

Chapter 55: [Site Access Control](#)

General Requirements

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

1 Purpose

The purpose of these requirements is to protect individuals at SLAC from potentially hazardous equipment and materials and to protect government property and the environment by ensuring access is limited to areas for which individuals have adequate training and authorization. They cover the granting and use of physical access privileges to the SLAC site. They apply to all individuals at SLAC: *employees, users, subcontractors, and visitors*; supervisors/managers, points of contact; and SLAC Site Security, the User Support Office, the Radiation Protection Department, and SLAC Training.

2 Requirements

2.1 Access Overview

Access to the SLAC site must be authorized and is generally limited to persons with a business purpose to be on-site and, if not SLAC employees, with a SLAC *point of contact (POC)*.

Access to SLAC and areas within it varies with

1. The area to be entered (*general access area, safety access area, and more specialized areas and buildings*) (see Section 2.1.1)
2. The role of the person (*employee, user, subcontractor, visitor*) (see Section 2.6)
3. The nature of the activity (type of work, duration, whether person is escorted or not)

Access is controlled through the following means:

1. Badges. SLAC employees, users, and subcontractors are issued a SLAC identification (ID) badge with the person's name, photo, role, and training status. Visitors, if they will be entering the safety access area, are issued a temporary badge with their name and an expiration date indicating they must be escorted. Badges are checked, either manually by SLAC Site Security or through automated readers, at the external and internal gates and at the entrances of some buildings. (See [Site Access Control: Badging Procedures](#) for a detailed description of badges and procedures for obtaining and using them.)

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.

2. Keys or access codes are used to control access to some buildings.
3. Decals may be used, by employees only, to speed up vehicle access at the Main Gate.

2.1.1 Visitor, User, Employee Center

The [Visitor, User, Employee \(VUE\) Center](#), located on the first floor of the Science and User Support Building at the entrance of the campus, serves as a single entry point for visitors, users, and new employees and provides a one-stop shop for services such as facility user check-ins, badging, immigration, and housing support. SLAC Site Security operations run 24 hours a day, seven days a week. All other services are available Monday through Friday, except most public holidays and during the winter closure.

2.2 Site Areas

SLAC has many areas containing potentially hazardous equipment and materials that can pose a danger to an individual who has not had the proper training to recognize these hazards. Accordingly, for access purposes, areas at SLAC are classified by hazard with access limited to those who have had the appropriate training or who are escorted by someone who has the appropriate training. (See Figure 1 for a map of access areas.)

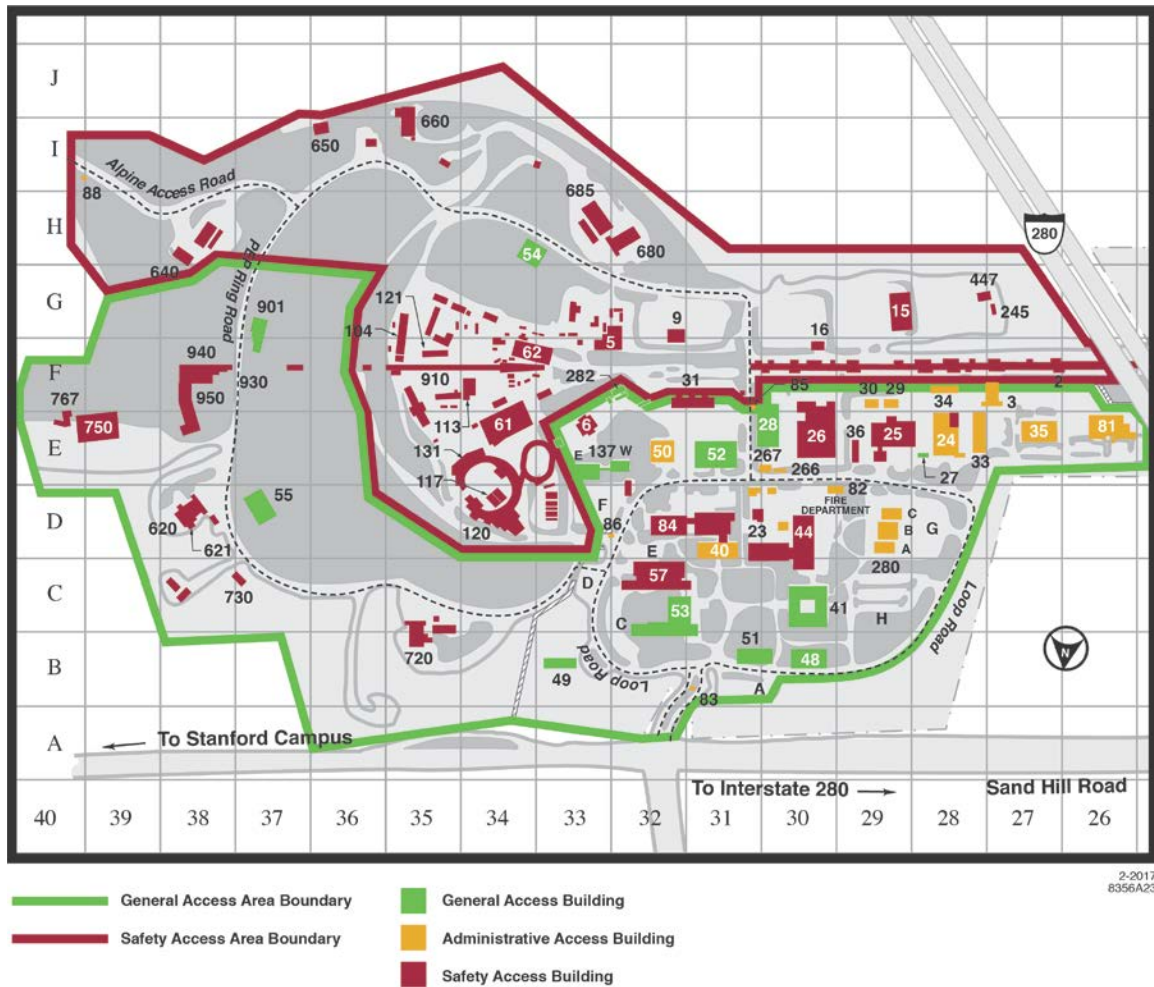


Figure 1 General and Safety Access Areas and Buildings

2.2.1 General Access Area

The *general access area (GAA)* is defined as an area of limited hazards, established to allow public (with business purpose) access to SLAC while still maintaining minimum security requirements to protect the public from research-related hazards. The SLAC site outside of the safety access area, and some buildings in the safety access area, is designated as the general access area.

Some buildings in the general access area have established administrative access controls to provide protection for business-related functions and records and protect government property. These buildings are designated *administrative access buildings*. Access to these requires SLAC Site Security and building manager or area manager approval.

2.2.2 Safety Access Area

The *safety access area (SAA)* is defined as an area where some level of hazard may exist. Individual access to this area is controlled. The *accelerator area*, and some buildings in the general access area, is designated as the safety access area. (See Figure 1 for a map.)

Unescorted access to the safety access area requires completion of safety orientation training:

- ESH Course 219, Environmental Safety and Health Orientation ([ESH Course 219](#)), for SLAC employees, users, and service subcontractors, or
- ESH Course 375, Construction Safety Orientation ([ESH Course 375](#)), for construction subcontractors

Additional training is required for unescorted access to controlled areas (see Section 2.2.3).

2.2.3 Controlled Areas and Radiologically Controlled Areas

A *controlled area (CA)* is an area where access is managed to protect individuals from exposure to radiation and/or radioactive materials. A *radiologically controlled area (RCA)* is a controlled area that requires dosimetry for entry. (See [Controlled Areas and Radiologically Controlled Areas \(RCAs\)](#) for a map of these areas.)

Unescorted access to these areas requires completion of ESH Course 115, General Employee Radiological Training (GERT) ([ESH Course 115](#)). (For details on required training for various radiological areas, see [Radiological Safety: Radiological Work and Area Entry Requirements](#).)

2.2.3.1 Securing Safety Access Buildings

Safety access buildings that contain controlled areas or radiologically controlled areas located outside of the accelerator area must have the areas locked to prevent inadvertent access by visitors.

Safety access buildings located outside of the accelerator area where access to an accelerator housing is possible must be locked at all times to prevent inadvertent access by visitors.

2.2.4 Radiological Areas

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

2.2.5 Construction Areas

Construction area boundaries must be clearly marked. Construction fencing must be secured during non-working hours, weekends and holidays. 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.

Except for emergencies, SLAC personnel must obtain approval to enter a construction site from the subcontractor's superintendent or SLAC field construction manager (FCM). Visitors must be escorted by the FCM or the subcontractor's superintendent while on the job (see [Chapter 42, "Subcontractor Safety"](#)).

2.3 Gates

2.3.1 External Gates

There are two external access points to the SLAC site:

1. The Main Gate (off Sand Hill Road) is the access point for all individuals entering the site. Entry via the Main Gate allows access to the general access area of SLAC.
2. The Alpine Gate (off Alpine Road) is the second point of entry to the site and provides access to the safety access area. Because of the potential hazards in this area the Alpine Gate is accessible only to individuals with current training and SLAC ID badges (employees, users, and subcontractors). Visitors are not allowed to use this gate.

2.3.2 Internal Gates

There are automated vehicle and pedestrian gates that provide access to the *accelerator area (AA)* within the safety access area. These gates are accessible only to individuals with current SLAC ID badges. Visitors may use these gates only if properly escorted (see Section 2.6.4).

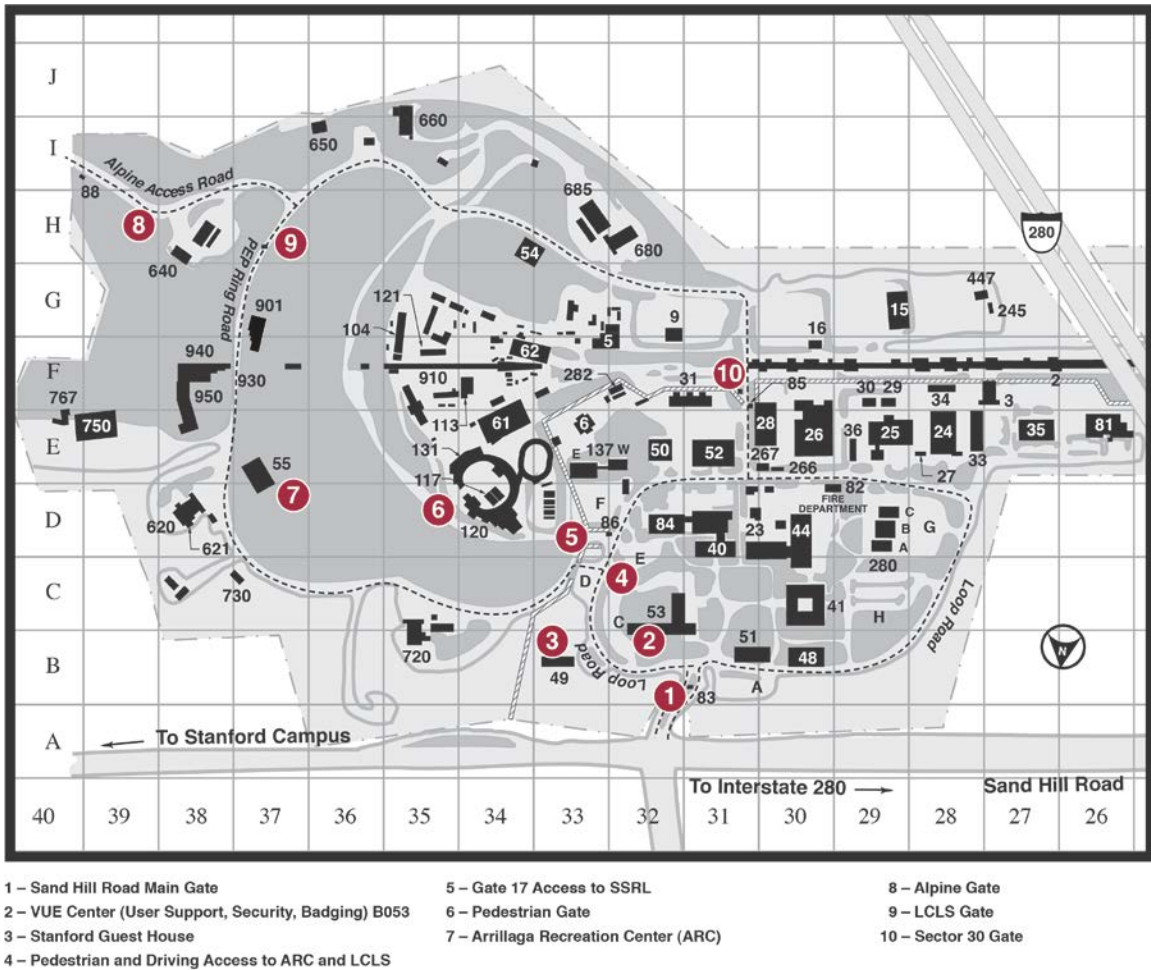


Figure 2 Access Gates

2.4 Access Hours

Employees and users have 24/7 access to SLAC. Summer students and subcontractors have access during business hours (Monday through Friday from 6:00 AM to 6:00 PM). Special approval is required for subcontractors who require after-hours and weekend access. Visitor access is generally restricted to 7:00 AM to 5:00 PM.

2.5 Access to Facilities and Building Security

Many SLAC facilities and buildings are designated as general access and are open to the public/visitors who have a business purpose and SLAC point of contact during normal business hours. Outside of normal business hours buildings are locked. Employees and users who may need access during evenings and weekends are provided keys/card key access.

Employees and users who organize after-hours meetings and events are responsible for safety and security while the meeting is in session and also are responsible for ensuring that the building is secured when they leave. SLAC Site Security approval is required for all after-hours events that involve individuals who do not have a SLAC ID badge.

2.6 Authorizing Access

Access to SLAC is a privilege granted to individuals who have a business purpose. This privilege is granted formally in accordance with these requirements and is subject to the willingness and ability to comply with all relevant SLAC policies, procedures, and instructions, including those related to health, safety, and protection of the environment and of laboratory assets. Access privileges may be withdrawn at any time, for various reasons, including nonconformance with SLAC policies and procedures.

2.6.1 Minimum Training for Site Access

Unescorted access to the general access area does not require any training. Unescorted access to the safety access area requires completion of safety orientation training, which is mandatory for employees, users, and subcontractors. Unescorted access to controlled areas and radiologically controlled areas (RCAs) requires further training (and for RCAs, the wearing of personnel dosimeters). (See Section 2.1.1 for a description and maps of areas and Table 1 for minimum site access training requirements.)

Important Additional training may also be required but is not a condition of site access. See hazard-specific chapters of the [ESH Manual](#).

Table 1 Minimum Site Access Training Requirements

Employment Status	Safety Orientation	Unescorted Access to Controlled Areas
SLAC employee	ESH Course 219, Environmental Safety and Health Orientation (ESH Course 219)	
User	ESH Course 219, Environmental Safety and Health Orientation (ESH Course 219)	For access into a controlled area or radiologically controlled area: ESH Course 115, General Employee Radiological Training (GERT) (ESH Course 115) (For details on required training for various radiological areas, see Radiological Safety: Radiological Work and Area Entry Requirements .)
Service subcontractor	ESH Course 219, Environmental Safety and Health Orientation (ESH Course 219) May work for up to two days without this, if escorted by a supervisor-level person, either SLAC or subcontractor, who has the required training and badge. Workers using this exemption will be issued a temporary escort-required badge.	
Construction subcontractor	ESH Course 375, Construction Safety Orientation (ESH Course 375) May work for up to two days without this, if escorted by a supervisor-level person, either SLAC or subcontractor, who has the required training and badge. Workers using this exemption will be issued a temporary escort-required badge.	

Employment Status	Safety Orientation	Unescorted Access to Controlled Areas
Visitor	Restricted to the general access area of SLAC; to enter the safety access area must be escorted and wear a temporary escort-required badge (unless part of a tour)	
Exempt service worker (includes most types of service personnel who perform routine activities such as FedEx or UPS delivery, office machine repair, emergency medical response)	<ul style="list-style-type: none"> ▪ Must not perform high risk tasks ▪ Restricted to the general access area of SLAC; to enter the safety access area must be escorted and wear a temporary escort-required badge 	

2.6.2 Employees, Users, Subcontractors

Employees, users, and subcontractors are granted site access by completing safety orientation training and obtaining a SLAC ID badge. (See [Site Access Control: Badging Procedures.](#))

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.

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 Procurement. Subcontractors work at SLAC for a specific project or on-going services and/or maintenance. Subcontractors need separate authorization to access SLAC after hours (see Section 2.7.2.1).

Note Subcontractors may work for up to two days without training, if escorted by a supervisor-level person, either SLAC or subcontractor, who has the required training and badge. Workers using this exemption will be issued a temporary escort-required badge.

Note Exempt service workers (including most types of service personnel who perform routine activities such as FedEx or UPS delivery, office machine repair, and emergency medical response) do not require training but are restricted to the general access area; to enter the safety access area they must be escorted and wear a temporary badge.

2.6.3 Visitors

A *visitor* is an accessing the site for purposes other than conducting work in support of the DOE mission or that otherwise involves access to DOE information or technologies, regardless of the duration of the visit. Visitors may include the following:

- 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

- Anyone on-site for the sole purpose of attending SLAC public tours or public lectures
- Anyone attending special events at SLAC that do not require any training or work
- Anyone staying at the Guest House who is not affiliated with SLAC experimenters or work
- All delivery personal/vendors making deliveries to SLAC or to construction/special projects

Visitors must have a business purpose and SLAC point of contact (who can be any person who has completed training and been issued a SLAC ID badge) and approval to enter SLAC. (See [Site Access Control: Visitor Authorization Procedure](#).) The point of contact must advise the prospective visitor of any SLAC site access policies and procedures applicable to the visit. Users and subcontractors may request site access for visitors only for tours.

Once approved visitors are allowed unescorted access to the general access area, during business hours. Visitors are allowed access to the safety access area only if escorted. (See Section 2.6.4.)

2.6.4 Escorted Access

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. 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.)

Escorted access is authorized by obtaining approval from a point of contact, a qualified escort, and a temporary escort-required badge if required. (See [Site Access Control: Escorted Access Authorization Procedures](#).)

2.6.5 Deliveries

Most deliveries to SLAC are directed to the SLAC shipping and receiving area. Occasionally special deliveries are directed toward the receiving unit directly. All delivery drivers must have a SLAC point of contact and a valid driver's license to enter the site. Deliveries are accepted during SLAC shipping and receiving business hours. All deliveries arriving after hours will be denied access to the site. Delivery or construction trucks are not allowed to park on-site at any time. Some locations like the Stanford Guest House and the cafeteria receive deliveries directly from the Main Gate.

2.6.5.1 Construction Deliveries

Construction delivery/concrete trucks may use the Alpine Gate as long as they provide a SLAC point of contact to SLAC Site Security. Once the trucks arrive at the Alpine Gate, security officers will allow them to access the site and pull over in a designated area next to the Alpine Gate. The security officers will notify the SLAC point of contact of the delivery. The point of contact will be responsible for meeting the deliveries and escorting them to their delivery location and must make sure they are escorted off-site when delivery is completed. The delivery personal are not approved to access any building on-site during their delivery to SLAC.

2.6.6 Tow Trucks

Any tow truck entering the site must have a SLAC point of contact. The point of contact must approve the tow truck entering the site, must be the registered owner of the vehicle that the tow truck is towing, and must meet the tow truck at the Main Gate. Repossession trucks are not allowed on-site.

A site entry form is not required, but the point of contact must obtain a temporary escort-required badge if the tow truck is to enter the safety access area.

2.6.7 Family Use of Arrillaga Recreation Center at SLAC

Family members, over the age of 18, of SLAC employees may access the [Arrillaga Recreation Center](#) (ARC) at SLAC but must obtain an ARC Family badge for after-hours access. This is a temporary escort-required badge that expires when the sponsoring family member's training expires. Individuals using an ARC Family badge must be escorted by their sponsoring family member at all times. The sponsoring family member obtains the badge by completing an [Arrillaga Center Family Badge Request](#) form. The ARC is not open to the general public.

2.6.8 Stanford Guest House

All guests of the Stanford Guest House must present a valid photo ID to enter the site when they arrive at SLAC. The guest house provides a daily list to SLAC Site Security of all registered guests. Upon their arrival at SLAC they will be directed to the guest house by the SLAC Main Gate security officers after the officers confirm their names are on the list. Once they are processed by the guest house front desk they will be issued a temporary vehicle decal with the expiration date as the day of their departure from SLAC. Guests will be asked to keep their decal visible in their vehicle and can enter the site by presenting the decal to security officers at the Main Gate.

Individuals arriving on-site to visit registered guests will be asked to provide the name of the guest. The security officers will use the daily access list to confirm the guest is registered at the guest house and will allow their visitors access to the site. All guests must abide by the same rules as other visitors.

2.6.9 Marguerite Shuttle

Stanford University's bus service, the Marguerite Shuttle, enters SLAC through the Main Gate visitor lane during business hours. Security officers check all passengers on the public "SLAC" shuttle for photo IDs. Those without SLAC ID badges are asked where they are going and directed by the security officers. Passengers on the employee-only "S" shuttle are not checked for IDs.

2.6.10 Special Events and Public Lectures

Individuals attending special events or lectures that are open to the public do not need to register in advance but may enter general access areas only and must enter SLAC through the Main Gate. Security officers will make sure vehicle drivers have a valid driver's license and will check others for photo IDs then advise the individuals where the function is being held. Drivers will be directed to the visitor's parking lot.

2.6.11 Educational and Public Tours

[Educational and public tours](#) of SLAC are usually offered twice a month to individuals 12 years of age and above. Children 12–17 years of age must be accompanied by an adult. To join a tour individuals must register [online](#).

2.6.12 Personal Tours

[Personal tours](#) of SLAC require a SLAC host. Personal tours must be approved in advance, following the [Tour Procedure](#) and using the online [Tour Approval Form](#).

2.6.13 Business-related Tours

SLAC employees and users may escort visitors and colleagues to their own *resident areas* (that is, office or lab area) using the [Site Access Control: Visitor Authorization Procedure](#). If entering non-resident areas, the [Tour Procedure](#) must be used.

2.6.14 Children

Children are allowed at SLAC

- As part of an approved tour (see above) or special event or
- For up to one day, when accompanied by a responsible adult. Children being brought on-site in this case
 - Are considered visitors and may only enter through the Main Gate
 - Are only allowed in the general access area (excluding any areas within the general access area with hazardous operations, for example controlled areas, machine shops, and laboratories). They are not allowed in the safety access area.
 - Must be accompanied by their parent/guardian at all times and may not be left unattended in offices or placed under the care of a co-worker. Supervisor approval is required before the child's arrival. (See [Site Access Control: Visitor Authorization Procedure](#).)
 - May not be brought to work if they are being kept out of school or daycare due to illness. If this is the case, the parent/guardian must make arrangements with the supervisor for occasional work from home, if possible, or use of family sick leave.

These requirements do not apply to children who are

- Registered students of Stanford University
- Participating in a Stanford University program for minors, or of another institution and attending the laboratory as a facility user, and have completed all required access and safety training
- Registered guests at the Stanford Guest House

See [Human Resources Policy – Minors Visiting SLAC](#).

2.6.15 Pets

Employees and others working at SLAC are not allowed to bring domesticated pets or other animals to SLAC except for

- Assistive animals for persons with disabilities or those being trained for such a purpose
- Emergency, short-term situations (for example, an owner needs to take a pet to the veterinarian but can only do so during working hours), if the employee's supervisor approves in advance and if adequate steps are taken to prevent injury or disruption of others in the workplace, including the immediate removal of the animal in the event of concerns or complaints.

See [Human Resources Policy – Domesticated Pets or Other Animals in the Workplace](#) (SLAC-I-701-H01-001).

2.6.16 Emergency Responders

External emergency responders are granted full access to SLAC, in coordination with SLAC Site Security.

2.7 Site Entry

2.7.1 Main Gate (business hours)

The Main Gate has two lanes open during business hours (6:00 AM to 6:00 PM). The external (right) lane is only for employees, users, and subcontractors who have a current SLAC ID badge or vehicle decal. They can utilize this lane to enter SLAC by displaying their badge or vehicle decal to security officers. They do not have to stop.

The internal (left) lane, next to the security kiosk, is for visitors. All visitors must use this lane and stop at the gate; SLAC Site Security will confirm their visit has been approved before granting access to the site. Visitors who do not have access approval will be asked to park in the adjacent visitor's parking lot until SLAC Site Security can reach their SLAC point of contact for approval. (See Section 2.6.3.)

2.7.2 Main Gate (after hours)

Only SLAC employees (except summer students) and users with a current SLAC ID badge are approved for access after hours and during weekends and holidays. From 6:00 PM to 6:00 AM the external lane is closed for access and everyone must utilize the internal, visitor's, lane. All individuals must stop at the gate; security officers will scan their SLAC ID badges and provide access.

2.7.2.1 Subcontractors

Subcontractors must have approval to access the site after hours. (For details, see [Site Access Control: Badging Procedures](#).)

2.7.3 Alpine Gate / Internal Gates

SLAC has automated gates, which provide personnel with current training and a SLAC ID badge 24/7 access to the site (Alpine Gate) and the safety access area within the site. The gates have intercoms that

allow communication with Main Gate security officers and surveillance cameras that allow the officers to view the area. Personnel utilizing the gates can scan their SLAC ID badge at the reader and the gate will open and allow access.

Only individuals with a current SLAC ID badge and training can enter through the automated gates. (Deliveries are allowed through the Alpine Gate but require special approval; see Section 2.6.5.) Each individual will be responsible to make sure his or her own badge and that of any passengers is current (and if on foot each person must use his or her own badge). Individuals with passengers who do not have a current SLAC ID badge cannot use any of the automated gates and must use the Main Gate for site access and obtain a temporary escort-required badge for their passengers if using the internal gates.

Warning Any individual bringing passengers without SLAC ID badges through any external gate other than the Main Gate will be violating the safety and security policies of SLAC. Employees and users will be reported to SLAC management; subcontractors will be reported to their POC and Purchasing, may lose privileges for accessing SLAC through the Alpine Gate, and may be removed from the site.

2.7.3.1 Users

Users may use the automated gates, subject to the general requirements above.

2.7.3.2 Subcontractors

Service subcontractors may use the automated gates, subject to the general requirements above; construction subcontractors' use of the automated gates is approved case by case by SLAC Site Security.

2.7.3.3 Visitors

Visitors are not allowed to enter SLAC through the Alpine Gate. All visitors must use the Main Gate to enter the site. Visitors may use the internal gates only if escorted (see Section 2.6.4).

2.7.4 Piggybacking

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 Section 2.6.4).

2.8 Vehicle Access

Drivers at SLAC must have a driver's license valid in California and must present it when requested by SLAC Site Security. In addition, all vehicles entering SLAC are subject to entry/exit inspection.

2.8.1 Vehicle Registration

Individuals planning to operate personal vehicles on-site should register their vehicles with SLAC Site Security. This allows SLAC Site Security to contact vehicle owners quickly if there are any issues with parking or construction activity.

In addition employees can obtain a decal that will allow them to enter through the Main Gate during business hours without stopping. The decal must be placed in a location visible when entering the Main Gate (see [SLAC vehicle registration](#)).

For more information on driving and parking at SLAC, see [Chapter 13, “Traffic and Vehicular Safety”](#).

3 Forms

The following are forms required by these requirements:

- [Arrillaga Center Family Badge Request](#). Form for requesting and approving requests for ARC family badges

4 Recordkeeping

The following recordkeeping requirements apply for these requirements:

- SLAC Site Security maintains the completed ARC family badge requests

5 References

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

- [Chapter 55, “Site Access Control”](#)
 - [Site Access Control: Site Access by Individual and Area](#) (SLAC-I-720-0A00S-002)
 - [Site Access Control: Badging Procedures](#) (SLAC-I-720-0A00C-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”](#)
 - [Controlled Areas and Radiologically Controlled Areas \(RCAs\)](#)
 - [Radiological Safety: Radiological Work and Area Entry Requirements](#) (SLAC-I-760-0A05S-002)
 - [Radiological Safety: Personnel Dosimeter Requirements](#) (SLAC-I-760-0A07S-001)
- [Chapter 13, “Traffic and Vehicular Safety”](#)
 - [Auto Registration and Traffic Control Program](#)
- [Chapter 42, “Subcontractor Safety”](#)

Other SLAC Documents

- [SLAC Site Security](#)
- [Coming to SLAC](#)
 - [Visitor, User, Employee \(VUE\) Center](#)

- [SLAC Training](#)
 - ESH Course 219, Environmental Safety and Health Orientation ([ESH Course 219](#)). For SLAC employees, users, and service subcontractors
 - ESH Course 375, Construction Safety Orientation ([ESH Course 375](#)). For construction subcontractors
 - ESH Course 115, General Employee Radiological Training (GERT) ([ESH Course 115](#))
- [Arrillaga Recreation Center at SLAC](#)
- [Educational and Public Tours](#)
 - [\(Tour\) Registration](#)
- [SLAC Tours](#)
 - [Tour Procedure](#)
 - [Tour Approval Form](#)
- [Human Resources Policy – Minors Visiting SLAC](#)
- [Human Resources Policy – Domesticated Pets or Other Animals in the Workplace](#) (SLAC-I-701-H01-001)