Rules concerning the registration as LNL users (only for users from foreign universities or organizations) for 2021.

To attend the Legnaro National Laboratories (LNL) of the National Institute of Nuclear Physics (INFN) it is necessary to be registered as LNL users, by providing the information required as mentioned in the REGISTRATION FORM, and in the REQUEST FOR PERMISSION:

- the REGISTRATION FORM must be filled in and should include personal data, the attending period, the working place or the Laboratory facility or Division, description of personal activating (researcher, engineer, technician, etc.) and the contact person at LNL;
- To submit a new request you must be registered on the INFN portal and have INFN-AAI credentials, which must be indicated on the registration form. To obtain credentials, you must
  1. connect to https://userportal.app.infn.it with your INFN-AAI username and submit a request for "IT resources" if they are not already enabled.
  2. If, and only if, you do not have an INFN-AAI username, register yourself at the following link https://signup.app.infn.it, entering your personal data. Then use the obtained username (which the email address), to access https://userportal.app.infn.it and complete step 1.
- Request of the Director of the Belonging Organization, to be drawn up on letterhead, complete with stamp and signature of the Director. The REQUEST FOR PERMISSION is a declaration of the belonging Institution that specifies the user’s insurance position during the period of the stay at the Laboratories. This declaration must also state the classification with regard to the ionizing radiation risk activity at the LNL. This form must be duly undersigned and printed on headed notepaper of the home Institute.

Before filling the above mentioned forms, it is recommended to read the Information note on the 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 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.

Normally external users have no access in classified zones at LNL and almost all times “zones without restrictions” are frequented for work reasons. Exceptionally, If you are going to carry out activities with risk from ionizing radiation in the controlled or supervised areas of LNL and you are classified a class A or B exposed worker, then you are defined as “External Worker” (Article 7, paragraph 1, point 80) of Legislative Decree no. 101/2020, so it is necessary to comply with the provisions of the
article 112 of the Decree mentioned above. For your convenience, a translation of the article and what is needed is reported in the web page http://www.infn.infn.it/~radprot/forms.htm

What is requested between the external employer and the INFN must be prepared, eventually signed by the external employer and sent, at least 10 days before the date of arrival, to LNL Radiation Protection Service for the actions of competence.

Users classified as “Non Exposed workers” with ionizing radiation risk at LNL does not need to comply art. 112 and they are allowed to use weak radioactive sources and to handle weakly activated targets.

All users should provide to the Direction Service of LNL the new radiation protection form, filled out and signature of his/her Employer.

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- Information and forms related to radiation protection are available at the LNL website, link [Radiation Protection](http://www.infn.infn.it/~radprot) (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](http://www.infn.infn.it/~radprot) (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.


For further information, please contact the LNL Direction Service, e-mail: users.office@lnl.infn.it

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**Transmission of the access forms: please be informed that they must be duly filled in and signed, and have to be sent by e-mail to [prot@lnl.infn.it](mailto:prot@lnl.infn.it)**

The forms can be sent also by fax to 0039/049/8068.514

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- 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.