

Badging Procedures

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URL: <http://www-group.slac.stanford.edu/esh/eshmanual/references/siteAccessProcedBadging.pdf>

1 Purpose

The purpose of these procedures is to protect individuals from hazards that may exist at SLAC by ensuring they have the appropriate training for the area in which they will be working. They cover obtaining, displaying, and returning a SLAC identification badge. They apply to employees, users, and subcontractors, their SLAC supervisors and points of contact, and SLAC Site Security and the Radiation Protection Department.

1.1 Badges

The SLAC ID badge provides positive identification of employees, users, and subcontractors and access to the site. It is not a DOE security badge or Office of Science “common badge” but rather a “local site specific only (LSSO)” badge (see [DOE O 473.3A](#)). Individuals from other DOE facilities who visit SLAC may use the badge from their facility for access to the *general access area*. For unescorted access to the *safety access area* they will need a SLAC ID badge.

Important Individuals, with the exception of children, must carry some form of photo ID. Anyone without a SLAC ID badge must carry a driver’s license, state- or institution-issued photo ID, or passport.

A permanent SLAC ID badge is issued by SLAC Site Security to individuals who have completed required training. This ID badge identifies the individual’s

1. Employment (SLAC or Stanford employee, user, service subcontractor, construction subcontractor)
2. Safety orientation and radiological training taken
3. Training expiration. Access privileges are based on current training. When training expires the access privileges associated with that training also expire. In order to maintain access, the individual needs to retake training and obtain a new badge.

SLAC ID badges are also proximity cards. The badges can be used to access gates, buildings, or locations that have card readers. (See Figure 1 for sample badges.)

In addition to permanent SLAC ID badges there are three types of temporary badge:

1. A red badge, reading ESCORT REQUIRED. These badges are issued to anyone who may require access to an area for which they do not have the required training (the safety access area for visitors and other areas for employees, users, and subcontractors).
2. A green badge, reading NO ESCORT REQUIRED. These badges are issued to SLAC ID badge holders who have lost their permanent badge.

- A blue badge, reading NO ESCORT REQUIRED. These badges are issued to users arriving for the first time after hours.

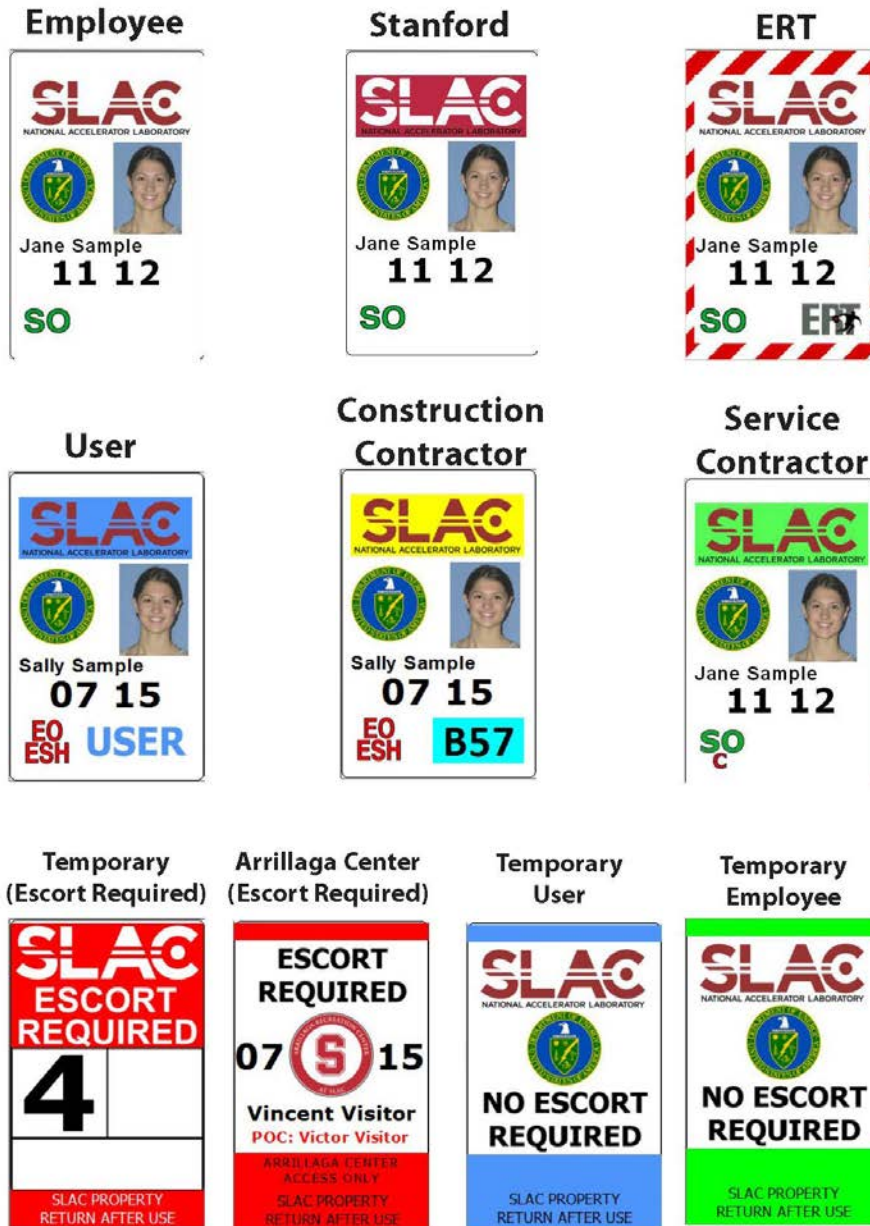


Figure 1 Sample SLAC Identification Badges

2 Procedures

2.1 Employee / User / Subcontractor Badging

An *employee* is an individual who works directly for SLAC and is on the SLAC payroll. For the purposes of site access SLAC emeriti, affiliates, and summer students are treated like employees, as are Stanford University faculty, staff, and students and Department of Energy SLAC Site Office staff and employees of other DOE contractors. (See [Human Resources and Development Services: Non-Employee Definitions](#) for definitions.)

A *user* is a scientific researcher engaged on approved research projects using DOE-designated user facilities (for example, SSRL, LCLS, FACET).

A *subcontractor* is an individual employed by a firm with which a contract for work has been approved through Purchasing. Subcontractors work at SLAC for a specific project or on-going services and/or maintenance. For the purposes of site access consultants and temporary agency workers are treated like subcontractors.

This procedure must be followed to be issued a badge before beginning work on-site at SLAC.

Step	Person	Action
1.	Supervisor / point of contact	Verifies worker has a valid SLAC system ID by checking the SLAC Directory (see the HDI for Supervisor site for on-boarding procedures) Ensures worker is in compliance with DOE Order 142.3A, "Unclassified Foreign Visits and Assignments Program" (DOE O 142.3A) (see Coming to SLAC: Foreign Nationals)
2.	Supervisor / point of contact	Determines minimum site access training requirements based on which areas personnel will need to access without a qualified escort (see Site Access Control: General Requirements) <i>Note additional work-specific training may be required but is not necessary for obtaining a SLAC identification badge.</i>
3.	Supervisor / point of contact	For employees , supervisor assigns minimum training For users , point of contact communicates training requirements For subcontractors , SLAC project manager communicates training requirements (see Chapter 42, "Subcontractor Safety")
4.	Worker	Completes assigned minimum training online, preferably before coming to SLAC (see SLAC Training: Web Based Training)
5.	Worker	Completes sections 1–5 the SLAC Dosimeter / ID Request Form A (The form is used for issuing both SLAC badges and dosimeters. Dosimeters are required for entry into a radiologically controlled area, see Radiological Safety: Personnel Dosimeter Requirements .)
6.	Supervisor / point of contact	Signs form (Section 6)

Step	Person	Action
7.	Worker	Brings completed badge request form and a certificate of completion for required training (or waits 24 hours to be credited) to the SLAC Site Security Badging Office in the Visitor, User, Employee (VUE) Center, located in the Science and User Support Building (SUSB, Building 53) <i>Note: if intending to operate a motorized vehicle on-site must also bring a valid drivers' license.</i>
8.	SLAC Site Security	Verifies worker has completed required training (Section 7) and issues badge (and dosimeter, if required) (Section 8) Verifies worker is in compliance with DOE Order 142.3A, "Unclassified Foreign Visits and Assignments Program" (DOE O 142.3A) (see Coming to SLAC: Foreign Nationals)

2.1.1 Expiration of Access Privileges

For SLAC employees, access privileges are based on current training. When training expires the access privileges associated with that training also expire. (The expiration date of the most advanced training is shown on the SLAC ID badge. Renewal reminders are e-mailed to employees and their supervisors.) In order to maintain access, the individual needs to retake training and obtain a new badge, using the above process.

Dosimeters must be renewed when the *wear period* expires, which varies with the type of dosimeter (see [Radiological Safety: Personnel Dosimeter Requirements](#)).

2.1.2 Additional User Requirements

All users from sensitive countries must be entered SLAC's database to comply with the Department of Energy unclassified foreign visits and assignments program (see [DOE Order 142.3A](#)) before a badge is issued. Users from T-3 countries must have an approved package before a badge is issued (see [Coming to SLAC: Foreign Nationals](#)). It is strongly recommended that users complete training before arrival on-site.

2.1.2.1 First-time Access

The Badging Office will confirm users have been approved by checking the [User Facility Access List](#). For users not on the User Facility Access List, the Badging Office will contact the SLAC VUE Center User Support Office or FACET coordinator, who will confirm with the relevant proposal team that the user is part of their collaboration team and should be granted access if all paper work and training is complete. The Badging Office will complete and sign the badge request form.

Once training and approval is confirmed the Badging Office will make sure the individual is in compliance with DOE Order 142.3A, "Unclassified Foreign Visits and Assignments Program" ([DOE O 142.3A](#)) and issue the user a SLAC ID badge and then will direct him or her to the User Support Office (in the VUE Center) to complete any additional paperwork.

Users who arrive on-site for the first time after hours will have their training and approvals checked by SLAC Site Security at the Main Gate and will be issued a blue temporary no-escort-required badge, good till the end of the next business day.

2.1.2.2 Expiration of Access Privileges

Access for users will have a default expiration date of September 30 of the calendar year or when the user's visa or passport expires. If the user has the need and justification for additional time, SLAC Site Security can extend privileges for longer.

2.1.3 Additional Subcontractor Requirements

2.1.3.1 After-hours Access

Subcontractors must have approval to access the site after hours. For construction subcontractors authorization requires an [after-hours access authorization form](#) completed by their SLAC point of contact, approved by Purchasing and SLAC Site Security. In addition, construction subcontractors arriving after hours must be logged in. After-hours access for service subcontractors is approved case by case. A SLAC point of contact must be present when subcontractors are on-site after hours.

2.1.3.2 Expiration of Access Privileges

Access privileges for subcontractors will be based on the length of their project at SLAC or when their training expires, whichever comes first.

2.1.3.3 Construction Areas

Construction subcontractors must stay and work within their designated construction areas. Personnel working on walks, paving, utilities, piping, or similar outside projects are prohibited from entering any buildings within the area of work, except when granted permission by a SLAC field construction manager.

2.2 Displaying Badges

The ID badge does not have to be displayed in the general access area of SLAC, but must be carried and presented upon request by a supervisor, manager, or security officer.

Important Each individual must have and use his or her own badge at each gate or access point for every entry: badges may not be loaned and individuals may not “piggyback” on another’s access privileges, unless properly escorted (see [Site Access Control: Escorted Access Authorization Procedures](#)).

ID badges must be worn and displayed at all times in the safety access area and must be presented to the security officer at an accelerator area access point (internal gates).

Important In addition to a SLAC ID badge, individuals must wear and display a personnel dosimeter at all times when in a *radiologically controlled area* or *radiological area* (see [Radiological Safety: Personnel Dosimeter Requirements](#)).

2.3 Returning Badges

Human Resources Development and Services will make sure all employees departing SLAC have returned their SLAC ID badge, keys, and other government property as part of an exit and inventory interview. All badges are returned to SLAC Site Security for documentation and deactivation.

The SLAC point of contact is responsible for returning all the badges issued to subcontractors when work is completed to SLAC Site Security for documentation and deactivation. Subcontractors will be charged for failing to return badges or dosimeters.

Users must return their badges to the Badging Office.

2.4 Replacing Lost Badges

Employees, users, and subcontractors must report lost or stolen badges to SLAC Site Security immediately. SLAC Site Security will deactivate the badge and issue a temporary no-escort-required badge, good for 72 hours and a temporary proximity card. (This badge is green, reads NO ESCORT REQUIRED, and shows the individual's name, training, and expiration date.) If the badge is not recovered or found in that time, a new badge will be issued.

3 Forms

The following forms are required by this procedure:

- [SLAC Dosimeter / ID Request Form A](#) (SLAC-I-760-0A07J-006). Form for requesting a SLAC ID badge and personnel dosimeter for individuals with required training
- [Site Access Control: Subcontractor After-hours Access Authorization Form](#) (SLAC-I-720-0A00J-001). Form for requesting after-hours access for construction subcontractors
- [SLAC Training: Web Based Training](#). Entry point for registering for and completing web-based courses

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- SLAC Site Security maintains a record of badges issued in its badging system.
- SLAC Site Security maintains subcontractor after-hours access authorization forms.
- The Radiation Protection Department maintains completed badge request forms.
- SLAC Training maintains records of assigned and completed training in the SLAC Training database; records may be accessed through the [Training History Report](#).

5 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 55, “Site Access Control”](#)
 - [Site Access Control: General Requirements](#) (SLAC-I-720-0A00S-001)
 - [Site Access Control: Escorted Access Authorization Procedures](#) (SLAC-I-720-0A00C-002)
 - [Site Access Control: Visitor Authorization Procedure](#) (SLAC-I-720-0A00C-003)
- [Chapter 9, “Radiological Safety”](#)
 - [Radiological Safety: Radiological Work and Area Entry Requirements](#) (SLAC-I-760-0A05S-002)
 - [Radiological Safety: Personnel Dosimeter Requirements](#) (SLAC-I-760-0A07S-001)
- [Chapter 42, “Subcontractor Safety”](#)

Other SLAC Documents

- [SLAC Site Security: Badge Office](#)
- [Coming to SLAC](#)
 - [Coming to SLAC: Foreign Nationals](#)
 - [User Facility Access List](#)
- [Human Resources and Development Services: Non-Employee Definitions](#)
- [HDI for Supervisor](#) (for onboarding procedures)
- [SLAC Directory](#)
- [SLAC Training](#)
 - [Training History Report](#)

Other Documents

- Site Compliance Plan for Department of Energy Order 473.3A, “Protection Program Operations” ([DOE O 473.3A SCP](#))
- Site Compliance Plan for DOE Order 142.3A, “Unclassified Foreign Visits and Assignments Program” ([DOE O 142.3A SCP](#))