

REQUIREMENTS FOR TOURS OF PPD EXPERIMENT AREAS

INTRODUCTION

Tours of the PPD experimental areas are a valuable educational tool for visiting students and members of the general public. Care must be exercised however to ensure that untrained visitors are properly escorted. Extra consideration must also be given to tours with people under the age of 18.

DEFINITIONS

A "visitor" is any person who has been issued a temporary Visitor Pass by Fermilab Security or has not been issued a Fermilab ID card by the Key/ID Office.

A "tour" is a group of any number of visitors.

Tour "approval" is a written, electronic mail or verbal authorization to conduct the tour.

An "escort" is a person accompanying the tour who is familiar with the area being visited and is a Fermilab employee or User.

RESPONSIBILITIES

The tour escort must be aware of the hazards in the tour area and must ensure that the tour group adheres to all applicable requirements. Escorts are strongly encouraged to consult with the building manager, department head or experiment spokesperson for information on the current status of work in the tour area.

REQUIREMENTS

Each tour group must have an escort who is a Fermilab employee or user. There must be a minimum of one escort per 20 visitors.

Tours with more than 10 visitors must be approved by the Head of the PPD ES&H dept., or designee.

Tours with visitors under the age of 18 must be approved by the PPD Senior Safety Officer, or designee.

Tours of experiment halls and pits for experiments which are in preparation, operation or standby mode must have the approval of the spokesperson, physicist in charge, or liaison physicist in addition to the above requirements. Tours of experiment halls which are idle or decommissioned may be arranged through the building manager. Tours for PPD buildings other than experimental halls should be arranged through the appropriate building manager.

Tours of CDF and DZero must be arranged through Dee Hahn (CDF) and Brigitte Vachon (DZero), respectively.

Tours of radiological areas must be approved by the PPD Radiation Safety Officer, or designee, and the Division Office. If a visitor is under the age of 18 or has the potential to receive a dose greater than 10 mrem, approval of the Senior Radiation Safety Officer is required. Additional requirements for tours in radiological areas are given in the Fermilab Radiological Control Manual.