited to:

1. Baseball bats,
2. Golf clubs,
3. Hockey sticks,
4. Lacrosse sticks,
5. Pool cues, and
6. Ski poles.

7.0 Definitions

Appropriate Legal Authority: Individuals charged or permitted under code or regulation with the authority to control the admittance of items in certain buildings or parts of a building. Examples include the control of personal electronic devices in areas where secure compartmental information may be stored, the prohibition for cameras in certain areas, or a judge prohibiting electronic devices in a courtroom or where witnesses or jurors may be present.

Building: An enclosed structure (above or below grade).

Building Entry: An access point into, or exit from, the building.

Controlled Item: Potentially dangerous devices or items that are not prohibited in Federal facilities that may require advance notification for entry for Federal and contract employees only.

Exception: Temporary in nature and granted for specific occurrences or a defined time period.

Exemption: Permanent in nature until rescinded.

Dangerous Weapons: A weapon, device, instrument, material, or substance (animate or inanimate) that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

Destructive Weapons: Includes any device which is either designed or redesigned for use as a dangerous weapon.

Designated Official: The highest ranking official of the primary tenant agency of a Federal facility or, alternatively, a designee selected by mutual agreement of tenant agency officials “41 Code of Federal Regulations (C.F.R.) § 102-71.20”.

Facility: Space built or established to serve a particular purpose. The facility is inclusive of a building or suite and associated support infrastructure (e.g., parking or utilities) and land.

Facility Security Committee: A committee responsible for addressing facility-specific security issues and approving the implementation of security measures and practices. The FSC consists of representatives of all Federal tenants in the facility, the security organization, and the owning or leasing department or agency. In the case of new construction or pending lease actions, the FSC will also include the project team and the planned tenant(s). The FSC was formerly known as the Building Security Committee (BSC).

Federal Contractor: According to 11 C.F.R. § 115.1 "a person, as defined by 11 C.F.R. § 100.10, who enters into a contract with the United States or any department or agency thereof for the rendition of personal services; or furnishing any material, supplies, or equipment; or selling any land or buildings; if the payment for the performance of the contract or payment for the material, supplies, equipment, land or building is to be made in whole or part from funds appropriated by Congress.”

Federal Departments and Agencies: Those executive departments enumerated in 5 United States Code (U.S.C.) § 101, independent establishments as defined by 5 U.S.C. § 104(1), Government corporations as defined by 5 U.S.C. § 103(1), and the U.S. Postal Service.

Federal Employee: An individual employed by the U.S. Federal Government.

Federal Facilities: Government leased and owned facilities in the United States (inclusive of its territories) occupied by Federal employees for nonmilitary activities.

Federal Tenant: A Federal department or agency that occupies space and pays rent on this space in a Federal facility.

Government-Owned: A facility owned by the United States and under the custody and control of a Federal department or agency.

Jewelry: Jewels; especially objects of precious metal often set with gems and worn for personal adornment.

Law Enforcement Officer: Any officer, agent, or employee of the United States, a State, or political subdivision thereof, that in the lawful performance of official duties is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of any violation of law.

Occupant: Any person who is permanently or regularly assigned to the government facility and displays the required identification badge or pass for access. The FSC establishes the thresholds for determining who qualifies for occupant status.

Non-Federal Tenant: For the purposes of entry control, employees of non-Federal tenants who occupy other space in a mixed multi-tenant facility. The FSC (and lease agreement) would establish entry control requirements applicable to non-Federal tenants passing through a Federal entry control point (in accordance with established policies).

Prohibited Item: An item, legal or illegal in nature, where possession is restricted from entry into a facility by Federal, State, or local law, regulation, court-order, rule, or FSC policy.

Security Organization: The government agency or an internal agency component responsible for physical security for the specific facility.

Sporting Equipment: Includes any object used for sport or exercise.

Tools of the Trade: Items required for a person to do his or her job, such as hand tools for maintenance and construction or a chef's knife for a caterer.

Visitor: Any person entering the government facility that does not possess the required identification badge or pass for access or who otherwise does not qualify as an "occupant."

Weapon: An object, (such as a club, knife, or gun) used to injure, defeat, or destroy.

8.0 References

- E.O. 12977, “Interagency Security Committee,” October 19, 1995.
- 41 C.F.R. §§ 102-71.20; 102-74 Subpart C.
- 18 U.S.C. § 930: “Possession of firearms and dangerous weapons in Federal facilities,” (2011). <http://uscode.house.gov/download/pls/18C44.txt>.
- September 2011/1st Edition - Combating Terrorism Technical Support Office /Technical Support Working Group/ISC - Best Practices for Mail Screening and Handling (For Official Use Only)

9.0 Interagency Security Committee Participants

ISC Chair

Caitlin Durkovich

Assistant Secretary for Infrastructure Protection
U.S. Department of Homeland Security

ISC Executive Director

Austin Smith

Interagency Security Committee
Office of Infrastructure Protection
U.S. Department of Homeland Security

ISC Working Group Members

David L. Olson - Chair
Regional Director
Federal Protective Service

Robert J. Carter
Office of Facilities Management
& Services Programs
U.S. General Services Administration

Timothy Deane
Supervisory Security Specialist
Department of Labor

Mark Hartz
Physical Security Specialist
Administrative Office of the U.S. Courts

James Patrick Gallagher
Supervisory Special Agent
U.S. Department of the Interior

George N. Brown
Physical Security Branch Chief
Federal Protective Service

Josh Williams
Office of Environmental Management
U.S. Department of Energy

Jim Smith
Security Assessment Program Manager
Federal Protective Service

Ashley Gotlinger
Policy Analyst
Interagency Security Committee

Lindsey Blair
Senior Program Manager
Interagency Security Committee

Antonio Reynolds
Security Specialist
Interagency Security Committee