

Chapter 55: [Site Access Control](#)

Quick Start Summary

Product ID: [689](#) | Revision ID: 1967 | Date published: 15 September 2017 | Date effective: 15 September 2017

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

1 Who needs to know about these requirements

The requirements of Site Access Control apply to all individuals at SLAC: *employees, users, subcontractors, and visitors*; supervisors/managers, points of contact, the ESH division director, senior management team, and laboratory director; and SLAC Site Security, the User Support Office, the Radiation Protection Department, and SLAC Training.

2 Why

SLAC has many areas containing hazardous equipment and materials that could pose a danger to an individual who has not had the proper training to recognize these hazards. Furthermore, the laboratory contains valuable government equipment and controlling access to the laboratory is an important element of loss prevention to protect this property.

3 What do I need to know

Access to the SLAC site must be authorized and is generally limited to persons with a business purpose to be on-site and with a SLAC *point of contact (POC)*. Access to SLAC and areas within it varies with the role of the person (*employee, user, subcontractor, visitor*); area to be entered (*general access area, safety access area*); and nature of the activity (type of work, duration, whether the person is escorted or not).

SLAC employees, users, and subcontractors are issued a SLAC identification (ID) badge. Badges are checked at the external and internal gates and at the entrances of some buildings. Badges must be worn and displayed at all times in the safety access area. With the exception of children, anyone without a SLAC ID badge must carry a driver's license, state- or institution-issued photo ID, or passport. 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 (by entering a gate or door opened by someone else), unless properly escorted. See the flow chart on the back for a summary view of the site entry process.

4 When

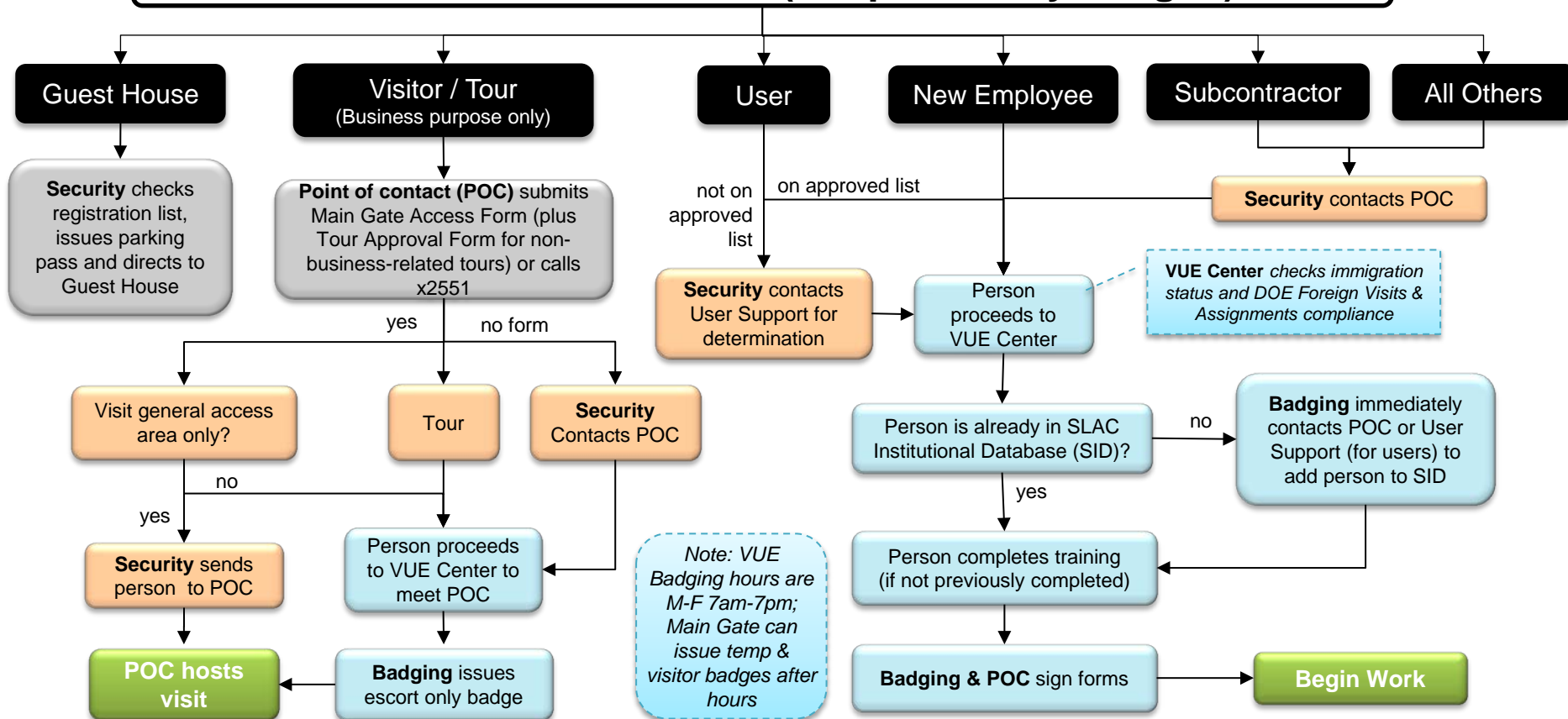
These requirements take effect 15 September 2017.

5 Where do I find more information

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

- [Chapter 55, "Site Access Control"](#)

Arrivals at Sand Hill Gate (not previously badged)



Definitions

Guest House Registered guests of the Stanford Guest House

Visitor An individual not performing SLAC-related work, for example:

1. Anyone attending a meeting, conference, seminar, or workshop held in the general access area of the lab and not performing any work or experiments or receiving payments or reimbursements from SLAC. *Note: even if a visitor, any foreign nationals receiving payments or reimbursements from SLAC must complete a DOE Foreign National Visits & Assignments Questionnaire and check in at the VUE Center.*
2. Anyone on-site for the sole purpose of attending public tours or public lectures (refer to [SLAC Public Tours](#) website for registration)
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.

Point of contact (POC) SLAC personnel responsible for a user, subcontractor, visitor, or other non-SLAC employee

User A scientific researcher engaged on approved research projects using DOE-designated User Facilities

Subcontractor An individual employed by a firm with which a contract for work has been approved through Procurement (note: may exclude certain service subs)

Employee An individual who works directly for SLAC and is on the SLAC payroll

All others None of the above, may include Stanford staff, faculty, students, visiting researchers (affiliates), alumni, etc.