

# Jefferson Lab Subcontractor Access Procedure

## Key Points of Contact:

- Badging Office / Facilities Management & Logistics (FM&L) Service Desk Administrator – Linda Sippel (757-269-7546) or [subcontractor-registration@jlab.org](mailto:subcontractor-registration@jlab.org)
- SSC Front Desk – Tara Tyndall, Sue Ewing, or Gina Lawson (757-269-7598)

## Step 1

The Subcontracting Officer (SO) awards the contract and then provides the FM&L Service Desk Administrator with the relevant information needed to create an active contract in the JLab Registration/International Services (JR/IS) Subcontractor Contract Database here:

[https://mis.jlab.org/mis/apps/cis/jris\\_reg\\_form/rptActiveContracts.cfm](https://mis.jlab.org/mis/apps/cis/jris_reg_form/rptActiveContracts.cfm).

If any lower tier subcontracting companies are hired, the SO and Subcontracting Officer's Technical Representative (SOTR) must be informed. The SO will inform the Service Desk Administrator to add the company to the JR/IS Subcontractor Contract Database.

## Step 2

An automatic email is sent to the SOTR regarding the contract. The email contains a link to an online form which the SOTR uses to indicate if dosimetry is required, the subcontractor site access, and minimum training requirements (at least SAF100C for construction or SAF100S for service contracts).

## Step 3

The SOTR provides the subcontractor(s) with the following links to use before coming to Jefferson Lab:

- Registration Form: [https://misportal.jlab.org/railsForms/guest\\_registrations/no\\_auth](https://misportal.jlab.org/railsForms/guest_registrations/no_auth)
- Web-based Training Page: [https://www.jlab.org/div\\_dept/train/webbasedtraining.html](https://www.jlab.org/div_dept/train/webbasedtraining.html)

**IMPORTANT: Each worker must individually register BEFORE attempting to take any training.**

## Step 4

An automatic email is sent to the SOTR requesting approval for each registration form submitted. After approval, the Service Desk Administrator will upload the registration into JList. Following successful completion of the registration form, each worker can begin taking any training required by the contract.

## Step 5

After confirming that the workers are successfully registered and trained, the SOTR will notify the Subcontractor to send their workers to the Support Service Center (SSC), Building 28, to obtain badges prior to accessing the work site. The badges will automatically deactivate 60 days following contract end.

The REAL ID Act (Public Law 109-13) now determines which state driver's license can be presented and accepted as a valid ID document for access to Jefferson Lab.

A list of other forms of acceptable valid ID documents can be found at the following link:

<http://www.tsa.gov/traveler-information/acceptable-ids>.