

WELCOME TO THE AMES LABORATORY

Ames Laboratory, a U.S. Department of Energy national research laboratory operated by Iowa State University, seeks solutions to energy-related problems through the exploration of chemical, engineering, materials, mathematical and physical sciences. Established in the 1940s with the successful development of the most efficient process to produce high purity uranium metal for atomic research, Ames Laboratory's priorities are now focused on materials research for which it has gained international recognition. Responding to issues of national concern, Laboratory scientists are actively involved in the synthesis and study of new materials, high-speed computer design, energy resources, innovative science education programs, the development of applied technologies and the quick transfer of such technologies to industry. Uniquely integrated within a university environment, the Laboratory's atmosphere stimulates creative thought and encourages scientific discovery, providing solutions to complex problems and educating tomorrow's scientific talent.

DIRECTOR'S STATEMENT

The Ames Laboratory enjoys an open-door policy that is consistent with our close interaction with Iowa State University. In order for this policy to continue, visitors to Ames Laboratory must comply with the Laboratory's safety and security policies and procedures. By entering any Ames Laboratory facility, visitors agree to abide by our policies and procedures and to help ensure that everyone visiting or working at the Laboratory has a safe and secure work environment. The information in this guide will help visitors understand and comply with the Ames Laboratory's policies and procedures.

*Alex King,
Ames Laboratory Director*

WHO IS A LABORATORY VISITOR?

With the exception of employees and associates who have received General Employee Training, all persons entering Ames Laboratory are subject to this guide.

Visitors who are not U.S. citizens must complete (or have their host complete for them) the Ames Laboratory Foreign National Visit or Assignment Form (AL 473) in advance of their visit. These forms may be obtained from Human Resources, 105 TASF.

WHO NEEDS ADDITIONAL TRAINING?

Visitors are the responsibility of their host and should be accompanied at all times until area specific training has been received. Hosts are also responsible for reviewing visitors' training needs with the training office.

Those who are not directly supervised and are actively performing research for more than ten working days must complete the Hazard Inventory (HI) and complete an Associate Form. Both forms are available in Human Resources (105 TASF).

Visitors less than 18 years of age must be supervised.

When escorted by an employee or associate, some visitors may be excluded from additional training requirements. Examples include:

- ❖ Personal visitors - for office visits only
- ❖ Official tours - for office tours only
- ❖ Visiting scientist - for office visits only
- ❖ Consultants - for office visits only
- ❖ Vendors - sales/repair/service - for office visits only

Activity/area specific training is required for:

- ❖ Personal visitors - to enter labs/shops
- ❖ Official tours - to enter labs/shops
- ❖ Visiting scientific professional - to enter labs/shops
- ❖ Consultants - to enter labs/shops
- ❖ Vendors - sales/service - to enter labs/shops
- ❖ Subcontractors - to enter labs/construction areas

NOTE: Training requirements for those persons working under contract with the Ames Laboratory are required to follow the Subcontractor Oversight Procedure, available from ESH&A (G40 TASF). Hosts, escorts *and* group leaders are responsible for communicating area-specific hazards with subcontractors, and for preparing the work area so that it is conducive to the contractor work being performed.

The ESH&A Training Office, 151 TASF, administers the Laboratory's General Employee Training. Activity/area specific training is provided by Group/Section leaders for those working in or visiting labs or shops.

VISITOR RIGHTS

As an Ames Laboratory visitor, you have the right to know the potential hazards associated with the areas you will visit and the measures taken to protect you from those hazards. Your host will provide you with this information. If you believe that the area you are visiting is unsafe, immediately report your concerns to your host or

to the Environment, Safety, Health and Assurance Office, G40 TASF at 294-2153.

VISITOR RESPONSIBILITIES

Ames Laboratory visitors have safety and security responsibilities similar to those of employees. These responsibilities include:

- ❖ Support the Laboratory's Integrated Safety Management (ISM) System and Integrated Safeguards and Security Management (ISSM) System.
- ❖ Conduct only those activities approved by your host.
- ❖ Use Ames Laboratory facilities, equipment and tools exclusively for their designed purpose and only with the knowledge and approval of your host.
- ❖ Observe all requirements, procedures, instructions, signs, posters and warning signals.
- ❖ Be aware of emergency policies and procedures.
- ❖ Report accidents, near-accidents, unusual occurrences, unsafe conditions, suspicious behavior and potential hazards to your escort.
- ❖ Follow established U.S. Department of Energy and Ames Laboratory regulations regarding the discussion of proprietary or Export Controlled information.
- ❖ If you have a medical condition that causes you concern, consult with your physician or with Ames Laboratory's Occupational Medicine staff prior to your visit or entry into potentially hazardous areas.
- ❖ Ames Laboratory has adopted the ISU Program for a Drug Free Workplace. Inform your host if you must bring prescription or over-the-counter drugs into the Ames Laboratory that could affect your safe use of machinery/ equipment or your safe participation in potentially hazardous activities.

CHILDREN IN THE WORKPLACE

- ❖ Bringing children in laboratories and industrial areas is discouraged.
- ❖ If children are brought into the workplace, written approval by a supervisor is necessary.
- ❖ Supervisors must consult with ESH&A for high risk areas such as laboratories and industrial areas (chemical, biological and radioactive labs, mechanical rooms, shops, areas with excessive noise, construction zones, etc.).
- ❖ The parent or guardian must supervise the child at all times and should not leave the child in the custody of another employee or student.

SAFETY AND SECURITY

It is the policy of the Ames Laboratory to integrate safety and security into management and work practices at all levels so that the Laboratory's mission is accomplished while protecting workers, the public, and the environment. Work activities are subject to the Laboratory's safety requirements with a degree of rigor appropriate to address the hazards and risks involved.

Certain activities may require the use of personal protective equipment. Visitors should be alert to signs specifying areas where these items are required. It is also important to follow all instructions, signs, tags and barriers regarding hazards, hazardous areas and hazardous materials in Ames Laboratory. Your host or the supervisor of the area where you are visiting will arrange for any required protective apparel or equipment.

Safety showers and eyewash facilities are placed throughout the Lab. These are easily identified by green and white signs and yellow circles on the floor.

Construction areas should be avoided unless you are authorized to enter in those areas. Your host will assist you in acquiring the personal protective apparel and equipment required to enter a construction site.

All visitors entering radiological controlled areas must receive a radiological safety orientation.

In accordance with Iowa State University policy, no smoking is allowed on campus.

EMERGENCY INFORMATION

A fire emergency is announced by horns and strobes in all the Ames Laboratory buildings (Spedding, Wilhelm, Metals Development, TASF and the service buildings). Horns and/or strobes are also used as fire alarms in Iowa State University buildings rented by Ames Laboratory (Zaffarno Hall and Gilman). Emergency exit routes are posted for each lab, office and shop. Should an alarm sound, visitors should follow their host's instructions and immediately evacuate the building.

Instructions for other emergencies such as tornado warnings and spills are announced over the Ames Laboratory public address system.

Should a medical emergency occur, medical assistance may be obtained through Occupational Medicine in room

G11 TASF. The Mary Greeley Hospital Emergency Room is also available, if necessary, or when medical assistance is required outside normal business hours.

FOR ALL EMERGENCIES CALL: 911
When calling give your name, location, and extent of emergency.

Please direct any questions you may have to your Ames Laboratory host or to the offices listed below.

ENVIRONMENT, SAFETY, HEALTH & ASSURANCE

G40 TASF 4-2153

TRAINING AND RECORDS MANAGEMENT

151 TASF 4-9972

OCCUPATIONAL MEDICINE

G11 TASF 4-2056

OFFICE OF PUBLIC AFFAIRS AND INFORMATION

111 TASF 4-9557

PLANT PROTECTION SECTION

G34 TASF 4-3483

AMES SITE OFFICE (DOE) (630) 252-2096

DOE ENVIRONMENTAL

HOTLINE (800) 541-1625

DOE INSPECTOR GENERAL

HOTLINE (202) 586-4073



THE Ames Laboratory

Creating Materials & Energy Solutions

U.S. DEPARTMENT OF ENERGY

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