

Chapter 55: [Site Access Control](#) Site Access by Individual and Area

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

ENVIRONMENT, SAFETY & HEALTH DIVISION

This table summarizes site access requirements by type of individual. (For details, see [Site Access Control: General Requirements](#) [SLAC-I-720-0A00S-001].)

Table 1 Site Access by Individual and Area

Type of Individual	General Access Area	Safety Access Area (see notes)	Hours	Main Gate	Alpine Gate	Internal Gates	Safety Orientation Training	Badge	Approval
Employee	X	X	24/7	X	X	X	219	SLAC ID	Site Access Control: Badging Procedures (SLAC-I-720-0A00C-001)
User	X	X	24/7	X	X	X	219	SLAC ID	Site Access Control: Badging Procedures (SLAC-I-720-0A00C-001)
Subcontractor, service	X	X	MF, 6 AM–6 PM (after hours with approval)	X	X	X	219 *	SLAC ID	Site Access Control: Badging Procedures (SLAC-I-720-0A00C-001)
Subcontractor, construction	X (const. site only)	X (const. site only)	MF, 6 AM–6 PM (after hours with approval and logging)	X	With approval	With approval	375 *	SLAC ID	Site Access Control: Badging Procedures (SLAC-I-720-0A00C-001)
Visitor	X		Business hours	X				Photo ID	Site Access Control: Visitor Authorization Procedure (SLAC-I-720-0A00C-003)
Deliveries	X	X	Business hours	X	X	X		Driver's license	Name of recipient on delivery
Deliveries, construction	X	X	Business hours	X	X	X		Driver's license	
Tow trucks	X	X	24/7	X		X		Driver's license	Approval and presence of registered owner of vehicle
Family Access to Arrillaga Recreation Center	X	X	24/7	X		X		Temp. escort-required badge	Arrillaga Center Family Badge Request
Stanford Guest House	X		24/7	X				Photo ID	Guest House List
Marguerite Shuttle	X		Hours of operation	X				Photo ID	
Special events and public lectures	X		Event times	X				Photo ID	Event

* **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.

Exempt service workers (including most types of service personnel who perform routine activities such as FedEx or UPS delivery, office machine repair, 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 escort-required badge.

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 and if entering the *safety access area* must also wear a temporary escort-required badge (unless part of a tour, see below) ([Site Access Control: Escorted Access Authorization Procedures](#) [SLAC-I-720-0A00C-002]).

Controlled areas (CA) / radiologically controlled areas (RCAs): unescorted access to these areas requires completion of ESH Course 115, General Employee Radiological Training (GERT) ([ESH Course 115](#)). Entry into RCAs also requires wearing a dosimeter. Individuals without required training ([ESH Course 115](#)) are allowed escorted access to these areas, subject to the following requirements, in addition to those above for escorted access:

1. The POC must ensure the individuals review 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. (See [Radiological Safety: Safety Briefing](#) [SLAC-I-760-0A05S-004].)

Individuals without required training are not allowed access to *radiological areas*, such as radiation areas, high radiation areas, or contamination areas. (For details on required training for various radiological areas, see [Radiological Safety: Radiological Work and Area Entry Requirements](#) [SLAC-I-760-0A05S-002].)

Summer students: for summer students access is limited to Monday through Friday from 6:00 AM to 6:00 PM.

Children: according to [Human Resources Policy – Minors Visiting SLAC](#), children are allowed at SLAC

1. As part of an approved tour (see above) or special event or
2. 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](#) [SLAC-I-720-0A00C-003].)
 - 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

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

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