Rules concerning the registration as LNL users (only for users from foreign universities or organizations) for 2020.

To attend the Legnaro National Laboratories (LNL) of the National Institute of Nuclear Physics (INFN) you must be registered as LNL users, by providing the information required as mentioned in the REGISTRATION FORM, in the AUTHORIZATION TO ACCESS INFN-LNL COMPUTING and NETWORK RESOURCES and in the REQUEST FOR PERMISSION:

- the REGISTRATION FORM must be filled in by you and should include your personal data, the attending period, your working place or the Laboratory facility you are going to use or the Division you are joining, your personal activities at the LNL (researcher, engineer, technician, etc.) and your contact person at LNL;
- the REQUEST FOR AUTHORIZATION TO ACCESS INFN-LNL COMPUTING AND NETWORK RESOURCES, in which you ask to access the Network and Computing resources of INFN-LNL. The form must be signed both by the applicant and by the contact person at LNL;
- the REQUEST FOR PERMISSION is a declaration of your home Institution that specifies your insurance position during the period of your stay at the Laboratories. This declaration must also state your classification with regard to the ionizing radiation risk activity at the LNL. This form must be duly undersigned and printed on headed notepaper of your Institute.

Before filling the above mentioned forms, it is recommended to read the Information note on processing of personal data by INFN, provided pursuant to art. 13 of UE Regulation 2016/679, available at http://www.lnl.infn.it/index.php/it/staff-e-utenti/95-english-2/344-accesso

If you are authorized to carry out activity, as an exposed worker, with ionizing radiation risk at LNL, your classification (A or B) must be reported. You should provide to the Direction Service of LNL the appropriate medical certification, the certification of successful training in radiation protection, your dose record history year by year and, if you are classified in class A, you should bring your personal Radiation Passbook and submit it directly to the Radiation Protection Service of LNL upon your arrival.

If you are a class A exposed worker, who are going to carry out activities with risk from ionizing radiation in the controlled areas of LNL (defined as “External Workers” by Article 6 paragraph 1 letter r Legislative Decree no. 230/95 and subsequent modifications and supplements), it is necessary that:

1. a contractual agreement is drawn up between the external employer and the INFN; the agreement must be prepared and signed by the external employer and subsequently sent, at least 10 days before the date of arrival, to LNL Radiation Protection Service in order to be signed by LNL Director. The original document will be kept at the LNL, a copy of it will be provided to the external Institute.
2. It is communicated to INFN the relative date of notification or authorization, issued by the Italian Ministry of Labour, to exercise the work of an external employer, pursuant to art. 62 paragraph 4 Legislative Decree 230/95 and subsequent modifications and supplements. Users classified as “non exposed workers” with ionizing radiation risk at LNL are allowed to use weak radioactive sources and to handle weakly activated targets. Each new user should provide to the Direction Service of LNL the radiation protection form, filled out at the Section A with the stamp and signature of his/her Employer. Users, who already have a radiation protection form at LNL, should provide a new one, filled out as above, only in case of changes to the information contained in their current one.

- Information and forms related to radiation protection are available at the LNL website, link Radiation Protection (for further information, please contact radprot@lnl.infn.it).
- Information about safety at work and emergency procedures is available at the LNL website, link Safety & Environment (for further information, please contact rspp@lnl.infn.it). We remind that our Labs have arranged a formation instrument on electronic support. The CD must be collected from the Security Guards at the main entrance at the time of access to the LNL. It contains a check test to be properly filled in and then delivered to the Prevention and Protection Service following the suggested formalities. The no-handing back of the test will be communicated to the Director of LNL.
- Information and forms related to the registration as LNL users are available at http://www.lnl.infn.it/index.php/it/staff-e-utenti/95-english-2/344-accesso For further information, please contact the LNL Direction Service, e-mail: users.office@lnl.infn.it

As regards the transmission of the forms, please be informed that the LNL access forms, duly filled in and signed, have to be sent by e-mail to prot@lnl.infn.it  
The forms can be sent also by fax to 0039/049/8068.514

- ANY REQUEST FOR RESERVATION AT LNL GUEST-HOUSE WILL BE PROCESSED ONLY AFTER HAVING OBTAINED THE REGISTRATION AS LNL USER.
- THE REGISTRATION AS LNL USERS WILL BE GRANTED ONLY AGAINST PRODUCTION OF THE ABOVE MENTIONED FORMS.
- THE REGISTRATION AS LNL USER MUST BE REQUESTED ALSO BY USERS WHO ONLY NEED TO ACCESS INFN-LNL COMPUTING AND NETWORK RESOURCES.
- THE REGISTRATION AS LNL USER CAN BE ASKED FOR A PERIOD OF TWO YEARS.
- THE LNL ACCESS FORMS (AND IF YOU ARE AUTHORIZED TO WORK, AS AN EXPOSED WORKER, WITH IONIZING RADIATION RISK AT LNL, ALSO THE DOCUMENTS RELATED TO RADIATION PROTECTION) MUST BE SENT AT LEAST 10 DAYS BEFORE THE PLANNED DATE OF YOUR ARRIVAL.