

# SLAC NATIONAL ACCELERATOR LABORATORY



## Test Facility User Guidelines

Welcome to SLAC Test Facilities comprising FACET, NLCTA, ESA and ASTA. Please read these guidelines and acknowledge that they have been read and understood on the form on page 6. This form, once signed, needs to be returned to your Test Facilities Contact.

### Safety

Each person who works at a SLAC Test Facility is required to be familiar with and identify in advance the hazards associated with his/her work, the hazards associated with work areas, and to properly implement all necessary procedures and protocols for mitigation of those hazards. Each person is required to observe all federal, state, local and SLAC and Test Facility workplace safety regulations as well as the Integrated Safety & Environmental Management System (ISEMS).<sup>1</sup>

Before arrival at SLAC, you must know how to operate your own apparatus and experiment safely. Everyone at SLAC is expected to carry out their responsibilities in a safe manner, to be mindful of any potentially unsafe conditions or practices and to report these to their supervisor, the Test Facilities Safety Officer, or to the appropriate ES&H Subject Matter Expert.

You are the person best able to assure your safety and health. Please work defensively by looking for potential hazards, including back, eye or repetitive motion injury risks; electrical hazards and hand traps before you start a job. **PLAN YOUR WORK FOR SAFETY.**

If any unexpected circumstances arise during work execution, or if the scope of work changes, be sure to stop, reassess the job hazards, determine appropriate controls for any new hazards, and incorporate those controls into a new work plan before proceeding.

If you have questions related to any safety procedures at SLAC and the Test Facilities, please get in touch with your Test Facilities Contact.

Please see further safety information online at <http://www-group.slac.stanford.edu/esh/divisional/safetyfirst/> particularly emergency and medical information. The complete ESH Manual can be found here: <http://www-group.slac.stanford.edu/esh/eshmanual/>.

### Access

The FACET experimental area is located 40 feet below ground level. The only personnel access to the area is by a staircase. Users who enter the accelerator housing must be physically capable of climbing the staircase without effort. We retain the right to refuse Users entry to the accelerator housing if their ability to evacuate in an emergency is in doubt.

A 70 feet long open stairwell connects End Station A (ESA) and the ESA-Counting House. Only Users physically capable of climbing the staircase without effort will be allowed to use this

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<sup>1</sup> <http://www-group.slac.stanford.edu/esh/general/isems/>

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direct route between the two buildings. Alternatively, Users can drive from one building to the other.

Users are expected to wear sensibly-designed closed-toe shoes while in any industrial area or accelerator building.

## SLAC Policies

**ALCOHOL POLICY:** Alcohol is not permitted to be stored or consumed on site except at functions which have been approved in advance by the SLAC Director.

**SMOKING POLICY:** Smoking is not permitted inside buildings. Smoking outside is permitted in designated areas only.

**FIREARMS** may not be brought to the SLAC site.

Children may enter the SLAC experimental floor areas only for brief guided tours. Tours must be approved in advance by a designated individual at each facility, by SLAC Security and by ES&H if the tour involves an RCA.

Escorts must take responsibility for the safety of their guests; go only to authorized areas; follow postings, safety and security procedures; and remain within visual contact of their guests at all times.

Pets are not allowed at SLAC.

No person may participate in any experimental activity at SLAC directed By Test Facilities unless he/she is a bona fide member of an experimental group and has completed the appropriate training as well as read and signed the SLAC TEST FACILITIES USER ACCESS GUIDELINES & AGREEMENT (this document).

SLAC requires operators of motorized vehicles, including personal vehicles as well as government vehicles to have a valid California driver's license or a California-recognized license issued by another state or by a foreign jurisdiction of which the operator is a resident. In addition, any individual who intends to operate a motorized vehicle on the SLAC site must follow the requirements of Chapter 13, Traffic and Vehicle Safety which can be found here: [http://www-group.slac.stanford.edu/esh/hazardous\\_activities/traffic\\_vehicle/policies.htm](http://www-group.slac.stanford.edu/esh/hazardous_activities/traffic_vehicle/policies.htm).

Users are generally not authorized to operate SLAC or government vehicles.

If you have a question or concern regarding safety, security or health matters, please discuss it with your supervisor or SLAC point of contact. If this does not result in a satisfactory resolution of the issue, contact a SLAC Associate Laboratory Director and then the SLAC Director. Finally, you may file a written complaint directly with DOE at:

*U.S. Department of Energy  
Director SLAC/DOE Site Office  
SLAC National Accelerator Laboratory  
2575 Sand Hill Road, MS 8A  
Stanford CA 94025*

## Laptops and Information Resources

Laptops may be used at SLAC. Computers (including laptops) must be up to date in their operating system and any program used must be properly licensed, updated or patched **prior to use at SLAC**. Computers must have an active virus prevention and detection program with up-

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to-date virus definition files. Users should conduct a scan of their hard drive and any USB drives prior to working at SLAC since the transfer of any virus, malware, etc., to a SLAC computer will result in that computer being removed from the network, hard disk reinitialized and the computer and its programs rebuilt from scratch.

Wireless internet access is available in most locations at SLAC through “visitor net”. After establishing a connection, open a web browser to complete the registration form. Computers on visitor net are not part of SLAC’s internal computer network.

Any devices or computers connected to the SLAC internal computer network must be approved prior to connection.

## **Before you arrive**

### ***SLAC ID***

You will need your SLAC ID to complete the web-based training listed below. Non-SLAC employees should be members of SLUO (<http://www-group.slac.stanford.edu/sluo/>). When you register with SLUO, you will be sent your SLAC ID. All you need for training is the SLAC ID. A windows computing account is not necessary though it will allow you to access additional resources.

### ***Web-based Training***

To complete the web based training, log in to <https://slactraining.skillport.com/SkillPortFE/login/login.cfm>, enter you system ID# and the training system password. When the course is completed, credit for completing the course will be downloaded into the SLAC training database. There is a test at the end of this course, and typically a passing grade of 80% or better is required to receive credit.

NOTE: We are seeing unpredictable behavior with various browsers on different platforms. We recommend you use Internet Explorer on a Windows computer and to save a copy of your certificate of successful completion at the end of all online trainings modules.

### ***SLAC Safety Training***

You are expected to complete the following web based training courses prior to arriving on site:

- Course 396 - Safety Orientation for Non-Employees (SON)
- Course 115 - General Employee Radiation Training (GERT)
- Course 116 - Radiological Worker I Training (RWT I)
- Course 120 - Work Planning and Control Overview (WPC)

Once at SLAC, you will complete the following training at SLAC:

- Course 116PRA - Radiological Worker I Training Practical

You must complete an orientation tour and learn the dos and don'ts for the areas you will be working in. Your Test Facilities Contact will arrange the practical session and the orientation when your date of arrival at SLAC is known.

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Course 116 and 116-PRA may be waived for individuals who will not be doing hands-on work. Inform your Test Facilities contact if you will be in a more “supervisory” role. What you can do at SLAC will be restricted and your contact will explain how.

Additional training requirements may be identified for Test Facilities Users who plan to perform particular types of hazardous work while they are SLAC. Additional supplemental safety training courses will be identified by your Test Facilities Contact.

## **Computer use and accounts**

A SLAC computing account is required to access to data and electronic logbooks. Apply for a SLAC computing account well before you plan to start working at SLAC.

- Follow the instructions found at:  
<http://www2.slac.stanford.edu/comp/slacwide/account/account.html>
- Read “Use of SLAC Information Resources”
- Sign the “Declaration Form”
- Complete the “SLAC Computer Account Form”. Check account type WINDOWS and UNIX.
- Fax completed forms to 650-926-5484 or email them to your Test Facilities Contact.

Complete the following training within 30 days of being given your computing account:

- Course 101 - Cyber Security Basics

## **Arrival procedures**

Notify your Test Facilities Contact once you know when you are arriving at SLAC.

Upon arriving at SLAC, show photo identification to Security at the Main Gate and proceed to building 235. Your Test Facilities Contact will meet you there to check your safety training has been completed and to get your SLAC badge. It is important that you do this before any work can begin.

## **Departure procedures**

You must return your badge and dosimeter to your Test Facilities Contact when you leave.

Equipment, tools and samples that have been in the accelerator enclosure during operation of the beam are considered potentially radio-activated until released following an official radiological survey. Materials which have measurable induced radioactivity may only be located in Radiologically Controlled Areas at SLAC and may not be taken offsite by the user.

**After reviewing this material thoroughly, please sign the attached access agreement to verify that you have understood the contents of this briefing. If you have any questions, please ask your Test Facilities Contact.**

# SLAC NATIONAL ACCELERATOR LABORATORY

## **Test Facilities Contact for FACET**

Christine Clarke  
cclarke@slac.stanford.edu  
Phone: 650-926-5746  
Fax: 650-926-5484  
Office: Room 105 Building 211

## **Test Facilities Contact for ESA**

Mauro Pivi  
mpivi@slac.stanford.edu  
Phone: 650-926-3546  
Fax: 650-926-5368  
Office: Room 103b Building 041

## **Test Facilities Contact for NLCTA**

Mike Dunning  
mdunning@slac.stanford.edu  
Phone: 650-926-5200  
Fax: 650-926-5484  
Office: Building 128

## **Test Facilities Contact for ASTA**

Stephen Weathersby  
spw@slac.stanford.edu  
Phone: 650-926-3890  
Fax: 650-926-5484  
Office: Room C104 Building 005C

# SLAC NATIONAL ACCELERATOR LABORATORY

## SLAC Test Facilities User Access Agreement

I have read and understand the SLAC Test Facilities User Access Guidelines and I agree to abide by the policies and regulations cited therein, including but not limited to:

1. I will use SLAC information resources only in accordance with applicable policies.
2. I will comply with SLAC Environmental, Safety & Health policies.
3. I will complete training that is assigned to me.
4. I will not tamper with, adjust or repair the Personnel Protection System (PPS).
5. I will properly store, handle and dispose of activated or otherwise hazardous materials.
6. I will comply with electrical safety policies.
7. I will ensure that a second person is in attendance when working with potentially hazardous equipment or materials.
8. I will not smoke inside buildings.
9. I will return my ID badge and dosimeter at the conclusion of my visit.
10. I recognize the requirements needed to operate a motorized vehicle at SLAC, and I acknowledge that my failure to possess, show upon request, or report the invalidation of my driver's license will result in my being prohibited from driving on the SLAC site.
11. If I am officially notified of new or additional policies related to safety, security, or site access, I agree to abide by these policies or immediately cease using SLAC resources.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Institute Affiliation

\_\_\_\_\_  
Proposal Spokesperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proposal No:

\_\_\_\_\_  
Facility

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ASTA/FACET/NLCTA/ESA