

Legnaro, 30th November 2023

**RULES CONCERNING THE REGISTRATION AS LNL USERS (ONLY FOR USERS FROM FOREIGN UNIVERSITIES OR ORGANIZATIONS) FOR 2024.**

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/en/access-to-lnl/>*

In case of exposed workers, authorized to carry out activity with ionizing radiation risk at LNL, their classification (category A or B) must be reported also in the [RP Schedule for External Users](#). This form duly filled in and signed, the appropriate medical certification, the certification of successful training in radiation protection and, in case of category A, a copy of the personal Radiation Passbook must be provided to the Direction Service of LNL. The original Radiation Passbook should be handed to the Radiation Protection Service of LNL upon the arrival.

External users are usually not allowed to enter classified areas at LNL.

The workers who carry out activities with risk from ionizing radiation in the controlled or supervised areas of LNL and are classified as category A or B exposed workers, are defined as "External Worker" (Article 7, paragraph 1, point 80, Legislative Decree no. 101/2020). Therefore,

they must comply with the provisions of the article 112 of the above-mentioned Legislative Decree.

A contractual agreement between the external employer and the Director of LNL, if necessary, 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 as of competence.

The [RP Schedule for External Users](#), duly filled in and signed, must be sent also for users classified as "Non-Exposed workers". They do not need to comply art. 112 Legislative Decree n°101/2020. 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 signed by their Employer.

For your convenience, further information can be found on the web page

[https://www1.lnl.infn.it/~radprot/index\\_html\\_files/Procedures%20for%20LNL%20users.pdf](https://www1.lnl.infn.it/~radprot/index_html_files/Procedures%20for%20LNL%20users.pdf)

- 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](mailto: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 Sergio Sartor, tel. +39 049 8068.699, e-mail: [rspp@lnl.infn.it](mailto:rspp@lnl.infn.it)).

We remind that our Labs have arranged a formation program related to safety at work and emergency procedures.

- Information and forms related to the registration as LNL users are available at <http://www.lnl.infn.it/en/access-to-lnl/> (for further information, please contact the LNL Direction Service e-mail: [users.office@lnl.infn.it](mailto:users.office@lnl.infn.it))

**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 [users.office@lnl.infn.it](mailto:users.office@lnl.infn.it)**

- ANY REQUEST FOR RESERVATION AT LNL GUEST-HOUSE WILL BE PROCESSED ONLY AFTER HAVING OBTAINED THE REGISTRATION AS LNL USER.
- THE REGISTRATION AS LNL USER 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 LNL ACCESS FORMS AND, IF YOU ARE AUTHORIZED TO WORK WITH RISK FROM IONIZING RADIATION AT LNL, ALSO THE RADIATION PROTECTION DOCUMENTS MUST BE SENT AT LEAST 10 DAYS BEFORE THE PLANNED DATE OF YOUR ARRIVAL.