

## Checklist

### LANSCCE User and Visitor Guide

#### **BEFORE your Visit to LANSCCE:**

- Registration of visit in the LEMS Proposals System (<https://lems.lanl.gov>):**
  - Go to “Collaborations” tab in the upper left corner and select the proposal you are visiting for. Select “Yes” in the dropdown menu asking “Will you visit LANSCCE for this proposal?”
  - Non-LANL Users:
    - Access your account profile in the upper right corner for the LANL Badge request/Z# activation and FVTS (for non-US citizens)
    - Click “Update Account Details” to confirm your account information
    - Click “Update PII” for the LANL Z# request (LANL doesn’t store previously submitted PII information)
  
- Valid User Agreement with Home Institution (non-LANL user)**
  - Proprietary users establish a yearly Proprietary User Agreement (PUA)
  - Non-Proprietary users need to have a 5-year Non-Proprietary User Agreement (NPUA) in place. The list can be found here: <https://lansce.lanl.gov/users/become-a-user/user-agreements.php>
  - Other DOE Lab collaborators fall under a Bilateral DOE Laboratory Utilization Agreement (BUA)
  
- LANL Badge Request Appointment (non-LANL users)**

US Citizens and Non-US Citizens:  
The User Office will arrange an appointment with the LANL Badge Office. No walk-ins are allowed.  
To schedule the badging appointment the LANSCCE User Office will schedule the appointment for the visitor and will need the following:

  - Date and time of planned arrival at LANSCCE
  - Proof of being fully vaccinated  
or provide verification of a positive COVID-19 viral test within the 90 days prior to the visit, or negative COVID-19 test (not older than 72 hours from date of arrival)
  - International visitors need approval by the cognizant ALD.  
Additionally, international visitors must have up to date vaccinations and receipt of all vaccine boosters, as deemed eligible by the CDC

You will receive the appointment confirmation from the LANSCCE User Office.
  
- Training**
  - Training assignments will be emailed by the LANSCCE User Office. Online training should be finished before the visit.
  - LANL employees will have their training assigned in UTrain.

**Remote Experiment Control**

Inform the Instrument Scientist and User Office if remote experiment control is planned.

**Site Access Authorization by the RLM (Responsible Line Manager)**

**Visitors and guests shall confirm their vaccination status** by presenting their vaccination record card to their host or sponsor. Visitors and guests who are unvaccinated or decline to provide their vaccination status must provide proof of a negative COVID-19 test conducted within three (3) days prior to their arrival on-site. Visitors and guests who have not provided confirmation of vaccination will be treated as unvaccinated.

The RLM may verify that users have been fully vaccinated through review of their properly completed vaccination card.

Instructions to voluntarily provide a copy of the vaccination card via secure file transfer:

- Go to <https://transfer.lanl.gov>
- For recipients enter: [vsalazar@lanl.gov](mailto:vsalazar@lanl.gov)
- Ensure that the name put for 'sender' matches the name you supplied on the registration form
- Give your files meaningful names, such as "Bob\_Johnson\_COVID-vaccination-card.pdf"
- Follow the instructions at [transfer.lanl.gov](https://transfer.lanl.gov)

**International travelers** must have up to date vaccinations and receipt of all vaccine boosters, as deemed eligible by the CDC.

**FIRST DAY Onboarding and Check-in Procedures:**

**Badging and Gate Access (Non-LANL users):**

- US Citizens and Non-US Citizens must proceed to the LANL Badge Office/Foreign Visits Office (Otowi Building, TA-3, Bldg. 261, Ph.: 505-667-6901) to receive their badge at the scheduled appointment time.
- Notify the LANSCCE User Office staff (505-667-6797) of their arrival at TA-53/LANSCCE.
- After passing the guard gate, proceed to Building 7.

**Check-In Procedures in Building 7:**

- Issuing of dosimetry (TLD and TED)
- Issuing of CryptoCard if remote experiment control is planned
- Onsite Training of non-LANL users
- Check into the Sample and Security System

**Safety and Security Briefing**

LANL Policy POL1201-6 requires that before visitors come onsite, the sponsoring LANL employee/Instrument Scientist will brief the visitors and guests on the COVID-19 Safety Protocols to ensure the safety of the visitor and LANL staff.

The regular Safety and Security Briefing by the POC will follow at the flight path.

## **DAILY WORK at LANSCCE:**

### **PPE and Cleaning/Sanitizing:**

- **Masks/face coverings** are not required for fully vaccinated users and visitors. When the Los Alamos CDC Community Level is high, masks are required for all individuals working on-site in all Laboratory locations, including those in Los Alamos, Santa Fe, Carlsbad, and elsewhere in New Mexico, regardless of vaccination status. Exceptions are noted below. Individuals who are not fully vaccinated must wear a face mask while indoors. Regardless of vaccination status, close contact exposures must wear effective face masks must wear an acceptable mask in accordance with guidance from the [CDC Quarantine and Isolation Calculator](https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html). (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>) Acceptable masks are KN95s, three-layered disposable masks, and cloth face masks. Cloth masks must have at least two layers of washable, tightly woven, breathable fabric (such as cotton). All face masks must cover the nose, mouth and chin and fit snugly against the sides of the face. Masks with exhalation valves or any other openings are not acceptable. Neck gaiters and bandanas are unacceptable masks. N95 masks are also acceptable for use. N95s are available for certain on-site activities based on an industrial hygiene evaluation.
- Gloves are encouraged.
- Disinfect any joint use workspace and tools, computers and surfaces frequently.
- Frequent 20 second handwashing with soap and water is recommended.

### **Social Distancing**

Social distancing of 6 ft. by unvaccinated visitors needs to be maintained when possible.

### **WNR/Lujan Plan of the Day Meeting**

All onsite users are encouraged to participate in the Plan of the Day Meeting at 8:45am:

<https://lanl-us.webex.com/lanl-us/j.php?MTID=mc5f2b3a3c1fb5ae8cd47ec786b0a9f4e>

By phone: (415) 655-0002, access code: 807 584 831, password: lujan-wnr

## **POST-EXPERIMENT:**

### **Radiological Survey of Samples and Equipment**

This may take longer due to social distancing requirements.

### **Options of Returning the LANL Badges and Dosimeters**

- To the LANSCCE User Office in the Building 7 (preferred)
- The box at the TA-53 guard gate

### **Return Shipment of User Equipment**

Provide all the necessary information (shipping detailed content, label information, carrier, etc.) to the User Office. The User Office will initiate a LANL ShipIT request.

### **Experiencing COVID-19 symptoms after visiting LANSCCE**

Contact the User Office and the hosting POC immediately if experiencing COVID-19 symptoms within 14 days after your departure.