

## Checklist for WNR/Lujan Users LANSCCE User and Visitor Guide under COVID-19 Restrictions

### **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/\\_assets/List-of-Institutions-with-LANSCCE-NPUA-01.2020-LA-UR-20-20279.pdf](https://lansce.lanl.gov/users/_assets/List-of-Institutions-with-LANSCCE-NPUA-01.2020-LA-UR-20-20279.pdf)
  - Other DOE Lab collaborators fall under a Bilateral DOE Laboratory Utilization Agreement (BUA)
  
- LANL Remote Badge Request (non-LANL users)**
  - US Citizens:

Email the following documents to the LANSCCE User Office ([lansce-user-office@lanl.gov](mailto:lansce-user-office@lanl.gov)) at least one week before their arrival date:

    - Scanned copy of identity and citizenship documents
    - Clear photo of person
  - Non-US Citizens:

Remote LANL badging is not available for non-US citizens. The User Office will assist in arranging an appointment with the LANL Badge 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.
  - All users must take LANL training course 49476 “Working Safely at LANL During the COVID-19 Pandemic” in addition to other required training. The course is available to take [online](https://extrain.lanl.gov/SplashIn.aspx?CourseNumber=49476) (<https://extrain.lanl.gov/SplashIn.aspx?CourseNumber=49476>).
  
- 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) of P-27
  - **Out-of-State travelers** need to quarantine in accordance with state guidelines.
    - With approval from the RLM, out-of-state travelers can self-isolate for 10 days, followed by 4 days of careful self-monitoring to ensure they are symptom free if they have maintained COVID protocols off-site and have not had close contact with anyone exhibiting symptoms or testing positive for COVID-19 in the last 14 days.
    - If they receive a negative result from a test on 6<sup>th</sup> day, they receive a waiver of the remainder of the quarantine. They get authorized through a voluntary interview “Questionnaire for Requests for Exemption from Self-Quarantine Requirements” by the RLM of P-27.
  - **In-state users or LANL employees** please email [p-27rlm@lanl.gov](mailto:p-27rlm@lanl.gov) requesting site access for the experiment time and using the Google Form [Onsite Log](#).

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

- Daily Health Screening Self-Assessment Checklist**

Before coming on-site each day, all workers must perform a daily health screening (available from the [COVID-19 web hub](https://www.lanl.gov/updates/covid-19-updates-info.shtml): <https://www.lanl.gov/updates/covid-19-updates-info.shtml>.)
- Badging and Gate Access (Non-LANL users):**
  - US Citizens:

US citizens who don't have a valid LANL badge or DOE HSPD-12 badge or who do not already have TLD and TED dosimeters, are required to arrive and wait at the TA-53 Guard Gate. They should to call the LANSCE User Office (505-667-6797) notify staff of their arrival, receive their badge, and will be escorted to Building 7.
  - Non-US Citizens:

Non-US citizens must proceed to the LANL Badge Office (Otowi Building, TA-3, Bldg. 261, Ph.: 505-667-6901) to receive their badge and are required to schedule an appointment for pick up at the Badge Office. The appointment can only be scheduled after receiving the approval of the “Out-of-State User Exemption from Self-Quarantine Requirements”. The User Office will coordinate scheduling the appointment with the Foreign Visit Office by email ([foreignvisits@lanl.gov](mailto:foreignvisits@lanl.gov)).
- Check-In Procedures in Building 7:**
  - Temperature check and washing hands
  - 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 LANSCE:**

- Daily Health Screening Self-Assessment Checklist**  
Before coming on-site each day, all workers must perform a daily health screening ([Daily Self-Assessment](https://www.lanl.gov/newsroom/_assets/pdf/1115-POL1201-6_Daily_Assessment.pdf): [https://www.lanl.gov/newsroom/\\_assets/pdf/1115-POL1201-6\\_Daily\\_Assessment.pdf](https://www.lanl.gov/newsroom/_assets/pdf/1115-POL1201-6_Daily_Assessment.pdf))  
Inform the **COVID-19 Hotline (505) 606-2667** if answering “yes” to any of the questions.
- Occupancy Limits and Building Access:**  
Visitors need to follow all signage and mandated occupancy limits at the flight paths and beam areas. Building access is limited to Building 7 and the flight path area.
- PPE and Cleaning/Sanitizing:**
  - Masks/face coverings are required onsite.
  - Gloves are encouraged at all times.
  - 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. needs to be maintained when possible. When it is not, LANL protocol OSH-ISH\_QTG-030 Verbal Screening and Temperature Checks ([https://www.lanl.gov/newsroom/\\_assets/pdf/0827-verbal-screening-temp-check.pdf](https://www.lanl.gov/newsroom/_assets/pdf/0827-verbal-screening-temp-check.pdf)) must be followed.
- COVID-19 Contact Tracing**  
All users, LANL employees and external visitors, must record their contact and location information at the end of each work day on the Google Form [Onsite Log](https://docs.google.com/forms/d/e/1FAIpQLSe1O5Qvve0y9bp3fbtLevNWsIK_vWedTrYff2mxSD1Pa5KwA/viewform) ([https://docs.google.com/forms/d/e/1FAIpQLSe1O5Qvve0y9bp3fbtLevNWsIK\\_vWedTrYff2mxSD1Pa5KwA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSe1O5Qvve0y9bp3fbtLevNWsIK_vWedTrYff2mxSD1Pa5KwA/viewform)).
- 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=mb6a517e17f11aa951fee2b4e116b5a9d>  
By phone: (415) 655-0002, access code: 807 584 831

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