

LALP-91-47
C.3

Los Alamos Visitor Guide

to Environment, Safety, Health, & Security



LOS ALAMOS NATIONAL LABORATORY
3 9338 00208 9224



Director's Statement

Welcome to the Los Alamos National Laboratory. As a Laboratory visitor, you are responsible for complying with our environment, safety, health, and security policies and procedures. The purpose of this *Visitor Guide* is to help you understand your role in ensuring protection of people, the environment, and Laboratory security interests. The Laboratory's policies provide the framework within which employees, managers, and visitors are to operate. By entering a Los Alamos National Laboratory facility, you agree to become part of our team, to abide by our policies and procedures, and to help ensure that everyone visiting or working at the Laboratory has a safe, healthful, and secure work environment.



Director



Introduction

This handbook is designed to provide Laboratory visitors with a concise overview of the environment, safety, and health (ES&H) and security programs at Los Alamos National Laboratory. As a visitor, you are required to follow Laboratory ES&H and security regulations as outlined in this *Visitor Guide* and as directed by your Laboratory host.

Upon your arrival at Los Alamos National Laboratory, you will be given this *Visitor Guide*. In addition, you may be required to attend site-specific briefings at certain sites so that you will be informed of the hazards and control measures associated with those sites. You will be asked to sign for receipt of the *Visitor Guide* and to indicate attendance at the briefings.

Presented in this *Visitor Guide* are ES&H and security policies, your related rights and responsibilities as a Laboratory visitor, and a brief description of some of the methods used to ensure health, safety, environmental protection, and security at Los Alamos. We hope that you have a safe, secure, and beneficial visit.

Who is a Laboratory Visitor?

A Laboratory visitor is anyone visiting a Laboratory site for purposes of official business. Visitors to the open areas listed below are excluded from the training requirements of this program.

Open Areas.

- Badge Office,
- Bradbury Science Museum,
- Otowi Building (cafeteria, lobbies, and Employment Group offices),
- Oppenheimer Study Center,
- townsite (Los Alamos or White Rock) general Laboratory office buildings that lack hazardous areas and are not otherwise secured, and
- sites designated for open colloquia.

Children. Children under 18 are not allowed at the Laboratory except as specified in Section 616 of the *Administrative Policies and Procedures Manual*.

Students. Student visitors to the Laboratory are included in this program if they will visit areas other than those listed above.

Foreign Visitors. Citizens of foreign countries must receive special approval before visiting the Laboratory (exception: Bradbury Science Museum).

Delivery Personnel. Delivery personnel are not included in this program if they do not go beyond the entry areas of facilities. However, delivery personnel are expected to be

supervised and, if necessary, escorted by site personnel while at the Laboratory.

Cleared Personnel from Other Facilities.

Cleared personnel from other facilities are included in this program and, thus, will receive the appropriate general and site-specific training before they are allowed unescorted access to Laboratory facilities.

Helpmates for Individuals with Disabilities.

Special accommodation is made for family members or other helpmates of disabled personnel. If someone requires assistance getting to/from work at the Laboratory, the helpmate must receive the appropriate level of general and site-specific training.

General Description of Facilities

Los Alamos National Laboratory is situated on approximately 27,800 acres (43 square miles) of Department of Energy land. The Laboratory is divided into numerous technical areas (42 of them are actively used) with locations and spacing that reflect historic development patterns, topography, and functional relationships. Technical area 3 is the central Laboratory area, which contains numerous facilities including the Administration Building, the Otowi Building (central cafeteria), Oppenheimer Study Center (main library), Bradbury Science Museum, and central medical facility.

As a scientific research and development institution, the Laboratory deals with workplace hazards on a daily basis. Operations are evaluated before they begin and then are monitored to ensure that all hazards associated with those operations are being controlled effectively. Our goal is to provide a safe and healthful workplace for our employees and visitors and to protect the public and the environment.

Occupational Safety and Health Administration

The Laboratory follows many codes, standards, and regulations—including those promulgated under the Occupational Safety and Health Act (OSHA)—to protect worker health and safety. The basic premise of this Act is to ensure, insofar as possible, that every employee in the United States has safe and healthful working conditions.

Laboratory ES&H rules, rights, and responsibilities presented in this guide are based on OSHA standards, other federal and state regulations, and good safety practices.

Environment, Safety, and Health Policy

The Laboratory will maintain a safe and healthful workplace and will protect the environment. No activity or operation will be done at the Laboratory unless it can be performed in a manner designed to protect employees, the public, and the environment. Accomplishing these goals requires a team effort on the part of all employees, contract personnel, and visitors.

Stop-Work Policy. Employees and visitors will stop work on any activity that poses danger to health, safety, or the environment and will immediately notify the appropriate supervisor. Department of Energy personnel or those conducting audits/assessments in the work area also may direct employees and visitors to stop work on any activity that poses danger to health, safety, or the environment.

Security Policy

The Laboratory will maintain a Safeguards and Security Program to help ensure that programmatic goals are met while protecting security interests from theft or diversion of special nuclear material, industrial sabotage, radiological sabotage, espionage, loss or theft of classified matter or government property, and other hostile acts that may adversely affect national security or public health and safety. Levels of protection appropriate to particular security interests are to be provided in a graded fashion in accordance with the potential risks to national security and to public health and safety.

Visitor Policy

Laboratory visitors will be provided a safe, secure, and healthful environment while at the Laboratory, will be informed of the hazards and protective measures associated with the Laboratory areas they visit, will be notified of their ES&H and security rights/responsibilities, and will be expected to comply with all Laboratory ES&H and security rules.

Drug/Alcohol Policy

The Laboratory maintains a drug-free workplace. Substance abuse by visitors is prohibited while on Laboratory property or Laboratory business and can result in suspension of privileges.

Smoking Policy

To help ensure a safe and healthful workplace, smoking is allowed only in posted areas. Smoking areas have been evaluated to ensure that ventilation systems are adequate to keep tobacco smoke out of nearby nonsmoking areas.

Smoking is never allowed in government vehicles, taxis, or aircraft.

Visitor ES&H and Security Rights

ES&H. As a Laboratory visitor, you have the right to know the potential hazards associated with the Laboratory areas you will visit and the

measures being used to protect you from those hazards. Your host will provide you with this information. Laboratory facilities are monitored for exposure to harmful substances to help ensure your safety. If you believe that the area you are visiting is unsafe, immediately report your concerns to your host.

Security. As a Laboratory visitor, you are entitled to the sharing of Laboratory information and the entry to security areas on a “need to know” basis as determined by your host and commensurate with your security clearance level.

Prohibited Articles

No one may bring personal cameras (unless otherwise posted), recorders, firearms, alcohol, illegal drugs, or explosive or incendiary devices into the Laboratory. Advise your host if you must bring in prescription or over-the-counter drugs that could affect your safe use of machinery/equipment or your safe participation in hazardous activities.

Random Searches

Laboratory security personnel perform random searches of buildings, parking lots, and other areas to help maintain a safe, drug-free workplace and to prevent theft of government property. You and your vehicle are subject to search while at the Laboratory.

Visitor Responsibilities

Laboratory visitors have ES&H and security responsibilities similar to those for employees. These are detailed below. Please direct questions to your host.

- Conduct only those activities that your host has approved; use Laboratory facilities, equipment, and tools according to their designed purpose and only with the knowledge and approval of your host.
- Observe ES&H and security requirements, procedures, instructions, signs, posters, and warning signals.
- Be aware of the emergency plans and procedures that are posted in the area you are visiting.
- Be aware of the potential hazards associated with the areas you are visiting.
- Use appropriate personal protective equipment as determined by your host.
- Report near-accidents, unusual occurrences, unsafe conditions, and potential hazards to your host. These include malfunctioning equipment and work-related fires, accidents, incidents, injuries, illnesses, and property damage.
- Help prevent accidents by warning fellow visitors and employees about defective equipment and other hazards.

- Participate in required monitoring programs (for example, wearing dosimeters in radiation areas).
- Know the classification level of your visit and observe the policies and procedures that apply to that level.
- Conduct classified discussions only in security areas and limit the exchange of information on a need-to-know basis to cleared personnel.
- Follow established Department of Energy (DOE) and Laboratory regulations regarding hand-carried classified information.

ALARA

Your host is responsible for informing you about hazards and procedures associated with the areas you will visit. Laboratory managers ensure that personnel exposure to radiation is kept as low as reasonably achievable (ALARA) and that exposure to other hazardous materials is kept below the Occupational Exposure Limit (OEL). Depending on the area(s) you visit, you may be required to wear a dosimeter or personal protective equipment to help prevent exposure to hazardous materials.

Safe Operating Procedures and Special Work Permits

Hazardous or potentially hazardous activities require the use of written safe operating procedures and/or special work permits to identify hazards and specify controls needed to eliminate or mitigate those hazards. As a visitor, you must not participate in any such Laboratory activity unless such participation is approved and supervised by your host.

Personal Protective Equipment

The use of personal protective equipment is required in certain Laboratory work areas where hazards cannot be effectively controlled by other means. If you need to enter these areas, your host will advise you of the requirements involved and will provide the appropriate equipment. The use of respirators requires Laboratory medical evaluation and on-site fitting and training.

Transportation of Hazardous Materials

The Laboratory complies with federal and international regulations governing the packaging and transportation of hazardous materials. Private vehicles must not be used to transport hazardous (including radioactive) materials or equipment. Only certain government vehicles may be used.

Transportation and packaging of hazardous materials must be performed under an approved Laboratory program. You must not perform these activities unless you have been specially trained and certified to do so and your host has approved your activity.

Environmental Protection

Protection of the environment is a responsibility shared by each Laboratory employee and visitor. Compliance with federal and state environmental regulations is mandatory. Noncompliance with these regulations can result in Laboratory disciplinary action as well as civil and criminal fines and jail sentences.

You can help ensure environmental protection while at the Laboratory through the following actions:

- Follow prescribed ES&H rules designed to protect the environment.
- Promptly report accidental spills and other environmental releases to your host.

Disabilities

The Laboratory makes reasonable accommodation for people with disabilities. Informing your host of your special needs (for example, wheelchair access or sign language interpreter) before your visit will help the Laboratory prepare for accommodating those needs.

Medical Concerns

If you have a medical condition (for example, pregnancy) that causes you concern about entering potentially hazardous areas, you should consult with the Laboratory's medical staff in conjunction with your Laboratory host organization before your visit.

NOTE: Our high altitude (7500 ft) can cause problems for people with cardiovascular or respiratory disease. Consult your physician or the Laboratory's medical staff.

Injury/Illness Reporting

If you are injured or become ill during your visit to a Laboratory area, your host will ensure that you receive prompt care by the Occupational Medicine staff at one of the Laboratory's medical facilities, which are operational on weekdays (see hours noted for each medical facility). If needed, you will be referred to the appropriate off-site medical facility for follow-up care. Medical insurance and workers' compensation coverage are your responsibility and that of your employer.

Medical Facilities

Occupational Medicine Building:

TA-3/Bldg. 409

Hours: 8 a.m.—5 p.m.

667-7839 (emergency and first aid)

Clinton P. Anderson Meson Physics Facility:

TA-53/Bldg. 526

Hours: 1—5 p.m.

667-5781 (first aid)

Plutonium Facility:

TA-55/Bldg. PF-3, Room 142

Hours: 1—5 p.m.

667-2310 (first aid)

S-Site (explosives area):

TA-16/Bldg. 193, Rooms 121-125

Hours: 1—5 p.m.

667-6408 (first aid)

Emergency Response

Be prepared. No one knows when an emergency will occur, so planning ahead is important. Emergency evacuation signs are posted in Laboratory buildings. Be sure to follow your host's instructions in the event of an emergency.

After you receive your general and site-specific briefings, you should be able to answer "Yes" to the following questions. If not, ask your host for further explanation.

- Do you understand the emergency procedures for the areas you are visiting?
- Do you understand the meaning of warning signs, lights, bells, and sirens in your area? Do you understand what you are expected to do in response to them?
- Do you know the quickest evacuation route from your building?
- Do you know where to report once you have evacuated the building? (This reporting point is known as your *assembly* area.)

In an emergency . . .

1. Follow your host's instructions.
2. Dial **9-911** OR 911 if your host has not already notified emergency personnel.
 - Remain calm.
 - Give information to emergency operator.
 - Do not hang up until told to do so by the emergency operator.

In event of a fire . . .

1. Evacuate the building.
DO NOT ATTEMPT TO FIGHT THE FIRE.
2. Dial **9-911** OR 911 unless fire is already reported.
3. Report to your host in assembly area.
4. Follow instructions of emergency coordinator.

Motor Vehicle Operation

Seat Belts. You must wear your seat belt when driving or riding in any motor vehicle on official Laboratory business. Drivers of official vehicles are responsible for advising their passengers to wear seat belts.

Driver's License. You must carry a valid driver's license with you when driving official vehicles or rental vehicles on official business.

Motorcycles. Do not use motorcycles for official business.

ES&H and Security Help

Here are some helpful ES&H- and security-related numbers for your use. Be sure to notify your Laboratory host after calling for emergency assistance.

EMERGENCY **9-911 or 911**

(all emergencies, including fires, explosions, gas/water leaks, bomb threats, terrorist attacks, accidents, injuries, and spills that threaten life, property, or the environment)

Immediate Operational Problems

Emergency Management Office
Weekdays, 8 a.m.–5 p.m. 7-6211
Other Hours 7-7080

Hotline Numbers

LANL ES&H Hotline 5-5010
DOE-LAAO ES&H Contact 7-5288
DOE ES&H Hotline 1-800-541-1625

Routine Operational Support

Badge Office 7-5897
Classification Office 7-5011
Criticality Safety 7-4789
Environmental Protection 7-5021
(air, soil, water)
Industrial Hygiene 5-4427
Lab-Wide (chemicals, noise,
non-ionizing radiation)
Operational Safety 7-4644
(electrical, laser, pressure, vehicle,
explosive, chemical, forklift)
Protective Force 7-4437

Radiation Protection	
Lab-Wide	7-7137 TA-537-5890
TA-55	7-7171 CMR7-4093
Security	5-1212
Spills	7-6211
Utilities (Johnson Controls)	
(gas/water leaks)	7-6191
Waste Management	
General Questions	
(operational)	5-4000
(regulatory compliance)	5-0677
Chemical Waste Pickup	7-7579
PCBs	5-3081
Radioactive Liquid Waste	7-4301
Radioactive Solid Waste	7-6095
Waste Minimization	7-4301

Index

ALARA	12
Alcohol	8, 9
Altitude	14
Briefings (for visitors).....	2, 16
Classified Information.....	11
Communication of Hazards.....	2, 8-10, 12
Disabilities (accommodation for)	14
Driver's License	18
Drugs	8, 9
Emergency Response	10, 14, 16, 17
Environmental Protection.....	1, 2, 5, 7, 13
ES&H Policy	7
Exposures to Hazardous Materials	9, 14
First Aid Stations (medical facilities)	14-15
Handicapped Personnel	14
Injury/Illness	14
Medical Concerns	14
Medical Facilities	14-15
Motorcycles.....	18
Occupational Exposure Limit	12
OSHA.....	6
Personal Protective Equipment	10, 12
Policy	
drug/alcohol	8
ES&H	7
security	7
smoking	8
stop-work	7
visitor	8
Prohibited Articles	9
Reporting Problems/Concerns	7, 10, 14
Responsibilities (visitor)	10-11
Rights (ES&H and security)	8-9
Safe Operating Procedures	12
Searches, random	9
Seat Belts	18

Security Areas	9
Security Policy	7
Smoking Policy	8
Special Work Permits	12
Stop-Work Policy	7
Transportation of Hazardous Materials	13
Vehicles (motor)	18
Visitor Policy	8

*Los Alamos National Laboratory, an affirmative
action/equal opportunity employer, is operated by the
University of California for the U.S. Department of
Energy under contract W-7405-ENG-36.*

LALP-91-47

August 1991

IS-4 REPORT SECTION

REPRODUCTION
COPY

LOS ALAMOS NAT'L LAB.
IS-4 REPORT SECTION
RECEIVED

JUL 23 AM 10 26

Los Alamos
NATIONAL LABORATORY

Los Alamos, New Mexico 87545