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Pacific Northwest
NATIONAL LABORATORY



WELCOME TO PACIFIC NORTHWEST NATIONAL LABORATORY

Visitor Orientation

About Pacific Northwest National Laboratory

Pacific Northwest National Laboratory (PNNL) is a U.S. Department of Energy (DOE) Office of Science (SC) laboratory located in Richland, Washington with an enduring mission to transform the world through courageous discovery and innovation. Our science and technology inspires and enables the world to live prosperously, safely, and securely.



P.O. Box 999
Richland, WA 99352
1-888-375-PNNL (7665)
www.pnnl.gov

Host Name:
Building:
Office:
Phone:



PNNL Operations Center
Single Point of Contact
(509) 375-2400

July 2011, R1

Postings and Labels

The risks associated with occupational dose are very small and considered acceptable when compared to other occupational health risks. Current regulations require that we maintain your exposure to As Low As Reasonably Achievable (ALARA) through reducing the time, increasing the distance, and increasing the shielding from the hazard.

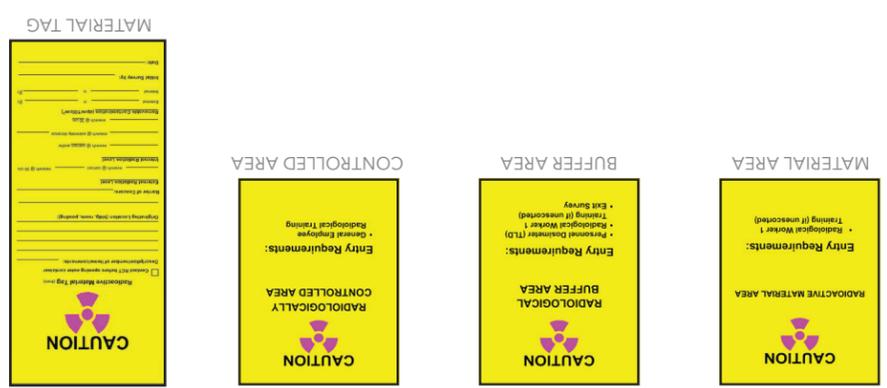
Any area where there is potential for exposure is clearly marked and strictly controlled. These areas include fixed contamination areas, underground radioactive material areas, radioactive material areas, radiological buffer areas, radiation areas, and contamination areas. Radioactive materials and sources are also clearly labeled and controlled.

Staff and visitors are prohibited from

- ▶ bringing sealed or unsealed sources into PNNL facilities
- ▶ entering a radiologically posted area or working with any radioactive material or sources without specific authorization and training; visitors are limited to observation and auditing activities unless further training obtained.

In addition to the numerous controls in place, you have a responsibility to take an active role in minimizing your exposure, primarily by following the instructions of your escort. Please review the information provided on WEBSITE for more detailed information on risks of exposure to radiation and radioactive materials,

- ▶ including prenatal radiation exposure
- ▶ basic radiological fundamentals and radiation protection concepts
- ▶ physical design features, administrative controls, limits, policies, procedures, alarms, and other measures implemented at the facility to control doses, including both routine and emergency actions
- ▶ individual rights and responsibilities, as related to implementation of the facility radiation protection program
- ▶ individual responsibilities for implementing ALARA measures
- ▶ individual exposure reports that may be requested.



Another term associated with radiation protection is radioactive contamination. Contamination means having radioactive material in an unwanted location. Strict controls are used to prevent the spread of contamination.



Radiation is energy that is emitted from an unstable atom that can be in the form of a particle or a ray and is classified as non-ionizing or ionizing. Ionizing radiation has enough energy to remove electrons from the atoms through which it passes.

DOE, PNNL, and Hanford site contractors are committed to maintaining a high quality Radiation Protection program. Training, administrative controls, and physical controls are used to prevent exposure of staff, members of the public, and the environment to radiation or radioactive materials.

RADIOLOGICAL SAFETY

VISITOR ORIENTATION

At Pacific Northwest National Laboratory, our **mission** is to transform the world through courageous discovery and innovation. Our **vision** is to deliver science and technology that inspires and enables the world to live prosperously.

PNNL is one among ten U.S. Department of Energy (DOE) national laboratories managed by DOE's Office of Science. Our research strengthens the U.S. foundation for innovation, and we help find solutions for not only DOE, but for the U.S. Department of Homeland Security, the National Nuclear Security Administration, other government agencies, universities and industry. Unlike others, our multidisciplinary scientific teams are brought together to address their problems.

The William R. Wiley Environmental Molecular Sciences Laboratory (EMSL), a DOE Office of Science national scientific user facility, is located on PNNL's Richland campus. PNNL also operates a marine research facility in Sequim and has satellite offices in Seattle and Tacoma, Washington; Portland, Oregon; and Washington, D.C.

VISITOR RESPONSIBILITIES

We promote a culture of personal accountability, whereby our staff meet or exceed the established safety, security, and sustainability requirements. As a visitor, we ask that you help us achieve these goals.

- ▶ Clearly understand the work to be performed; conduct only approved activities.
- ▶ Access only the work areas approved for your visit.
- ▶ Follow all guidance from your host, as well as all posted signs and rules. Please seek clarification if you have questions.
- ▶ Know the location of fire exits and means of exiting the building to find the appropriate staging area.
- ▶ Use established walkways in your foot travel, and take care not to disturb or remove artifacts, wildlife, or plants.
- ▶ Recognize and report any safety, environmental, and/or security concerns.
- ▶ Park in designated parking spaces only. Handicapped spaces are available.
- ▶ And, above all, use good judgment to promote a safe, secure, environmentally responsible and healthy workplace.



SECURITY

The success of meeting DOE's protection and control expectations and requirements is directly related to the ongoing contributions from our staff. As a visitor, we appreciate your attention to helping us maintain a secure campus and protecting government and other assets.



Badges

- ▶ Visitors are required to wear badges at all times, except in general access areas.
- ▶ Badges should be worn above the waist and in plain view on the outermost layer of clothing.
- ▶ Your host must remain with you if you have an "Escorted" badge.
- ▶ Carry photo identification with you at all times.
- ▶ Return your security badge and any keys to your host or the PNNL badging office (ETB) at the end of your visit.
- ▶ Protect your badge against loss or misuse and never give your badge to someone else to use. If your badge is lost or misplaced, notify your host or contact the PNNL Single Point of Contact at 375-2400.

Prohibited and Controlled Articles

Certain articles are **prohibited** on the PNNL site, Hanford Site, and other DOE sites and locations. These are

- ▶ dangerous weapons (including models or replications)
- ▶ explosives ammunition and incendiary devices
- ▶ controlled substances and drug paraphernalia
- ▶ alcoholic beverages
- ▶ contraband (includes other items prohibited by law)
- ▶ animals other than service animals.

The following are **prohibited** within Protected Areas:

- ▶ all controlled and prohibited articles
- ▶ chemical incapacitating agents (mace, tear gas, pepper sprays, etc.).

The following are **controlled** items that have specific stipulations for use within Exclusion, Limited, and/or Protected Areas:

- ▶ **Devices capable of transmitting (e.g., radio frequency, bluetooth, infrared, etc.)**—These items are not allowed and include, but are not limited to, cellular telephones, Blackberries, satellite telephones, wireless headsets, wireless handsets, two-way radios, two-way pagers, wireless microphones, wireless computer peripherals (such as mice, keyboards, headsets, etc.), wireless access points, etc.
- ▶ **Keyless entry devices (for vehicles) and Xyloc computer access devices**—If these devices have any recording capabilities, they are not allowed. If they do not have any recording capabilities, they are permitted.
- ▶ **Recording devices capable of recording video and/or audio**—These items are not allowed and include, but are not limited to, cell phones, film cameras, digital cameras, video cameras, tape recorders, dictaphones, etc. This list is not all-inclusive.
- ▶ **Government-owned laptop (and desktop) computers**—These items are allowed in Exclusion, Limited, and/or Protected Areas, provided the following conditions are met and maintained while the computer is in the Area:
 - » **Wireless services must be manually or electronically disabled.** Contact the Help Desk for assistance in configuring computer resources.
 - » **Microphones, cameras, and wireless ports must be disabled.** In addition it is recommended that the microphone port and camera lens be covered with metallic foil tape to provide a visual indicator that devices are disabled. Contact Security for appropriate tape. Contact the Help Desk for assistance in configuring computer resources.



SAFETY

Safety is mutually compatible with achieving excellence in quality, productivity, and world-class scientific research. We ask that visitors possess a "safety aware" attitude at all times.

- ▶ Conduct all work safely and according to applicable rules, requirements, and recommendations.
- ▶ Wear all appropriate personal protective equipment when required or requested.
- ▶ Ensure that you are properly trained to operate any project or facility equipment or machinery and that you have completed all appropriate safety training prior to entering any facility without an escort.
- ▶ Ensure samples or chemicals brought onsite are processed through your host and the applicable field safety representative.

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- ▶ Stop work immediately if you identify a potential hazard or problem or when directed by PNNL staff to do so.
- ▶ Follow the instruction of your host or escort, and make sure you have received facility-specific emergency information, such as the nearest exit and staging area.
- ▶ Establish a pre-designated method to communicate with your escort if you become separated, or seek assistance from the nearest employee.



Emergency Signals

Respond to all building and facility alarms as detailed.

SIGNALS	ACTIONS
CRITICALITY HOWLER 	RAPIDLY EVACUATE
FIRE GONG or HORN 	EVACUATE GO TO STAGING AREA
TAKE COVER WAVERING SIREN WAVERING TONE for 3-6 min.	STAY INSIDE
EVACUATION STEADY SIREN STEADY BLAST for 3-6 min.	GO TO STAGING AREA
HIGH AIRBORNE RADIOACTIVITY RINGING BELL FLASHING RED LIGHT 	EVACUATE RADIATION AREA
TNS or CNS TELEPHONE RINGING 	FOLLOW INSTRUCTIONS PROVIDED

Do not hesitate to pull the fire alarm if you feel it necessary to evacuate the building due to a fire or chemical fume.

ENVIRONMENTAL STEWARDSHIP

PNNL has programs in place to protect you, the environment, the public, and future generations from unacceptable risks. We are committed to operate in a sustainable manner that protects the environment. You can help by doing the following:

- ▶ Preserve Laboratory's resources through sound operations that promote pollution prevention, conservation, and energy efficiency.
- ▶ Follow all applicable environmental requirements (e.g., waste disposal, recycling, and environmental permits) to prevent non-compliance and fines for the Laboratory.

