

Contact Person	Tom Lograsso	Revision	1
Document	Policy 40000.005	Effective Date	06/01/2019
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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: Chief Operations Officer (Mark Murphy)
- Approved by: Chief Research Officer (vacant)
- 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 and concurrently with the Joint Employee and Contributor policies. 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. It is the responsibility of hosts to communicate the applicable content of this policy to their visitors.

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, job seekers, tour groups, vendors, and the media.
 - Individuals 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 retired employees, friends, family, and 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.
 - Occupational medicine patient visits are recorded in the OccMed database and need not be entered in the visitor log referenced in this Policy.

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- **Public Spaces:** These include locations determined to be open to the general public by Ames Laboratory. Ames Laboratory is considered an open site, and 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.
- **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 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.

4.0 ROLES AND RESPONSIBILITIES

4.1. Visitors

As a condition of visiting Ames Laboratory, Visitors shall:

- 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 their 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.
- 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:

- Communicating visitor responsibilities to Visitors.
- 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.

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- Accompanying Visitors at all times unless in Public Spaces at Ames Laboratory.

4.3 Division/Program/Institute/Department Director

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

- Reporting all visits using the [Ames Laboratory Visitor Form](#).
- Communicating applicable Ames Laboratory visitor information to Visitors.

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. 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.

5.3. Laboratory Spaces

Ames Laboratory personnel may bring or accept Visitors in laboratory spaces for observation purposes only.

5.4. Disclosure of Confidential Information

Confidential information may not be disclosed to Visitors unless the disclosure is documented and controlled using a non-disclosure agreement.

5.5. Disclosure of Export Controlled Information

Ames Laboratory personnel may not disclose, receive, discuss or otherwise permit Visitors to access export controlled information unless permitted under the Export Control Policy.

5.6. 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.

5.7. Tours

Ames Laboratory personnel must obtain prior approval to schedule a visit for guests interested in a tour of Ames Laboratory.

5.8. 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. Unauthorized visitors may be reported

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to the Ames Laboratory Guard Desk at guards@ameslab.gov or 515-294-3483.

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

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