6.3. Neutron Therapy Facility (NTF) Parking

6.3.1. Personnel requiring a "NTF" parking permit shall obtain one from the Neutron Therapy Staff.

6.3.2. Security Officers shall check all NTF parking spaces and make sure that vehicles parked in these spaces have NTF parking permits.

6.3.3. Security Officers shall check all NTF permits to determine if they are valid.

6.3.4. If the date on a NTF permit has expired, the Security Officer shall check with NTF personnel to determine if the permit is still valid.

6.3.5. Security Officers shall check with NTF personnel to determine if any vehicles parked in NTF spaces without an NTF permit have permission to be there.

6.3.6. The Security Officer shall ticket vehicles found to be illegally parked in NTF spaces and have vehicles towed if necessary.

6.4. Long-Term Parking

6.4.1. This lot is located between Blackhawk and Shabbona Streets in the Village with satellite locations at CDF and D-Zero. Long Term vehicle parking privileges are restricted to employees/users that will be away from the Laboratory for an extended period. The permit is only valid until the parking expiration date or 12 months from the date of issue.

6.4.2. No vehicle shall remain in Long Term parking beyond 12 months without written approval from the Directorate.

6.4.3. Persons requiring vehicle storage on Laboratory property shall obtain a Long-Term Parking Permit from the Communication Center Operator. Vehicles are stored at the risk of the registered owner. Fermilab shall not be held responsible for any theft or damage to property, which might occur to a vehicle left in the unattended parking area between Blackhawk and Shabbona Streets in the Village.

6.4.4. The Communication Center Operator shall enter the dates during which the permit is valid on both sides of the permit, printed in large dark letters and sign the permit on both sides.

- NOTE -

These permits are valid only for the dates indicated on the permit.

6.4.5. The Operator shall instruct the recipient to follow instructions printed on (See Attachment 5/6) "The Request for Long-Term Parking Form."

6.4.5.1. The Security Department must have a means of contacting you while you are away from the Laboratory.

6.4.5.2. It is advisable to list an on-site /local area contact person who will have keys to the vehicle while you are away from the Laboratory.

6.4.5.3. If the stored vehicle is allowed to remain in the Long Term parking lot beyond the expiration date of the parking permit; it shall be treated as an abandoned vehicle in accordance with Fermilab Policy, County Ordinances, and 625 ILCS, Section 5/4-203f.

6.4.6. Security Officers shall check the vehicles parked in the area approved for long-term parking to determine if they have valid parking permits. The beat officer shall monitor and is responsible for checking this lot for vehicles that do not have a current Long Term Parking Permit.

6.4.7. Upon expiration of the permit, attempts will be made to contact the owner or emergency contact person to remove the vehicle. In the event the owner or designated representative cannot be contacted, the procedure according to Policy SD-RO-207, Identifying & Removing Abandoned Vehicles From the Site shall be implemented.

6.4.8. The Security Officer shall ticket vehicles without permits or with expired permits and have them towed, if necessary.

6.4.8.1 The Security Chief shall send a certified letter to the last known home address of the registered owner advising that the vehicle shall be removed from Fermilab property in accordance with 625 ILCS, Section 5/4-203f.

6.4.8.2. A copy of the certified letter will be sent to the owner's Department Head or the Users Office.

6.4.8.3. If there is no communication from the owner within 14 days, the Dupage County Zoning Department at 10 North County Farm Road, Wheaton, IL, shall be contacted to remove and dispose of the vehicle.

6.5. Timed Parking Areas

6.5.1. Fermilab Security shall enforce all timed parking areas.

6.5.2. All timed parking areas shall be inspected for violators no less than twice per working shift.

6.5.3. Checks shall be conducted once during the first four hours of an officer's shift and again during the last four hours.

6.5.4. Any vehicle exceeding the posted time limit shall be issued no more than one parking violation citations per shift (See Attachment 4).

6.6 Parking Problems

6.1.1 Parked vehicles, which hinder the progress of a program or other special situations, or which cause a safety problem, must be removed from the area to another location.