

Chapter 55: [Site Access Control](#)

Escorted Access Authorization Procedures

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

1 Purpose

The purpose of these procedures is to protect individuals from hazards that may exist at SLAC by ensuring they are properly escorted in areas for which they do not have the required safety training. They cover authorizing and engaging in escorted access. They apply to employees, users, subcontractors, and visitors, their points of contact, escorts, and SLAC Site Security and the Radiation Protection Department.

These procedures do not apply to guests of the Stanford Guest House, riders of the Marguerite Shuttle, and such. (For authorizing access for them, see [Site Access Control: General Requirements](#).)

2 Procedure

Individuals at SLAC who do not have the minimum level of training for a given area must be escorted by someone who does. If entering the *safety access area*, they must also wear a temporary escort-required badge (Figure 1). (This badge is red, reads ESCORT REQUIRED, and shows the individual's name and expiration date of access privileges.) (See [Site Access Control: General Requirements](#) for minimum site access training and maps.) This temporary badge is valid for up to seven days. (For tours, it is the tour escort who wears the temporary badge, tour members are not required to wear a badge.)



Figure 1 Temporary Escort-required Badge

Individuals without required training are not allowed access to *radiological areas*, such as *radiation areas*, *high radiation areas*, or *contamination areas*, even if escorted.

2.1 General Requirements

These requirements apply to all cases of escorted access.

Person	Requirement
Point of contact	<p>Should be present</p> <p>Ensures a qualified escort is with the person(s) at all times</p> <p>Ensures badging, and any other requirements, are met</p> <p>If escorted person is to enter a <i>controlled area</i>, ensures the escort gives the escorted person(s) a safety briefing, including radiological topics. This safety briefing may be administered electronically, verbally, or by reading a brochure. The completion of the briefing must be recorded. The briefing is good for up to one month, 30 days, or end of the expiration date of the badge.</p> <p>Important: even escorted, individuals without required training are not allowed access to <i>radiological areas</i>, such as radiation areas, high radiation areas, or contamination areas.</p>
Escort	<p>Provides escorted person safety directions and accepts responsibility for the person's safety</p> <p>Keeps the escorted person in visual contact at all times</p> <p>Ensures that the escorted person does not engage in <i>non-green work</i> without proper work authorization and release (see ESH Manual Chapter 2, Work Planning and Control)</p> <p>Ensures that the escorted person wears a dosimeter when required</p> <p>Briefs the escorted person on radiological safety requirements (Radiological Safety: Safety Briefing) if entering a <i>controlled area</i></p>
Escorted person	Follows escort's instructions and remains in visual contact at all times

2.2 Safety Access Area: Individual Non-radiological Work Access

This procedure is for authorizing escorted access for individuals to the safety access area to conduct *non-radiological work*.

Step	Person	Action
1.	Escorted person	Completes sections 1–4 of SLAC Dosimeter / ID Request Form B
2.	Escort	Completes Section 5 of form
3.	Escort	Brings completed form 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)
4.	SLAC Site Security	Completes Section 6 of form Issues temporary escort-required badge (and dosimeter if required)

Step	Person	Action
5.	Escort and escorted person	Meet at Badging Office Enter area, complying with above requirements
6.	Escort or escorted person	Returns temporary badge (and dosimeter if required) to Badging Office

2.3 Safety Access Area: Tour Access

This procedure is for authorizing escorted access for *tours* entering the safety access area. A separate form and escort are required for every 20 tour members.

Step	Person	Action
1.	Escort	Completes Section 1 of SLAC Dosimeter / ID Request Form C
2.	Escort	Brings completed form 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)
3.	SLAC Site Security	Completes Section 2 of form Issues temporary escort-required badge (and tour/group dosimeter if required) to the escort
4.	Escorted persons	Sign Section 3 of form, acknowledging requirements
5.	Escort and escorted persons	Meet at Badging Office Enter area, complying with above requirements
6.	Escort	Returns temporary badge (and dosimeter if required) to the Badging Office

For more information on tours at SLAC, see [Educational and Public Tours](#) and [SLAC Tours](#) (for personal tours).

3 Forms

The following forms are required by this procedure:

- [SLAC Dosimeter / ID Request Form B](#). Form for authorizing escorted access to the safety access area and requesting a temporary escort-required badge (and personnel dosimeter if required) for individuals without required training to conduct non-radiological work
- [SLAC Dosimeter / ID Request Form C](#). Form for authorizing escorted access and requesting a temporary escort-required badge (and a tour/group dosimeter if required) for tours entering the safety access area. A separate form and escort are required for every 20 tour members.

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- SLAC Site Security maintains a record of badges
- The Radiation Protection Department maintains completed badge request forms

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: Badging Procedures](#) (SLAC-I-720-0A00C-001)
 - [Site Access Control: Visitor Authorization Procedure](#) (SLAC-I-720-0A00C-003)
- [Chapter 2, Work Planning and Control](#)
- [Chapter 9, “Radiological Safety”](#)
 - [Radiological Safety: Personnel Dosimeter Requirements](#) (SLAC-I-760-0A07S-001)
 - [Radiological Safety: Safety Briefing](#) (SLAC-I-760-0A07S-004)

Other SLAC Documents

- [SLAC Site Security: Badge Office](#)
- [Coming to SLAC](#)
- [Controlled Areas and Radiologically Controlled Areas \(RCAs\)](#)
- [Educational and Public Tours](#)
- [SLAC Tours](#)