

General Laboratory Access Security

- The Laboratory is a “Controlled Area” under the MSU Radiation Safety Program.
- All unescorted visitors to the Laboratory have to check in with the receptionist.
- Do not let anybody in the building whom you do not know; you are responsible for the actions of anybody you let in. If somebody you don’t know wants to enter the building following you, it is your responsibility to question them; for example: “Excuse me, can I help you? Where do you want to go? Whom do you want to see?” If you let a visitor into the laboratory, you must accompany him or her until you transfer responsibility to another staff member, such as the receptionist or the staff member whom the visitor came to see.
 - If somebody questions you, don’t be offended. The lab has grown tremendously and not everyone knows everyone else.
- Do NOT prop open any door equipped with an access card reader.
- Letting visitors into the radiation restricted areas in the laboratory is governed by the protocol for laboratory tours. You should contact the NSCL/FRIB office for Environmental Health and Safety or Zachary Constan to learn the rules governing such visits before letting visitors enter the radiation restricted areas. Note that tours must follow export control regulations concerning controlled technologies.
- If a non-MSU researcher will be visiting the laboratory, an NSCL/FRIB visitor notification form should be completed ASAP, well in advance of the expected visit.



Previous Monthly Awareness Slides can be found at:
<https://groups.nscl.msu.edu/DAC/slides.php>

