

Contact Person	Tom Lograsso	Revision	0.2
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VISITOR POLICY

The purpose of this document is to establish the policy governing visitors to Ames Laboratory.

1.0 APPROVAL RECORD

- Reviewed by: Quality Assurance Coordinator (Molly Granseth)
- Approved by: Director, Human Resources (Chelsey Aisenbrey)
- Approved by: General Counsel (Barbara Biederman)
- Approved by: Director, Laboratory Performance Management (Andrea Spiker)
- Approved by: Interim Chief Research Officer (Adam Schwartz)
- Approved by: Chief Operations Officer (Mark Murphy)
- Approved by: Deputy Director (Tom Lograsso)
- Approved by: Laboratory Director (Adam Schwartz)

The official approval record for this document is maintained by Document Control.

2.0 REVISION/REVIEW INFORMATION

This policy will be reviewed at a minimum of every three years. The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

To help ensure the safety of Ames Laboratory personnel and visitors, as well as to preserve the safety and security of Ames Laboratory, all visitors are expected to comply with this policy during their visit at Ames Laboratory.

3.1. Definitions

- **Visitor:** Guests and visitors at Ames Laboratory including those giving or attending seminars, those visiting Ames Laboratory for limited scientific discussion or as participants solely to observe research in progress, occupational medicine patients, job seekers, tour groups, employee friends and family, retired employees, vendors, and the media.
 - * On-site scientific contributors who are on site at Ames Laboratory conducting research are not Visitors. See the Contributor Policy for additional information.
 - * Subcontractors of Ames Laboratory who are on site at Ames Laboratory conducting work are not Visitors. See the [Subcontractor Oversight Procedure](#) for additional information regarding subcontractors and contracts.
 - * Incidental or intermittent visits by non-student children are not Visitors. See the knowledge article on [Children in Ames Laboratory Space](#).
 - * Individuals at Ames Laboratory solely accessing Ames Laboratory Public Spaces are not Visitors for purposes of this policy and are excluded.
- **Host:** The Ames Laboratory employee who extends an invitation to a prospective visitor becomes the Ames Laboratory Host for that Visitor, and the employee's

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division/program/institute or department becomes the host unit.

- **Confidential Information**: Refers to all written, oral, graphic, photogenic, electronic, or other form of information relating to Ames Laboratory, including data, know-how, technical and non-technical materials, samples and specifications that may be supplied or disclosed. This also includes unpublished research results, ideas, and descriptions of products originating from or developed through Ames Laboratory work that are or may be used in the commercialization of Ames Laboratory technologies.
- **Public Spaces**: These include locations determined to be open to the general public by the hosting site approval authority in coordination with subject matter experts in security, export control, technology transfer, and counterintelligence in accordance with Ames Laboratory's Site Security Plan. Ames Laboratory is considered an open site. As such, its halls and offices available to walk-in traffic are Public Spaces. As such, activities including professor/student discussions, interviews for ISU faculty or staff positions, and drop-in visits are not considered visits for purposes of this policy.

4.0 ROLES AND RESPONSIBILITIES

4.1. Visitors

As a condition of their visit to Ames Laboratory, Visitors agree to:

- Abide by the terms of this Policy during their visit.
- Be aware of Ames Laboratory's emergency policies and procedures and comply with Host instructions.
- Report unusual occurrences, unsafe conditions, suspicious behavior, and potential hazards to your Host.
- Comply with all applicable laws, regulations, ordinances and ISU and Ames Laboratory policies. ISU's policies are set forth in Chapter 681-13 of the Iowa Administrative Code and at <http://www.policy.iastate.edu/>. ISU policies prohibit or impose restrictions on the following on ISU property: (a) smoking; (b) alcohol; (c) controlled substances; (d) weapons, such as firearms, knives, tasers, explosives and archery equipment; (e) fireworks and highly flammable materials; (f) gambling; (g) solicitation; (h) animals; and (i) motor vehicles on ISU sidewalks and outdoor green space areas. Ames Laboratory policies are set forth in <https://www.ameslab.gov/operations/forms-and-documents>.
- Foreign national visitors are required to check in with Ames Laboratory Human Resources and complete the Ames Laboratory [Form 473 Foreign Visits and Assignments Request](#) in accordance with Section 5.0 of the [Unclassified Foreign Visits and Assignments Plan](#).

4.2. Hosts

Hosts are responsible for:

- Ensuring Visitors receive adequate orientation for their visit to Ames Laboratory, including their responsibilities listed in Section 4.1., and for their safety during their visit.
- Accompanying Visitors at all times unless in Public Spaces at Ames Laboratory.

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- Reviewing the contents of this Visitor Policy with Visitors prior to their visit to Ames Laboratory.

4.3 Division/Program/Institute/Department Director

Division/Program/Institute/Department Directors are responsible for:

- Communicating Ames Laboratory's Visitor Policy and visitor information to Visitors and tracking this information for reporting purposes.

5.0 POLICY INFORMATION

5.1. Visitor Building Access

Visitors may access Ames Laboratory Public Spaces without supervision during normal business hours. When access to Ames Laboratory is controlled via card access, or when Visitors are accessing non-Public Spaces, Visitors are required to be escorted by their Host at all times.

5.2. Visitor Network Access

Ames Laboratory Visitors may only access Ames Laboratory's internet as permitted by Ames Laboratory. See [Visitor Information](#) for information on how to access Ames Laboratory's guest network.

5.3. Visitor Parking

Visitors must obtain a parking permit from the [Guard Station](#) in G34 TASF and display the permit on the dash of their vehicle. With a valid parking permit, visitors may park in either of the two lots designated for Ames Laboratory: Lot 26 near TASF and Lot 28A next to Metals Development.

5.4. Photography and/or Recording

Visitors are expected to obtain permission to make recordings or take photographs of their Ames Laboratory visits. All news media requests to bring cameras or video recording equipment to Ames Laboratory must be submitted to Ames Laboratory's [Communications Office](#) prior to the visit.

5.5. Laboratory Spaces

Ames Laboratory personnel may bring or accept Visitors in laboratory spaces for observation purposes only. Visitors at Ames Laboratory who wish to engage in research, access or use equipment, or participate in other hands-on laboratory activities are required to follow the Contributor Policy.

5.6. Disclosure of Confidential Information

Confidential information may not be disclosed to Visitors unless the disclosure is documented and controlled using a non-disclosure agreement. Researchers may request a non-disclosure agreement from Ames Laboratory's Innovation Partnerships Program via nda@ameslab.gov. In addition, Visitors requesting Ames Laboratory personnel to sign non-disclosure agreements should direct their request for signature to Ames Laboratory's Innovation Partnerships Program via nda@ameslab.gov.

5.7. Disclosure of Export Controlled Information

Ames Laboratory personnel may not disclose or otherwise permit Visitors to access

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export controlled information unless permitted under the [Export Control Policy](#). Visitors are required to notify and obtain the approval of Ames Laboratory's Export Control Officer prior to disclosing any export controlled information to their Host.

5.8. Visitors Under 18

Visitors under 18 may visit Ames Laboratory for tours, job shadowing, or other educational opportunities once authorization is acquired via the [Tours & Visits Approval form](#). Prior authorization of guests under the age of 18 and compliance with the guidelines laid out in the [Children in Ames Laboratory Space](#) knowledge article is also required.

5.9. Tours

To schedule a visit for guests interested in a tour of Ames Laboratory, Ames Laboratory personnel should complete and submit a [Tour Request Form](#) to [Education & Outreach](#). Prior authorization is required.

5.10. Unauthorized Visitors

Unauthorized visitors may be asked to leave. Visitors who are disruptive to Ames Laboratory's operations or who cause Ames Laboratory to reasonably believe they are acting in an unsafe manner, may cause, or have caused harm to people, Ames Laboratory space, or property may be removed. Ames Laboratory personnel who spot unauthorized visitors may report this activity to the Ames Laboratory Guard Desk at guards@ameslab.gov or 515-294-3483.

5.11. Disciplinary Action

Ames Laboratory personnel who violate this policy may face disciplinary consequences.

6.0 POST PERFORMANCE ACTIVITY

At the end of each visit, the Host should ensure the Visitor returns any items supplied by the Laboratory to the appropriate Ames Laboratory office.

7.0 ADDITIONAL INFORMATION

- [Ames Laboratory Visitor Brochure](#)
- [Service Call Oversight Requirements Guide](#)