Host Acknowledgement and Acceptance of Responsibility
To Protect Access to Thomas Jefferson National Accelerator Facility (Jefferson Lab)

Hosts play an essential role in protecting Jefferson Lab's people, property, information, computer systems, and reputation. Performing a comprehensive validation review of a guest's business purpose and their institutional affiliation prior to authorizing access is essential to protecting Jefferson Lab and its resources.

Host responsibilities are as follows:

1. Ensure each guest has a valid business purpose for the access requested; perform the necessary research and provide documentation on the host form establishing the guest's relationship with their specified institution.
2. Notify FSO via fso@jlab.org if an unauthorized guest requests access.
3. Be familiar with and adhere to the 301.05 Guest Access Policy site access registration information resources at Site Access and Registration.
4. Complete GEN006 Host Training if hosting foreign national guests.
5. Assign a site access level that is appropriate for the guest's business purpose and communicate the expectations with the guest.
6. Hosts are responsible for assigning all relevant training for fulfilling safety responsibilities that may be defined and managed by specific divisions and working groups. Minimum training requirements based on user types are located at Training Requirements.
7. Notify all assigned guests of your host contact information.
8. Be aware of their daily business activities and report any suspicious behavior or attempts to gain unauthorized access to the site's facilities, information systems, or technologies to Security at fso@jlab.org or 757-269-7548.
9. Ensure each guest understands their responsibility for adhering to all Security protocols detailed in GEN034 Security Awareness and CST 001 Cyber Security Awareness.
10. Ensure each guest is aware that if they experience problems with their access badge to immediately contact the Badging Office located in the Support Service Center, Building 28, Room 52, via fso@jlab.org.
11. Communicate the guest's obligations to report any change in name, immigration status, and any civil or criminal justice problems encountered during their authorized period of access.
12. If you appoint an escort for your guest, be aware that you as the host remain fully responsible for the guest. Escorts may be designated on the Host Form and must have current GEN006 training if escorting a foreign national guest.
13. If you are unable to fulfill your duties, including absences from the Lab, a new host must be assigned and acknowledge their acceptance of responsibilities. All reassignments must be reported to the access team via email at fso@jlab.org.

I affirm my understanding of the aforementioned host responsibilities. I accept my responsibilities and agree to seek guidance from the Facility Security Officer or their staff if I am unsure as to what information or process is required for fulfilling my responsibilities.

Please click this button to acknowledge your host responsibilities and to receive completion