



ENVIRONMENT, SAFETY & HEALTH DIVISION

Chapter 55: [Site Access Control](#)

Visitor Authorization Procedure

Product ID: [694](#) | Revision ID: 1971 | Date published: 15 September 2017 | Date effective: 15 September 2017

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

1 Purpose

The purpose of this procedure is to protect visitors to SLAC by making sure they have been approved and made aware of site hazards and site access policies and procedures. It covers approving visitor access. It applies to visitors and their SLAC points of contact, supervisors, and SLAC Site Security.

This procedure does not apply to guests of the Stanford Guest House, riders of the Marguerite Shuttle, and members of the public attending special events and lectures. (For authorizing access for them, see [Site Access Control: General Requirements](#).)

2 Procedure

A *visitor* is an individual not performing SLAC-related work, for example:

1. All individuals coming to SLAC to attend a meeting/conference/seminar and/or workshop that is held in the general access area of the laboratory and who are not performing any SLAC-related work or experiments or receiving payments or reimbursements from SLAC
2. Anyone on-site for the sole purpose of attending SLAC public tours or public lectures
3. Anyone attending special events that do not require any training or work
4. Anyone staying at the Guest House who is not affiliated with SLAC experimenters or work
5. All delivery personal/vendors making deliveries to SLAC or to construction/special projects

Visitors must have a business purpose and a SLAC *point of contact* (who can be any individual who has completed training and been issued a SLAC ID badge) and approval to enter SLAC. Users and subcontractors may request site access for visitors only for tours.

Step	Person	Action
1.	Point of contact	Completes SLAC Main Gate Access Form before visitor's arrival, providing visitor's name, arrival and departure dates, and destination/areas to be visited If the visitor is to enter the <i>safety access area</i> , an escort and temporary, escort-required badge is required (see Site Access Control: Escorted Access Authorization Procedure)
2.	Supervisor (of point of contact)	If visitor is a child, approves visit

Step	Person	Action
3.	Point of Contact	As the SLAC host, must advise the prospective visitor of any SLAC site access policies and procedures applicable to the visit
4.	Visitor	Enters SLAC at the Main Gate (off Sand Hill Road) using the internal (left) lane, next to the security kiosk, during business hours (7:00 AM to 5:00 PM) With the exception of children, must present some form of photo ID: driver's license, state- or institution-issued photo ID, or passport
5.	SLAC Site Security	Confirms visit has been approved by checking for completed form If visitors do not have a completed form, asks them to park in the adjacent visitor's parking lot until SLAC Site Security can reach their SLAC point of contact for approval
6.	Visitor	Once approval is confirmed is allowed unescorted access to the <i>general access area</i> , during business hours

3 Forms

The following forms are required by this procedure:

- [SLAC Main Gate Access Form](#). Form for approving visitor access

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- SLAC Site Security maintains the completed access 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: Escorted Access Authorization Procedures](#) (SLAC-I-720-0A00C-002)

Other SLAC Documents

- [SLAC Site Security: Badge Office](#)
- [Coming to SLAC](#)
- [Educational and Public Tours](#)
- [SLAC Tours](#)