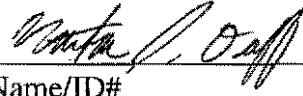
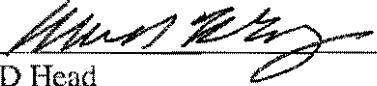


**PARTICLE PHYSICS DIVISION ADMINISTRATIVE PROCEDURE  
REVIEW AND APPROVAL RECORD**

**EXPERIMENTAL AREA TOUR REQUIREMENTS**

Revised by  15407N Date 4/17/12  
Name/ID#

Approved by  Date 4/19/2012  
PPD Head

## EXPERIMENTAL AREA TOUR REQUIREMENTS

### INTRODUCTION

Tours of PPD experimental areas are a valuable educational tool for visitors such as students or members of the general public; however care must be exercised to ensure that visitors are properly escorted. Certain types of tours require advance approval and special consideration must be given to tours with visitors 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, verbal, or electronic mail authorization to conduct the tour and obtained in advance.

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 obtain all required approvals. The escort must be aware of all hazards in the tour area prior to allowing visitors to enter and must ensure that the tour group adheres to all applicable requirements. Escorts must 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 must have an escort who is a Fermilab employee or user. However tour escorts at CDF and DZero must be Fermilab employees due to the designation of the areas as being Property Protection Areas.

There must be a minimum of one escort per 20 visitors.

Tours with more than 20 visitors or tours with any visitors under the age of 18 must be approved by the PPD Senior Safety Officer, or designee.

Tours of areas posted for radiological purposes, including Radioactive Materials Areas and Radiological Areas, must be approved by the PPD Radiation Safety Officer, or designee. If an individual on such a tour has the potential to receive a dose greater than 10 mrem or is under the age of 18, approval of the Senior Radiation Safety Officer is required.

Tours of experimental areas which are in preparation, operation, or standby mode must have the approval of the spokesperson or physicist-in-charge.

Tours of non-experimental areas or experiment halls which are idle or decommissioned may be arranged through the appropriate building manager.