



## FESHM 11010: ES&H POLICY FOR ACCESS CONTROL AT FERMILAB

### Revision History

Author	Description of Change	Revision Date
Rafael Coll	<ol style="list-style-type: none"><li>1. Added more definitions and clarified public areas.</li><li>2. Added an exception prohibiting minors in the computer email room on the ground floor of Wilson Hall under certain conditions.</li><li>3. Clarified using the workplace to supervise non Fermilab-badged minors.</li><li>4. Allowed for D/S/C Head (or designee) to determine additional access restrictions and permissions, including blanket permissions.</li><li>5. Provided an avenue for minors to be in restricted areas if certain conditions are met.</li><li>6. Allows for minors to be in restricted areas who are part of a tour group or laboratory sponsored activity after specific conditions are met.</li><li>7. Addresses minors who are Fermilab - badged personnel.</li><li>8. Minor editorial changes throughout</li></ol>	April 2011



## TABLE OF CONTENTS

1.0	INTRODUCTION.....	3
2.0	DEFINITIONS .....	3
3.0	RESPONSIBILITIES .....	4
4.0	PROCEDURES .....	4
4.1	Public Access .....	4
4.2	Guest Access .....	5
4.3	Minors Who Are Not Fermilab-Badged Personnel.....	5
4.3.1.	Supervision of Minors in the Workplace.....	5
4.3.2.	Minors in Office Spaces .....	5
4.3.3.	Minors and Radioactivity .....	5
4.3.4.	Minors in Restricted Areas, including for Tours .....	6
4.4	Minors Who Are Fermilab-Badged Personnel.....	6
5.0	APPENDIX A: Site Map and Access.....	7



## 1.0 INTRODUCTION

It is Fermilab policy to ensure access to all facilities be controlled so that untrained or unescorted personnel do not expose themselves to undue risk. Inadvertent exposure to hazards such as exposed high voltage, explosive/flammable gases, toxic chemicals, heavy rigging, ODH areas, complex machinery, and radiation/radioactive materials must be prevented. Additionally, access must be controlled to areas where the possibility of displacement or damage to delicate, accurately aligned apparatus necessary to the operation of the experimental program is present. This chapter applies to all personnel who have a Fermilab badge.

Specific requirements for visitors to radiological and radioactive materials areas are set forth in Fermilab Radiological Control Manual (FRCM) Article 941.

Generally, the Laboratory is divided into three areas:

- areas where the public is invited and encouraged,
- areas that are restricted due to unfamiliar hazards, and
- areas where access is strictly controlled.

## 2.0 DEFINITIONS

Fermilab-badged personnel – Personnel who have Fermilab IDs.

Guest - A visitor to whom the hospitality of Fermilab has been extended by Fermilab or DOE badged personnel.

Minor - Any person under 18 years of age.

Office Area - One where traditional office activities are conducted and only traditional office hazards are present. The office must be accessed without passing through an area of work activity and/or an area posted as a "Controlled Area", "Radioactive Material Area" or "Radiation Area".

Public Areas- Areas where the public have unimpeded access. For the most up to date information see: <http://www.fnal.gov/pub/visiting/map/site.html>

Public - Person who has no Fermilab related business on site.

Restricted Area- Area where hazards exist due to the nature of the work or areas where sensitive or delicate equipment is installed. Restricted areas are designated by the D/S/C having jurisdiction or by specific requirements of the FESHM and FRCM.

Technical and Experimental Areas- Areas where experiments are run and/or technical equipment is installed. Included in technical areas are zones where manufacturing processes are actively ongoing. These areas may also meet the definition for a restricted area.



### 3.0 RESPONSIBILITIES

Each Division/Section/Center at Fermilab shall evaluate the facilities under its jurisdiction and post them to conform to requirements found in the Fermilab ES&H Manual. Division/Sections/Centers shall take measures to enforce laboratory access by limiting entry to personnel who do not meet these requirements. For areas requiring access controls; barriers, locks, control points, or other suitable methods shall be established and maintained. Signs prohibiting unauthorized entry and/or locks may be necessary for restricted areas.

It is the responsibility of Fermilab-badged personnel who bring a guest, to be familiar and in compliance with Fermilab safety practices and procedures and to see that they are followed. More stringent requirements may be directed by Divisions/Sections/Centers. All persons are expected to observe and comply with all signs and barriers which restrict access. Employees are expected to be alert to the presence of persons in their workplace who appear to be out of place, lost, or insufficiently trained to be in the area safely. If such persons are found, employees are expected to take steps to prevent injury, such as asking the person to leave, and notifying their supervisor or the building manager.

### 4.0 PROCEDURES

Fermilab has established specific access requirements for Fermilab-badged personnel, the public, guests and minors. Additionally, Division, Section and Center heads shall develop access and authorization procedures for areas under their jurisdiction. Division/Section/Center heads may apply to the Director for exception to existing Site access requirements on a case-by-case basis.

#### 4.1 Public Access

Current information on site access can be found at:

<http://www.fnal.gov/pub/visiting/map/site.html>

The parts of the Laboratory generally open to the public, as national security concerns permit, include:

- Lederman Science Center,
- Wilson Hall - Signs will tell visitors which areas of Wilson Hall are open to the public  
Generally this will be:
  - Ramsey Auditorium and immediate area during a public event
  - Atrium and cafeteria
  - Ground Floor to access elevators to the Atrium level, reach Ramsey Auditorium, or the Abri Credit Union

*Note: Guests are allowed in the computer e-mail center only when accompanied by a Fermilab escort but are prohibited from using any of the computers in this area without prior approval from the e-mail center supervisor.*
- Recreation Facilities in the Village are not open to the public unless the person(s) is otherwise qualified under Recreation's criteria to use the Facilities.



- Day Care Facilities are open to personnel registered to use those facilities.
- Dorms in the village are open to personnel registered to use those facilities and their visitors.
- Outdoor areas that are accessible to the public as of February 2010 are shown on the map in Appendix A. The most up to date access information is at:  
<http://www.fnal.gov/pub/visiting/map/site.html>

## 4.2 Guest Access

Admission of guests to technical and experimental areas of the Laboratory is restricted due to health and safety considerations. Fermilab-badged personnel must contact the area supervisor and obtain permission that also meets specific requirements of the FESHM and FRCM before bringing a guest into a restricted area.

## 4.3 Minors Who Are Not Fermilab-Badged Personnel

Generally minors are not permitted on Site unless under the immediate supervision of a responsible adult.

*Note: Minors are strictly prohibited in the Wilson Hall ground floor computer e-mail room unless prior permission is obtained from the e-mail room supervisor who shall set the conditions under which the permission is granted.*

### 4.3.1. Supervision of Minors in the Workplace

Minors must be continuously supervised by an adult unless they are Fermilab-badged personnel.

Using the workplace as a place to supervise non Fermilab-badged minors is strongly discouraged. If an employee must bring a minor to the workplace for other than a short visit, they need to obtain the approval of their supervisor, and ensure that the child is supervised and safe at all times, and that their presence does not interfere with laboratory operations or the work of their colleagues.

### 4.3.2. Minors in Office Spaces

Minors may be permitted in office areas if the offices and the path from public areas to the offices are not restricted areas. The Division/Section/Center Head (or designee) having jurisdiction may give permission for an escorted minor to transit a restricted area if this can be done in compliance with applicable requirements in FESHM and FRCM.

### 4.3.3. Minors and Radioactivity

Minors shall not be allowed to work in or have access to areas with radioactive materials, controlled areas and radiation areas except as specified in the Fermilab Radiological Control Manual Article 931.



#### **4.3.4. Minors in Restricted Areas, including for Tours**

Minors must not enter any buildings/areas that are restricted unless by prior approval of the Division/Section/Center (or designee) having jurisdiction and unless accompanied by a Fermilab escort. Approval may be granted only after due consideration is given to the requirements and in compliance with FESHM and FRCM. The person responsible for the group has the responsibility to secure permission ahead of time. Standing permissions can be obtained as appropriate, but be aware that conditions may change and thus standing permissions are not always appropriate. The escort requirement applies to tours of school groups as well, but does not apply to minors that are working at Fermilab, serving an internship, working under a mentor, or, participating in the TARGET or similar type program (See 4.4 Minors Who Are Fermilab-Badged Personnel).

#### **4.4 Minors Who Are Fermilab-Badged Personnel**

Supervisors are responsible for providing a safe working environment for those Fermilab-badged personnel who are minors.

Supervisors or program managers must obtain prior approval from the Division/Section/Center Head (or designee) having jurisdiction over the work in order for minors to participate in research projects, experiments or other work activity in any area of the facility.

While at their work places, minors must be supervised at all times by someone who understands all safety aspects of the experiment or research project and oversees the safety of the participating minors. Minors may be supervised by program staff outside their work spaces.

The provisions of FRCM Article 931 are to be followed if work in radiological or radioactive materials areas is involved.



### 5.0 APPENDIX A: Site Map and Access

For the most up to date version see: <http://www.fnal.gov/pub/visiting/map/site.html>

