

**Jefferson Lab**




# **USER ORIENTATION**


*Student • Postdoc • Researcher • Faculty*


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# WELCOME

Welcome to Thomas Jefferson National Accelerator Facility (Jefferson Lab), a U.S. Department of Energy Office of Science national laboratory with the primary mission to enable basic research for building a comprehensive understanding of the atom's nucleus by scientists and students worldwide. In addition, the laboratory capitalizes on its unique technologies and expertise to perform advanced computing and applied research with industry and university partners.

Managing and operating the lab for DOE is Jefferson Science Associates, LLC. JSA is a wholly owned subsidiary of the Southeastern Universities Research Association, Inc.

At Jefferson Lab, the health and safety of employees, scientific users, contractors, visitors and the general public are our highest priorities. In concert with federal and state regulations, and based on years of experience and benchmarking, the lab has established rules and procedures that protect health and safety. It is lab policy to comply with all environmental regulations and laws. All staff, users and contractors receive training to ensure they know and follow the lab's health, safety and environmental policies and procedures.

This guide is provided to help you become familiar with the lab and your responsibilities as a scientific user. If you have additional questions after reviewing this guide, please consult your host.

We want to ensure that your visit to Jefferson Lab is enjoyable, productive and safe!

  
**1900+**  
Active Scientist/Student  
Users worldwide

  
**900+**  
Employees

  
**1900+**  
users  
worldwide  
**1230+**  
domestic users  
**660+**  
international  
users

  
24 joint faculty  
with 12 universities

## REGISTRATION PROCESS

1.

Host notifies new User to register online.

2.

User registers in Guest Access Portal and completes all areas on the checklist.

4.

Host assigns accesses and training for User.

3.

FSO Access Team processes access registration.

5.

User receives email once Access Registration approvals are complete.

6.

User schedules badging appointment for day of arrival.

8.

User checks in at SSC on start date with ID and minimum training completed (SAF100 and GEN034).

7.

If a Foreign National, User will also schedule a check-in appointment.

# FINISHED!

**Undergrads, Grads and Users who are foreign nationals are allowed access up to one year or the end of a legal immigration status to be in the U.S., whichever is shorter (two years for U.S. citizens). To continue access, Users must register again seven days prior to their on-site date.**

*If you did not request a computer account on your access registration form, email [fso@jlab.org](mailto:fso@jlab.org) to request one.*



# COMING TO JEFFERSON LAB

## Your Jefferson Lab Host

- Your advisor/colleague will provide you with the name of your Jefferson Lab host. You will need this information to register online.
- Your Jefferson Lab host is responsible for ensuring that you are aware of and trained to meet all safety requirements for the areas in which you will be conducting research. Your host is also your contact for all questions you may have regarding your research program at Jefferson Lab.
- Upon arrival at Jefferson Lab, you must meet with your host to discuss your research activities and set up regular meetings regarding your program.
- Office space is available in the CEBAF Center F-Wing and can be reserved by emailing Lorelei Carlson, the User Liaison Administrator, at [userliaison@jlab.org](mailto:userliaison@jlab.org).

## Registration for Lab Access

All users requesting access to Jefferson Lab are required to register at <https://misportal.jlab.org/jlabAccess/guests>. See below for users' JLab Types:

JLab Type	
ARC Commercial	Industry and higher-education commercial tenant employee with JLab badged access to ARC only.
High School Student	Student whose highest level of education is high school or a home-schooled equivalent to a high school education.
HUGS	Non-JLab user attending the annual Hampton University Graduate Studies summer program at JLab.
USER-Active	Postdoctoral fellows and all other decreed scientists from collaborating institutions of higher learning who are actively pursuing research at JLab.
USER-Graduate	User pursuing research for either master's degree or Ph.D. at a collaborating institution of higher learning.
USER-Industrial	All CRADA and WFO individuals.
USER-Remote	Eligible person approved for JLab computer account off-site access.
USER-Undergraduate	Eligible person enrolled in and pursuing a degree at a collaborating academic institution of higher learning.
Visitor	Persons on-site for fewer than 30 days. Must always be accompanied; no badge issued.





## Obtaining Your Computer Account

Training to be completed prior to being given a computer account: Computer accounts cannot be initiated or reactivated until the Cyber Security Awareness Training (CST001) has been completed.

Training can be taken at [https://www.jlab.org/human\\_resources/training/webbasedtraining](https://www.jlab.org/human_resources/training/webbasedtraining).


Training status can be checked at <https://misportal.jlab.org/training/people/srl>.

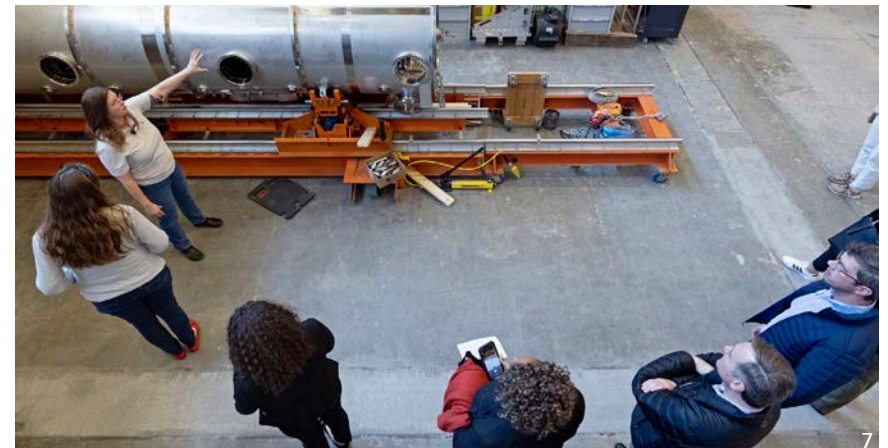
How to receive your initial computer account:

1. Guest completes required training.
2. JLab Site Access Registration gets approved.
3. Help Desk will contact you to provide your username and temporary password. If you do not hear from the Help Desk within two business days of the approval email, please contact the Help Desk at [helpdesk@jlab.org](mailto:helpdesk@jlab.org) or (757) 269-7155.

## Foreign Nationals

- In order for an access request to be approved and uploaded to the system before your arrival on-site, all access registrations are required to be completed and submitted seven calendar days prior to the visit start date. This seven-day timeline allows completion of the registration process in order to deter delays in access upon arrival on-site.

- The access registration checklist includes an upload link for the required curriculum vitae (CV) for each foreign national conducting research at JLab. CVs must include all employment activities since the age of 18 years and provide all of the foreign national's science and technology specialties. CVs must also include the current/accurate name of all academic institutions attended, and all degrees/diplomas earned. There should be no lapses in time over the past 10 years.
- The access registration checklist also includes an upload link for the required proof of current institutional affiliation, such as a badge, ID card or an original letter from your institution on institutional letterhead.
- Minimum required trainings (CST001, GEN034, SAF100) should be completed online at <https://www.jlab.org/facilities/training-requirements> after your completed registration is uploaded to the system – and before arriving on-site – in order to gain JLab access, receive an access badge and obtain a computer account.
- Check in with the International Services Office at the Support Service Center (Bldg. 28) upon arrival on-site to verify the visa/immigration documentation necessary for obtaining JLab access. Link for booking International Services appointment: <https://outlook.office365.com/owa/calendar/InternationalServices@jeffersonlab.onmicrosoft.com/bookings/> 
- For questions or information pertaining to visa/immigration, contact: [international-services@jlab.org](mailto:international-services@jlab.org). For more resources, visit the International Services website: [https://www.jlab.org/human\\_resources/jris/international-services](https://www.jlab.org/human_resources/jris/international-services).



## Guests Receiving User-Remote Access

Should you need to visit JLab, you will need to submit a "User-" (User-Active, User-Industrial, User-Undergraduate, User-Graduate) Site Access Registration seven days prior to the requested start date and ensure the necessary training is taken prior to the visit.

## Delayed Opening/Closing

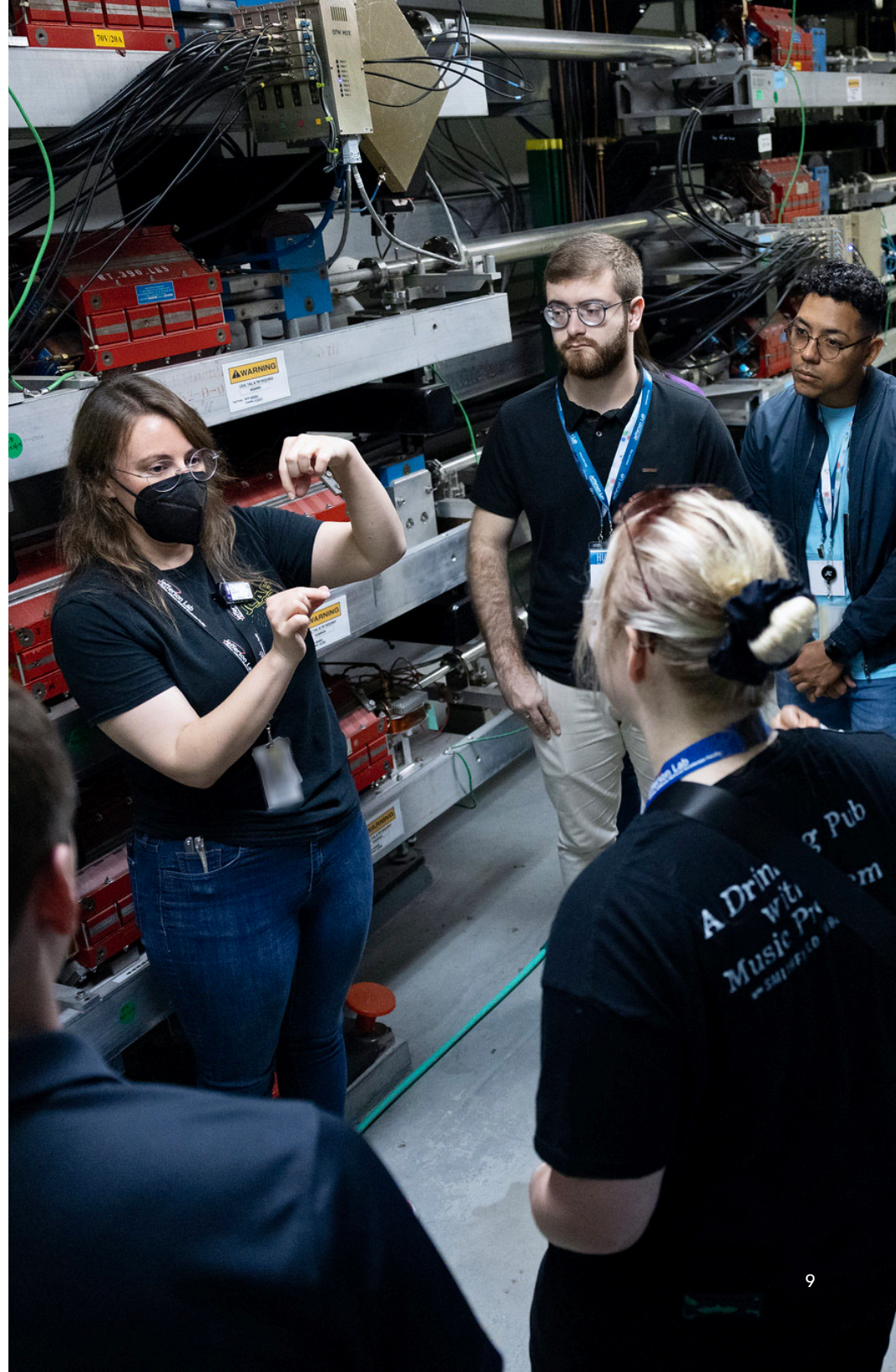
On occasion, Jefferson Lab closes or delays its opening for severe weather events. If your visit coincides with an event that could impact lab operations, call your host. If you can't reach your host, check your JLab email account or check the main webpage [www.jlab.org](http://www.jlab.org) for information on the lab's status. You can also call the lab's main number at 757-269-7100.

## Obtaining a Jefferson Lab ID/Access Badge



Once your required training is complete, you can request a Jefferson Lab ID/access badge by going to [www.jlab.org/badgingoffice](http://www.jlab.org/badgingoffice) and making an appointment with the badging office. The badging office is located in the SSC lobby. If you have a JLab site-access badge, it will be activated on your requested arrival date.

For questions or concerns, please email [fso@jlab.org](mailto:fso@jlab.org) or call 757-269-7795.



## Jefferson Lab Badging Office

Monday - Friday  
8:00 a.m. - noon  
1 p.m. - 5 p.m.

## Access Expiration

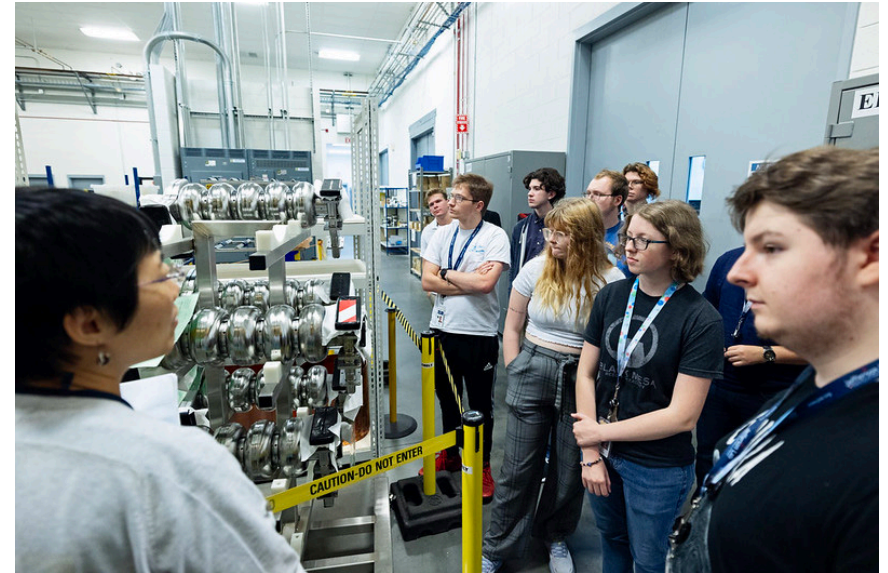
**Physical Access** - Your access will end on your requested end date. If you have a JLab photo badge, it will be deactivated on that date. Notifications will be sent prior to the expiration date to inform you of the upcoming expiration. If you require on-site access beyond this date, you will need to complete a new access registration.

**Computer Account Access** - If you have a JLab computer account, notifications will be sent to the email provided prior to the account end date to inform you of the upcoming expiration. To continue remote access beyond this date, you will need to complete a new "User-Remote" access registration.

## Training

Training is required to access most areas on the Jefferson Lab campus and the accelerator site. Several of these are web-based courses and can be taken by visiting: <https://www.jlab.org/facilities/training-requirements>.

Course	Skill Code	Term Expiration
Cyber Security Awareness	CST001	Annually (January)
Physics Division Work Governance	SAF116kd	Annually (January)
General Access RWP	SAF801kd	Annually (December)
Oxygen Deficiency Hazard	SAF103	2 years (24 months) from date taken
Rad Worker 1 Test	SAF801T	2 years (24 months) from date taken
ES&H Orientation	SAF100	2 years (36 months) from date taken



To receive credit, you must disable your browser's pop-up blocker. *Note: If your registration has not been completed when you take a course, your training record will not be updated until your registration is complete. Preferred browsers are Google Chrome and Microsoft Edge.*

Below are the requirements specific to areas and populations:

CEBAF Center (Bldg. 12), Support Service Center (SSC, Bldg. 28) and the Applied Research Center (ARC)

- Environment, Safety & Health Orientation (SAF100)
- Security Awareness (GEN034)
- Cyber Security Awareness (CST001)



### High School and Undergraduate Students

In addition to the courses above, you must complete:

- Student Safety Training (SAF099). Note: This two-hour course is by appointment only. The preferred delivery method is via Zoom. Please contact [SAF099@jlab.org](mailto:SAF099@jlab.org) as soon as possible, but not later than five days before your scheduled arrival, to schedule an appointment. You cannot receive a badge until SAF099 has been completed.
- For access to any other areas, please see your sponsor for required training.

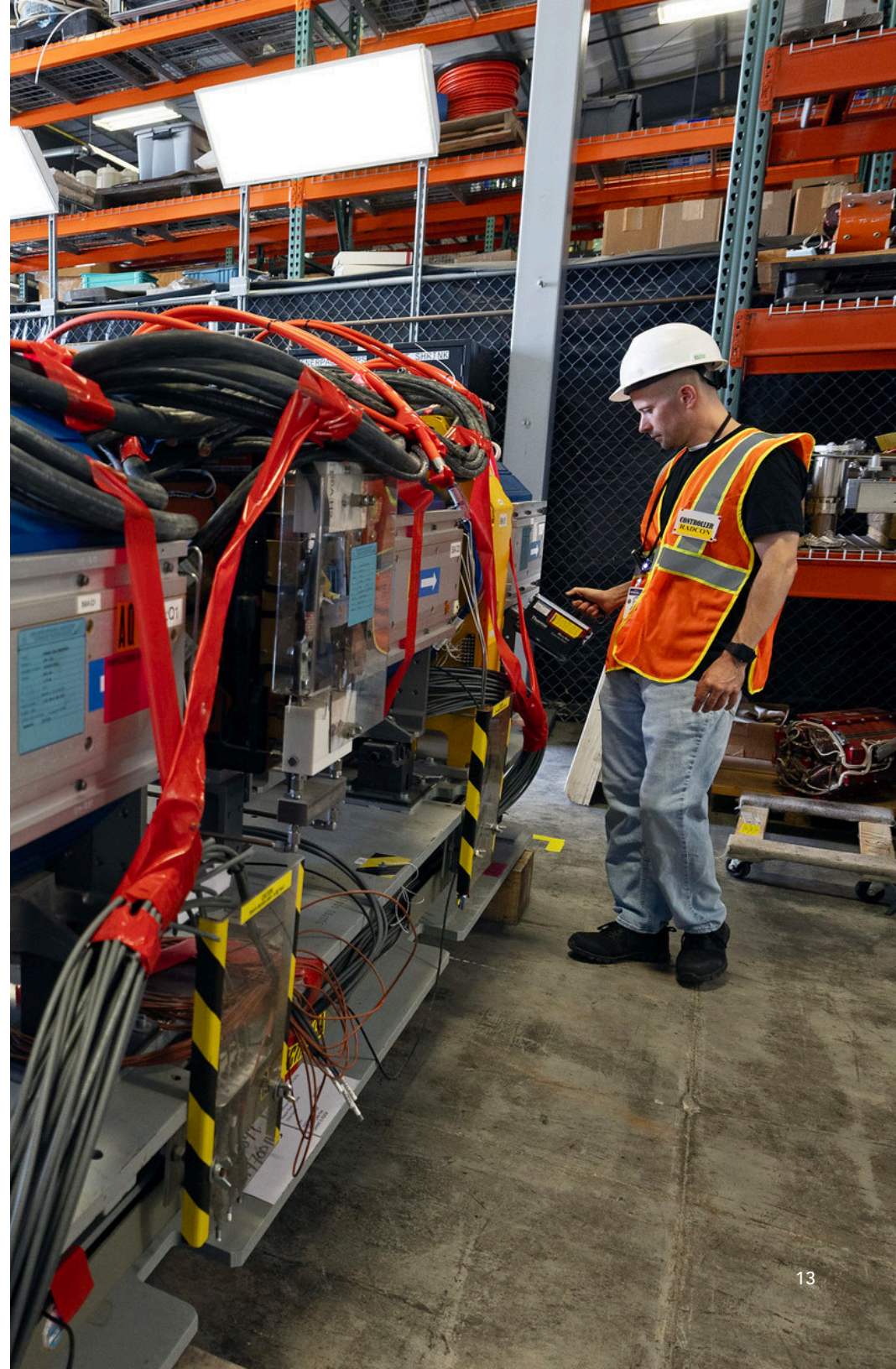


### Physics Division, Experimental Halls, Accelerator Site

- Rad Worker 1 Class (SAF801C) – Web-based.
- Rad Worker 1 Test (SAF801T) – This is a proctored, no-notes exam administered by the User Liaison at CEBAF Center for walk-ins (M-F) and by appointment with Radiation Control (RadCon) in the ESH&Q Building (Bldg. 52, Tuesday and Thursday a.m.). Please book here: <https://bit.ly/trainingbookings>. 
- Rad Worker 1 Practical (SAF801P) – By appointment at RadCon (Bldg. 52, Tuesday and Thursday p.m.). Please book here: <https://bit.ly/trainingbookings>. 
- General Access RWP (SAF801kd) – PDF document accessed via web.
- Physics Division Work Governance (SAF116kd) – PDF document accessed via web.
- Oxygen Deficiency Hazards (ODH) (SAF103) – Web-based, open-book test.

Each experimental hall also has specific training that is required for access. Please see your sponsor for further details.

**Training status can be checked at <https://misportal.jlab.org/training/people/srl>**







## Activities and Information

- Details on upcoming seminars, workshops and other activities can be found at the Graduate Student and Post-Doc Association (GSPDA) Wiki at: [https://gspda.jlab.org/wiki/index.php/Main\\_Page](https://gspda.jlab.org/wiki/index.php/Main_Page).
- Please visit the Jefferson Lab Activities Group (JAG) page for lab activities, clubs and events: <https://www.jlab.org/lab/jag>.
- To subscribe to the Student and Post-Doc mailer and/or CUGA (user mailer), contact [userliaison@jlab.org](mailto:userliaison@jlab.org).
- Contact the Communications Office at [tours@jlab.org](mailto:tours@jlab.org) if you are interested in a tour.

## Café Hours

*Momo's @ Quark Café serves Monday through Friday:*

Breakfast	7:00 a.m. - 10:00 a.m.
Lunch	11:30 a.m. - 1:30 p.m.
Grab & Go	7:00 a.m. - 2:00 p.m.

## Medical Insurance

An international accident and sickness insurance plan is available for purchase (not available to U.S. citizens).

A copy of each applicant's valid immigration documentation is required to process insurance documentation.

Note: This plan provides travel insurance benefits for individuals traveling outside their home country. It does not constitute comprehensive health insurance coverage and does not satisfy a person's individual obligation to secure the requirement of minimum essential coverage under the Affordable Care Act (ACA).

For complete details, visit: [https://www.jlab.org/human\\_resources/jris/med\\_ins](https://www.jlab.org/human_resources/jris/med_ins).

## What To Do In An Emergency

If you are involved in or see an emergency, medical or otherwise, report it immediately by calling 911. Then, call Jefferson Lab security at 757-269-5822 (x5822 if using a lab phone) to let security personnel know that you have called 911.

If you have an accident/injury (no matter how small) that occurs during normal business hours (M-F 8 a.m.- 5p.m.), you must report it immediately to your Jefferson Lab staff sponsor and Occupational Medicine at x7539 or x5585. If an accident occurs after normal business hours and you feel you need medical care, emergency rooms and urgent care facilities are in the area. Make sure to follow up with Occupational Medicine the following workday.

## Emergency Care

An emergency room visit can be expensive. Evaluate the accident/injury to determine whether it is a critical situation or can be handled at an urgent care facility.

There are two urgent care facilities near Jefferson Lab:

**M.D. Express Urgent Care • 757-369-9446**  
12997 Warwick Blvd. Newport News, VA 23602

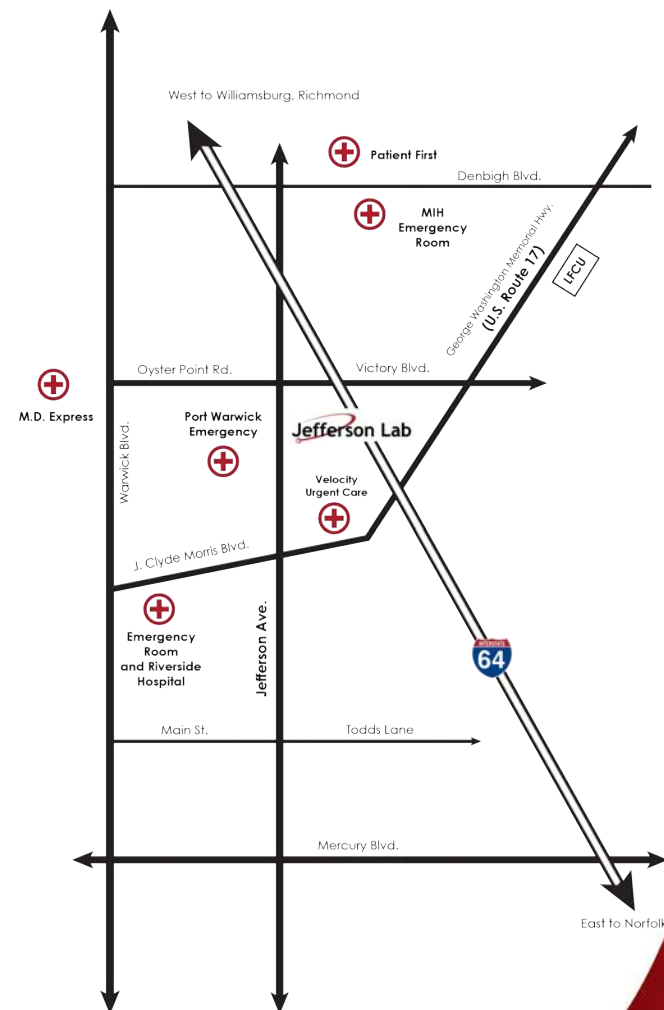
**Velocity Urgent Care • 757-772-6121**  
747 J. Clyde Morris Blvd. Newport News, VA 23601

## 24-Hour Emergency Care

**Port Warwick II**  
Sentara Emergency Center  
11803 Jefferson Avenue  
Newport News, VA 23606  
757-736-9800

**Mary Immaculate Hospital**  
(MIH) Emergency Room  
2 Bernardine Dr.  
Newport News, VA  
757-886-6000






**Riverside Hospital**  
Emergency Room  
500 J. Clyde Morris Blvd.  
Newport News, VA 23601  
757-594-3080





# ACCESS TO JEFFERSON LAB

JLab is comprised of General Access Areas (GAAs) and Property Protection Areas (PPAs). The accelerator site and campus buildings are considered PPAs. GAAs are limited to CEBAF Center, the SSC, the ARC, parking lots, and access roads. Signs are placed between PPAs and GAAs to alert you of the change in area type and the requirements needed to enter. Students are required to complete the necessary training to access PPAs. These areas include:

- 
  - CEBAF Center (Bldg. 12), 12000 Jefferson Avenue, is JLab's main administration building. It has an atrium, cafeteria and auditorium that are open 8 a.m. to 5 p.m. Monday through Friday.
- 


  - The SSC (Bldg. 28), 628 Hofstadter Road, houses the Badging Office, Human Resources, and Occupational Medicine, among other entities.
- 
  - The ARC, 12050 Jefferson Avenue, has been acquired from the City of Newport News. Guests doing business at the ARC will need to submit a Site Access Registration via the Guest Access Portal.

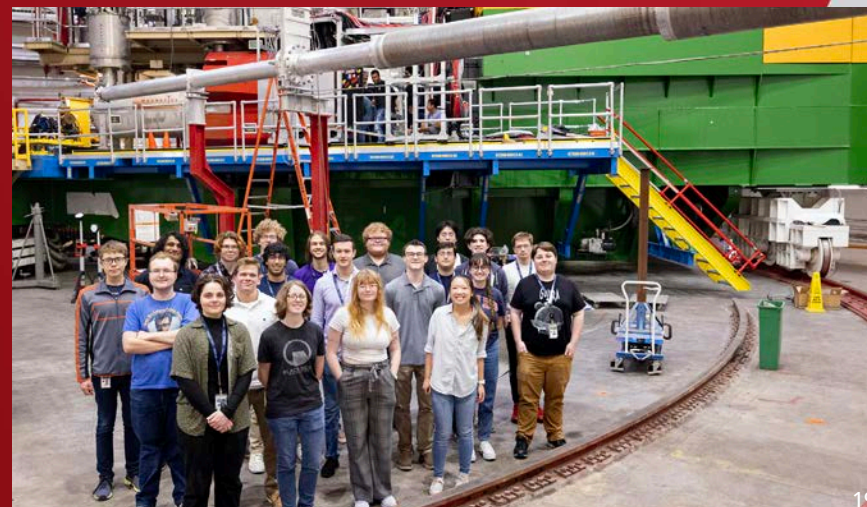
- The Jefferson Lab campus provides several general access areas, and all campus entry roads are open Monday through Friday from 6:30 a.m. to 6:30 p.m. Vehicle entrances and exits are limited during the remaining hours, and during weekends and holidays.

## Community Standards

- Everyone is expected to embody the values of professionalism, respect and diversity.
- Behaviors not aligned with the lab's policies will not be tolerated.
- Failure to adhere to these Community Standards may result in being barred from further lab events, suspended from site access – including housing at the SURA Residence Facility – and/or removed from site.

## Report an Incident

If you or someone else feels uncomfortable in the workplace or believe you are being subjected to a hostile or harassing environment, or if you have any other related concerns, please contact the Jefferson Lab Ethics Officer, Rhonda Barbosa, immediately at [rbarbosa@jlab.org](mailto:rbarbosa@jlab.org) or via the lab's Ethics Hotline at <http://www.jsaecp.ethicspoint.com>. Alternatively, you may contact the Diversity, Equity, Inclusion and Accessibility Program Manager at [DEI@jlab.org](mailto:DEI@jlab.org).





## Security at Jefferson Lab

A Jefferson Lab ID/access badge is required to enter a Jefferson Lab facility without an escort.

- A Jefferson Lab ID/access badge allows you access to only those areas to which you have been assigned or for which you have received training.
- Badges must be worn with the photo side out in a location above the waist and on the front of the body while on-site and at other DOE facilities, except when doing so poses an undue safety risk to performing assigned work (e.g., performing hazardous work where it could be entangled in machinery or equipment).
- The badge recipient is responsible for safeguarding their badge and preventing its misuse, such as allowing someone else use your badge to enter a Jefferson Lab building/facility or other DOE and government facilities.
- Jefferson Lab photo access badges are for official business purposes only and are not recognized for establishing the recipient's identity outside of Jefferson Lab.
- Visitors without a badge are required to sign a registration log when visiting the CEBAF Center, the ARC and SSC buildings, the Computer Center, and the Test Lab.

- Visitors taking a guided tour hosted by Event Services do not need to submit a Site Access Registration to participate on the tour. They will need to show their JLab badge or personal ID.
- Users without a badge must register within the Guest Access Portal seven days before their intended start date. A badging appointment is to be scheduled for the date on or after the arrival date. A registered user with an assigned badge who has failed to bring their badge with them to JLab should visit the Badging Office during office hours before they can enter JLab property.
- Keep your badge with you at all times while on-site and present it when requested.
- Report lost or stolen badges to your sponsor or escort.
- Do not allow people you do not know to enter Jefferson Lab facilities.
- Access a Jefferson Lab computer only if it has been assigned to you. Computers for general use are located on the second-floor atrium at CEBAF Center.
- Wi-Fi service for visitors is available on-site. Passwords may be obtained at the front desk at CEBAF Center or from division admins.
- No government-owned property or material may be taken off-site without an approved property pass.

## Prohibited Articles

Weapons, explosives, or other dangerous instruments or materials likely to produce substantial injury or damage to persons or property are prohibited. Only law enforcement officials are permitted to bring or carry firearms at Jefferson Lab.

Also prohibited are:

- Controlled substances, illegal drugs (and associated paraphernalia).
- Open containers of alcoholic beverages.
- Other items prohibited by law.



## Vehicles at Jefferson Lab

- You must have a valid driver's license, vehicle registration, insurance and vehicle safety inspection to drive on the Jefferson Lab campus.
- Follow all traffic signs when driving, and park only in designated areas.
- The passing of any vehicle is prohibited on campus.
- Obey posted speed limits.
- Always use seatbelts when driving or riding in vehicles at Jefferson Lab.
- Visitor parking spaces are for visitors only. No one (users, staff, contractors, etc.) with a Jefferson Lab badge is allowed to park in visitor spaces.
- Handicap permits are required to park in handicap spaces.
- Electric vehicle (EV) charging stations are available for employee, user and visitor use. They are located at CEBAF Center, the TED Building, and at the North Access Building. For more information, visit <https://www.jlab.org/facilities/sustainability/alternative-transportation-program/EVSE>.

## Key Phone Numbers & Email Addresses

### IT Division Help Desk

757-269-7155 • [helpdesk@jlab.org](mailto:helpdesk@jlab.org)

### Diversity, Inclusion, Equity & Accessibility

757-269-6822 • [DEI@jlab.org](mailto:DEI@jlab.org)

### Main Number

757-269-7100 • [jlabinfo@jlab.org](mailto:jlabinfo@jlab.org)

### Medical Services

757-269-7539 • [medserv@jlab.org](mailto:medserv@jlab.org)

### Radiation Control (Rad Training/Dosimeter)

757-269-7236 • [radcon\\_train@jlab.org](mailto:radcon_train@jlab.org)

### Security/Emergency

757-269-5822 • [fso@jlab.org](mailto:fso@jlab.org)

### Events Services (Meeting Rooms)

757-269-6368 • [eventservices@jlab.org](mailto:eventservices@jlab.org)

### Tours

757-269-7617 • [tours@jlab.org](mailto:tours@jlab.org)

### Training Manager

757-269-7567 • [training@jlab.org](mailto:training@jlab.org)

### User Liaison/Student Affairs

757-269-6388 • [userliaison@jlab.org](mailto:userliaison@jlab.org)

### International Services Office

757-269-7687 • [international-services@jlab.org](mailto:international-services@jlab.org)

**1 Applied Research Center (ARC)**  
Acquired from the City of Newport News, the ARC is a seven-story office and laboratory building owned and operated by Jefferson Lab.

**2 Support Service Center (Bldg. 28)**  
The SSC is home to the lab's human resources, finance, procurement, facilities management, communications and science education departments. International services and badging for staff and users are also located here.

**3 SURA Residence Facility (Bldg. 6)**  
Researchers and visitors may rent rooms at the Residence Facility, which is operated by Southeastern Universities Research Association.

**4 CEBAF Center (Bldg. 12)**  
CEBAF Center is Jefferson Lab's main administration building. It provides conference, meeting and office space. A cafeteria serving breakfast and lunch is open Monday through Friday from 7 a.m. to 2 p.m. The center is named after the Continuous Electron Beam Accelerator Facility, the lab's original name.

**5 Experimental Equipment Lab (Bldg. 90)**  
The EEL is where specialized equipment for experiments is assembled and tested.

**6 Technology and Engineering Development Building (Bldg. 55)**  
The TED Building is a state-of-the-art facility where research in nuclear physics, accelerator science, applied nuclear science and technology, and advanced instrumentation is conducted.

**7 Test Lab (Bldg. 58)**  
The Test Lab is home to Jefferson Lab's Superconducting Radiofrequency Institute, a world leader in SRF accelerator technology and capabilities.

**8 Environment, Safety, Health & Quality Building (Bldg. 52)**  
The lab's ES&H staff works out of this building. Staff, users and contractors needing access to Radiologically Controlled Areas must seek access and permanent or temporary dosimetry through the Radiation Control Department.

**9 Guard House (Bldg. 51)**  
The lab's security staff is based here. It is also the main access point to the accelerator and the experimental halls.

**10 Hall A (Bldg. 101)**  
Hall A is the largest experimental hall at the lab and is used for installations that require large acceptance and high luminosity.

**11 Hall B (Bldg. 94)**  
Hall B houses the CEBAF Large Acceptance Spectrometer, or CLAS12, brought online in 2017. Layers of spectrometers surround the target assembly, allowing researchers to measure many reactions simultaneously over a broad range of angles.

**12 Hall C (Bldg. 96)**  
Hall C is equipped with the Super High Momentum Spectrometer brought online in 2017, and the original HMS. It is used to take precise measurements of the inner structure of protons and nuclei using the maximum available beam energy and current.

**13 Counting House (Bldg. 97)**  
This building houses the control rooms for Halls A, B and C, and includes meeting and office space on its second floor.

**14 Machine Control Center (Bldg. 85)**  
The MCC is the hub for operating the accelerator. From here, more than 250,000 data points are monitored continuously when the machine is in operation.

**15 Central Helium Liquefier (Bldg. 8)**  
The CHL uses liquid helium, cooled to  $-456^{\circ}\text{F}$ , to refrigerate the superconducting niobium cavities used to accelerate CEBAF's electron beam.

**16 Low Energy Recirculator Facility (Bldg. 18)**  
The LERF is a multi-purpose, standalone laser and electron beam research facility and accelerator component testbed.

**17 Hall D (Bldg. 203)**  
Hall D is configured with a superconducting solenoid magnet and associated detector systems, used primarily for the GlueX experimental program, to study the strong force that binds quarks together.

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12000 Jefferson Avenue  
Newport News, VA 23606

[jlab.org](http://jlab.org) • [jlabinfo@jlab.org](mailto:jlabinfo@jlab.org) • 757-269-7100