



SECURE SPACE SURVEY

Completion of this survey does not solely constitute approval for accreditation of a Secure Space within the Department of Commerce (DOC). Survey results are reviewed by the Information Security Division (ISD) along with a draft Secure Space Standard Operating Procedure. A Secure Space Accreditation Request Form must be submitted to ISD to establish a timeline for approval. ISD will evaluate the justification, survey result, and Secure Space Standard Operating Procedure as provided through the Office of Security Field Servicing Security Officer. Approval or disapproval will be provided in writing and forwarded to the requester or the Bureau point of contact.

Reference: [Construction and Accreditation Standards for Secure Spaces \(CASSS\) Handbook 20-6-001](#)

Section 1: General Information

a.	Organization:	Date of Survey:
b.	Secure Space Address (Must Include Room Number): Street: City: State: Zip Code:	
c.	Responsible Official for Secure Space: Name: Phone Number: Secure Phone: Email:	
d.	Alternate Responsible Official for Secure Space: Name: Phone Number: Secure Phone: Email:	
e.	Type of Request (Check all that apply): Category A: Closed Storage Only (Up to Top Secret) Category B: Classified Discussion (non-Amplified) Category C: Open Storage with non-Amplified and Amplified Discussion (Up to Top Secret)	
f.	Level of Classified National Security Information (CNSI) to be Stored:	Top Secret Secret N/A
g.	Justification (Requestor must provide):	

Section 2: Secure Space Requested Use		Yes	No	N/A
a.	Secure Telecommunications Device: Type ()			
b.	The installed Telecommunications Device is at least 3 feet from any other transmitting devices within the room, i.e., computer, telephone: <i>Remarks:</i>			
c.	Secure Video Teleconference (SVTC):			
d.	Other Capability:			
e.	Co-Use Agreements (i.e.) Federal or other occupants:			
Section 3: Physical Protection of CNSI Material				
a.	GSA-Approved Security Container Information: Manufacturer: Serial Number: Class:			
b.	The GSA-Approved Security Container is in a private room/office: <i>Remarks:</i>			
c.	The Secure Space has an NSA-Approved Shredder: https://www.nsa.gov/Resources Manufacturer: Model: <i>Remarks:</i>			
d.	All electronic equipment maintained in the room capable of transmitting signals outside the room can be powered off and disconnected from electrical outlets: Category A- Closed Storage- No special requirement. Category B- Classified Discussion- Provide cell phone and laptop/tablet lockers outside of Discussion Room Only area. Category C- Open Storage- Provide cell phone and laptop/tablet lockers outside of Open Storage Area <i>(Reference: CASSS, 20-6-001, Appendix A: Design Specifications for Secure Rooms Classified by Room Type, Pages 32-42)</i> <i>Remarks:</i>			
Section 4: Wall Construction				
a.	Walls, true floor, and true ceiling are permanently constructed and attached to each other: (Not Applicable for Category A Requests) <i>(Reference: CASSS, 20-6-001, Section 2.5.1: Walls, Pages 16-17)</i> Plaster Gypsum Wallboard Metal Panels Hardboard Wood Plywood Other Materials Poured Concrete Vault Construction <i>Other (Explain)</i>			
b.	Walls are evenly painted from true floor to true ceiling to indicate unauthorized entry or penetration? <i>(Not Applicable to Category A)</i> <i>(Reference: CASSS, 20-6-001, Section 2.5.1: Walls, Pages 16-17)</i> <i>Remarks:</i>			
c.	Do any perimeter walls border non-DIC owned/leased space? <i>(Not Applicable to Category A)</i> <i>(Reference: CASSS, 20-6-001, Section 2.2: Application, Page 11)</i> If yes, are walls reinforced with 13 gauge expanded metal mesh? <i>Remarks:</i>			

		Yes	No	N/A
d.	<p>Is the facility located in an area with high crime statistics? (Check N/A if located within a secure compound or facility with 2 or more layers of Security in Depth) <i>(Reference: CASSS, 20-6-001, Section 2.5.1: Walls, Pages 16-17)</i></p> <p>Are walls reinforced with 13 gauge expanded metal mesh if required by risk assessment?</p> <p>Remarks:</p>			
Section 5: Primary Perimeter Door				
a.	<p>Is only one door used for routine entrance or exit? <i>(Reference: CASSS, 20-6-001, Section 2.5.1: Doors, Pages 14-15)</i></p> <p>Remarks:</p>			
b.	<p>The Secure Space has a lockable door as required by the requested room category:</p> <p>Category A- Closed Storage Only: Meets Underwriters Laboratories (UL) 437 standards & has Grade 1 cylindrical or mortise lever set. Category B- Classified Discussion Only: Meets UL 437 standard & has Grade 1 cylindrical or mortise lever set. Category C- Open Storage: Meeting FF-L-2740 and FF-L-2890 standards & has Grade 1 cylindrical or mortise lever set (HSPD-12 compliant)</p> <p><i>(Reference: CASSS, 20-6-001, Appendix A: Design Specifications for Secure Rooms Classified by Room Type, Pages 32--42)</i></p> <p>Remarks:</p>			
c.	<p>The primary door is substantially constructed of one of the following cores:</p> <p>Wood (Category A) Metal (Category B & C) Other (<i>Explain in Remarks</i>) <i>(Reference: CASSS, 20-6-001, Section 2.5.1: Doors, Pages 14-15)</i></p> <p>Remarks:</p>			
d.	<p>The frame is constructed of non-collapsible welded steel. <i>(Reference: CASSS, 20-6-001, Section 2.5.1: Doors, Pages 14-15)</i></p> <p>Remarks:</p>			
e.	<p>Door hinge pins located on the exterior are installed in a manner that prevents removal.</p> <p>Pinned Welded Brazed Other (<i>Explain in Remarks</i>) <i>(Reference: CASSS, 20-6-001, Section 2.5.1: Doors, Pages 14-15)</i></p> <p>Remarks:</p>			
Section 6: Secondary Doors				
a.	<p>Does the room have other perimeter doors? <i>(Reference: CASSS, 20-6-001, Section 2.5.1: Doors, Pages 14-15)</i></p> <p>Remarks:</p>			
b.	<p>Other perimeter doors are for emergency use only. <i>(Reference: CASSS, 20-6-001, Section 2.5.1: Doors, Pages 14-15)</i></p> <p>Remarks:</p>			
c.	<p>Other perimeter doors and frames are of the same construction materials as the primary entrance door. <i>(Reference: CASSS, 20-6-001, Section 2.5.1: Doors, Pages 14-15)</i></p> <p>Remarks:</p>			

		Yes	No	N/A
d.	<p>Door hinge pins located on the exterior are installed in a manner that prevents removal.</p> <p>Protection Method: Pinned Welded Brazed Other (<i>Explain in Remarks</i>) (<i>Reference: CASSS, 20-6-001, Section 2.5.1: Doors, Pages 14-15</i>)</p> <p>Remarks:</p>			
e.	<p>Emergency use only doors are equipped with panic hardware for emergency exit, secured from the inside with a panic bolt (which can be actuated by an alarmed panic bar); a dead bolt; a rigid wood or metal bar (that shall preclude "springing"), which shall extend across the width of the door and be held in position by solid clamps. The door(s) have no hardware on the exterior. If local fire codes prohibit such hardware, explain alternatives. (<i>Reference: CASSS, 20-6-001, Section 2.5.1: Doors, Pages 14-15</i>)</p> <p>Remarks:</p>			
f.	<p>Emergency exit only doors are equipped with a local audible annunciation device. (<i>Reference: CASSS, 20-6-001, Section 2.5.1: Doors, Pages 14-15</i>)</p> <p>Remarks:</p>			
Section 7: Windows				
a.	<p>Is the room equipped with windows along the perimeter walls?</p> <p>Are windows 18' from grade or adjacent roofs; less than 14' from other structures? (<i>Reference: CASSS, 20-6-001, Section 2.5.5: Windows, Page 19</i>)</p> <p>Remarks:</p>			
b.	<p>Windows are covered by opaque window film, or by blinds turned to no more than a 45-degree angle and drapes or blinds (as mentioned), permanently fastened at top and bottom, and not adjustable by the user. (<i>Reference: CASSS, 20-6-001, Section 2.5.5: Windows, Page 19</i>)</p> <p>Remarks:</p>			
Section 8: Other Openings				
a.	<p>There are no vents, ducts, pipes, registers, sewers, or other openings penetrating a perimeter wall, ceiling, or floor that, more than 96 square inches with no dimensions greater than 6". (<i>Reference: CASSS, 20-6-001, Section 2.5.2: Wall and Ceiling Penetrations, Pages 15-16</i>)</p> <p>Remarks:</p>			
b.	<p>All openings, to include ventilation ducts, into the area larger than 96 square inches will be protected by steel grating or steel bars a minimum of 1/2 inch in diameter, not more than 6 inches apart. (<i>Reference: CASSS, 20-6-001, Section 2.5.2: Wall and Ceiling Penetrations, Page 15</i>)</p> <p>Remarks:</p>			
c.	<p>All ventilation ducts shall have an inspection port installed on the secure room side, no more than 6 inches from the wall to afford visual inspection of installed bars or grates if present. (<i>Reference: CASSS, 20-6-001, Section 2.5.2: Wall and Ceiling Penetrations, Page 16</i>)</p> <p>Remarks:</p>			
d.	<p>Windows, secondary doors and/or emergency exits can be secured/locked: (<i>Reference: CASSS, 20-6-001, Section 2.5.1: Doors, Page 14-15</i>)</p> <p>Remarks:</p>			

		Yes	No	N/A
d.	<p>All conduit, fire suppression pipes, water pipes, and similar metal devices entering the room are clamped and grounded for sound attenuation purposes. (Reference: CASSS, 20-6-001, Section 2.5.2: Wall and Ceiling Penetrations, Page 16)</p> <p>Remarks:</p>			
e.	<p>Fire caulking is provided to fill all wall penetrations that pass through the secure perimeter. (Reference: CASSS, 20-6-001, Section 2.5.2: Wall and Ceiling Penetrations, Page 16)</p> <p>Remarks:</p>			
Section 9: Acoustical Protection				
a.	<p>Loud speech, including facilities with SVTC or other devices that employ amplified sound at full volume, can be faintly heard but not understood outside the secure area, and normal speech is unintelligible.</p> <p>Test Type: "Can you hear me now?" STC (Enter Rating): (Reference: CASSS, 20-6-001, Section 2.3: Space Planning and Coordination, Pages 11-12)</p> <p>Remarks:</p>			
b.	<p>Are, if any, acoustic mitigation techniques used? Please check all that apply. (For sound mitigation options refer to CASSS, 20-6-001, Section 2.6: Supplemental Protection, Page 23)</p> <p>Rubber Gasketing Dialectic Breaks Acoustic Sealant Door Sweep Sound Masking Devices (<i>Explain in Remarks</i>)</p> <p>If other or no, please explain:</p>			
Section 10: Physical Access Control System (PACS)				
a.	<p>The door is equipped with a card reader, electric or mechanical cipher lock or UL 437 approved key lock for supplemental access control. (Reference: CASSS, 20-6-001, Section 2.5.1: Doors, Pages 14-15)</p> <p>Remarks:</p>			
b.	<p>Is the access control equipment securely fastened to a wall or other fixed structure? (Reference: CASSS, 20-6-001, Section 2.6: Supplemental Protection, Page 21)</p> <p>Remarks:</p>			
c.	<p>Does the PACS have a minimum of four hours of uninterruptible backup power? (Reference: CASSS, 20-6-001, Section 2.6: Supplemental Protection, Page 21)</p> <p>What is it powered by? I.e., batteries, power supply, generators, etc. List in remarks.</p> <p>Remarks:</p>			
Section 11: Intrusion Detection System (IDS)				
NOTE: Complete this section only if an IDS is required				
a.	<p>Secure Space is equipped with an UL IDS, and a copy of the UL Burglary Alarm Certificate has been furnished by a UL 2050 certified alarm installation company. (Reference: CASSS, 20-6-001, Section 2.6: Supplemental Protection, Page 21)</p> <p>Remarks:</p>			
b.	<p>Location of UL authorized central monitoring station: (<i>List in Remarks</i>) (Reference: CASSS, 20-6-001, Section 2.6: Supplemental Protection, Page 21)</p> <p>Remarks :</p>			
c.	<p>Name of alarm installation company issuing UL certificate: (<i>List in Remarks</i>) (Reference: CASSS, 20-6-001, Section 2.6: Supplemental Protection, Page 21)</p> <p>Remarks:</p>			

		Yes	No	N/A
d.	Initial Alarm System Test and Inspection Successful for all devices: (Reference: CASSS, 20-6-001, Section 2.4: Inspection, Testing, Validation, Labeling, and Acceptance, Page 13) Remarks:			
e.	Keypads are located within the Secure Space adjacent to the primary entrance: (Reference: CASSS, 20-6-001, Section 2.6: Supplemental Protection, Pages 21-22) Remarks:			
f.	All IDS elements are on a segregated, independent zone or area: (Reference: CASSS, 20-6-001, Section 2.6: Supplemental Protection, Pages 21-22) Remarks:			
g.	Perimeter doors are equipped with High Security Switch (door sensors). (Reference: CASSS, 20-6-001, Section 2.6: Supplemental Protection, Page 22) Remarks:			
h.	Supplied battery backup has been calculated to provide a minimum of four hours of backup: (Reference: CASSS, 20-6-001, Section 2.6: Supplemental Protection, Pages 22) Remarks:			
i.	Is there video surveillance installed based on a risk assessment? (Reference: CASSS, 20-6-001, Section 2.6: Supplemental Protection, Pages 22-23) Remarks:			
In section 14; Provide a list of compromises or breaches in the controlled area if any.				
Section 12: Response				
a.	On-site response to unannounced alarms does not exceed 30 minutes for rooms storing Secret materials and 15 minutes for rooms storing Top Secret materials. (Reference: CASSS, 20-6-001, Section 2.6: Supplemental Protection, Pages 19-20) Provide a description of the response activity: Remarks:			
b.	The location housing the Secure Space is subject to inspection every two hours by cleared guard personnel if there is not either an IDS or Security-In-Depth (only for Closed Storage spaces). (Reference: CASSS, 20-6-001, Section 2.6: Supplemental Protection, Pages 19-20) Remarks:			
Section 13: Standard Operating Procedures (SOP)				
a.	A Standard Operating Procedure (SOP) has been developed to provide procedures for the security of the area. (Include a copy of the SOP when submitting <i>this</i> survey) (Reference: CASSS, 20-6-001, Section 1.3: General, Page 7) Remarks:			

Section 14: Other remarks affecting the security of the proposed accredited area that should be considered in the approval process:

Section 15: Inspection Official

Inspection Official:		Signature:
Title/Grade:		Bureau:
Date:	Phone:	Email:

Section 16: Reviewing Authority (DOC ISD Use Only)

Print Name:	Signature:
Title/Grade:	Date: