



Istituto Nazionale di Fisica Nucleare  
Laboratori Nazionali di Legnaro

# VADEMECUM for LNL Users

**LNL access**

**Valid from: September 2024**

*Play your part for everyone's safety*

*Dear Users, LNL is strongly committed to continue delivering beams.*

*In this short vademecum we summarize the LNL regulations that you are asked to follow.*

*Please read it carefully and comply to it.*

*We count on everyone's cooperation to keep the working environment as safe as possible, allowing everyone to complete the planned experiments.*

*We wish you the best success with the forthcoming experimental campaigns!*

# GENERAL RULES FOR THE USERS (1/2)

This document applies to **all LNL Users**.

LNL is enforcing safety rules to keep a safe working environment for local and external staff.

In order to achieve this the **users** are asked to:

- **Get informed** on regulations applied at LNL.
- **Register** their presence using the personal identification badge (when required – see next slides).
- **Avoid unnecessary crowding in closed environments.**
- **Wash their hands** frequently. Sanitizing agents are available (ask User's Service personnel).
- **Limit their stay at LNL to the minimum** period needed to accomplish their tasks.

# GENERAL RULES FOR THE USERS (2/2)

- No access to LNL vehicles.
- Access to guesthouses and kitchen is now available.
- The consumption of meals is not allowed in experiments control rooms.
- The user has access to experimental halls, the experiments control rooms, the canteen and the cafeteria next to it.  
Access to other areas requires a proper authorization.

# 1. PLANNING A VISIT TO LNL

**1. Complete the standard access procedure (at least 15 days before your planned visit).**

Details on access procedures [at this link<sup>1</sup>](#).

Details on Radiation protection procedures [at this link<sup>2</sup>](#).

**2. Please check the actual travelling and access regulations between your country and Italy.**

**3. If you are coming for experiments:** make sure to communicate the exact dates of your visit to the **experiment spokespersons**. They will be contacted by the LNL administration to provide a list of the shifters at least 10 days before the starting date of the experiment

**4. If you are coming for experiments, you stay in the guesthouse or you come for other reasons:** please remind to fill out the access form [at this link<sup>3</sup>](#).

**5. If you are coming for one day:** you can now access LNL for one day without registration. Please note that it is not a free access, but it must be supervised by your contact person at LNL.

## 2. ARRIVING AND ACCESSING LNL

The User can access LNL premises ONLY if access has been preliminarily granted.

1. **You will always need to be identified by the guards at the entrance.**
2. **If you stay for 2 days or more:** at your first arrival, the guards will give you an envelope with your access badge.
  - INFN employees must use their personal badge.
  - INFN-PD associates can get their badge from their administration.

**Please remind that:**

- You will need to sign-in/sign-out your presence using the badge every time you access/leave LNL. Location of self-checking equipment is shown in the map at page 7 of this document.
- **The personal badge will allow access only for the indicated dates.**

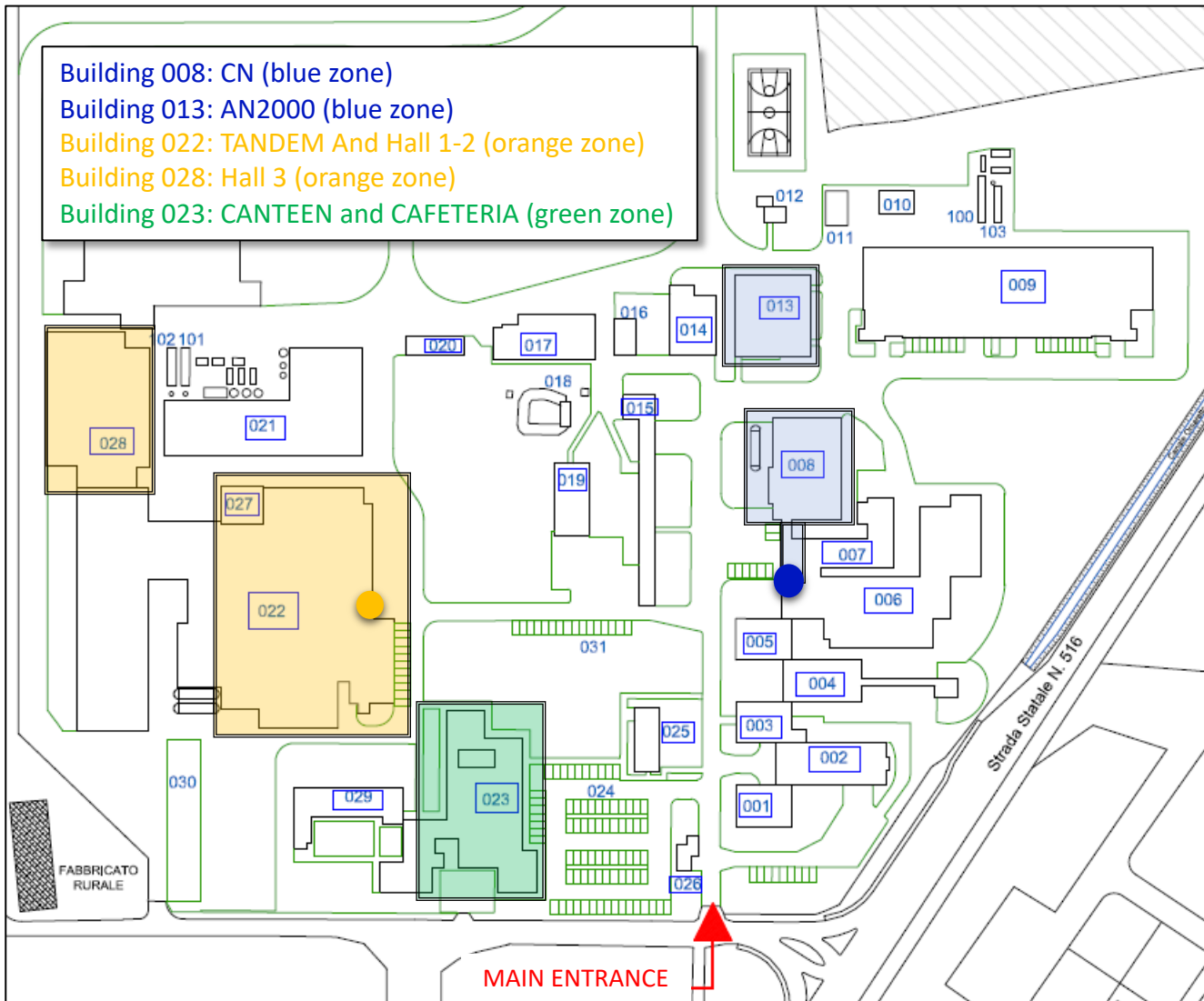
**3. If you stay for 1 day:** you only need your ID card or passport, and no badge will be given. **Your contact person at LNL must pick you up at the entrance.**

# 3. LNL AREAS ACCESSIBLE TO EXTERNAL USERS

We ask the external users to limit their movements only within the following areas:

- **BLUE zone: CN and AN2000 users.**
  - **ORANGE zone: TAP users.**
  - **GREEN zone: all users.**

**Access to all the others LNL facilities (direction building, warehouse, mechanical workshop, etc.) may be granted if justified and after a request sent to the user office has been approved**



- Badge registration and temperature self-check for TAP users.
- Badge registration and temperature self-check for AN/CN users.

# 4. DURING SHIFTS AND PREPARATION

- **Limit the number of shifters** in the experiments control rooms at the same time.
- **No meals** can be consumed **in the control rooms at any times**.
- **Privilege the use of telephone to contact machines' operators and LNL services** (mechanical workshop, user's service, user's office, radiation protection office, etc.).
- **As soon as your shift is finished, limit your stay at LNL at the minimum needed for completing activities and avoid unnecessary gatherings.**
- LNL encourages the formation of shift teams which always work together in order to avoid multiple contacts.

**The experiment's spokesperson is responsible for the compliance to the regulation for the entire team.**



# 5.LEAVING LNL

**Please remind to:**

- When exiting LNL premises **sign-out** at the badge registration unit.
- **When you leave LNL at the end of your stay, return the badge to the guards at the entrance.**

# LINKS

- <sup>1</sup> <https://www.lnl.infn.it/en/access-to-lnl/>
- <sup>2</sup> <https://www1.lnl.infn.it/~radprot/>
- <sup>3</sup> [https://istnazfisnucl-my.sharepoint.com/:x:/g/personal/tmarchi\\_infn\\_it/ESKUoo1YsQVlof2tRs5yUGUBrc0cqxd732CqBQk4VITvjw](https://istnazfisnucl-my.sharepoint.com/:x:/g/personal/tmarchi_infn_it/ESKUoo1YsQVlof2tRs5yUGUBrc0cqxd732CqBQk4VITvjw)

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