

Laboratory Access Process – Energy Sciences

IMPORTANT: Read All Instructions Carefully Before Submitting Your Request!

To ensure a smooth process for accessing the Energy Sciences Directorate (ESD) laboratories, please adhere to the following requirements:

- 1. **SLAC Badge Requirement:** A valid SLAC badge is mandatory before submitting your request for ESD lab access. ESH Coordinator is not responsible for SLAC badging or onboarding. Coordinate with your Division Onboarding Staff for SLAC onboarding and badge assistance (see table below).

Onboarding - AED/ChemSci/HEDS		Onboarding - SIMES	
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- 2. **Prior Authorization:** You must obtain prior authorization from your Principal Investigator (PI) for access to the ESD labs
- 3. **Written Authorization:** An email from your PI, Proxy, or Research Supervisor approving lab access is required. This authorization must be sent to the Energy Sciences ESH Coordinator at hollymc@slac.stanford.edu.
- 4. **See Table 1 –Laboratory Access Step-by-Step Process for Energy Sciences** (page 2)
- 5. **See Table 2 –ESH Courses for ESD Lab Access - Minimum Lab Access Requirement** (page 3)
- 6. See **Table 3a - ESH training based on Chemical hazards/risk exposure** & **Table 3b - ESH training based on Physical hazards/risk exposure** to determine appropriate training (page 3 & 4)

Terminology Clarification:

- **Requester (RE):** Researcher requesting lab access or requester
- **PI/Supv (PI):** Principal Investigator/Proxy/Research Supervisor
- **POC:** Point of Contact
- **LM:** Lab Manager
- **ESH:** ESH Coordinator

Preparation for Request: The requester should discuss the following with their PI/Supv prior to submitting the laboratory access request:

- Identification of potential risks or hazards related to planned experimental work
- Determination of any additional Environmental, Safety, and Health (ESH) training necessary for the identified risks/hazards

Important Note: Laboratory access requests will not be processed until the written authorization for lab access approval is received.

Request Submission: Please complete the form to request access to the Energy Science laboratories with provided link: [Laboratory Access Onboarding Form -Energy Sciences Directorate \(ESD\)](#)

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Table 1 –Laboratory Access Step-by-Step Process for Energy Sciences

Abbreviation Key	PI - Principal Investigator	PI/Supv – PI/Proxy or Supervisor	RE – Requester or Researcher (interchangeable)
	ESH – ESH Coordinator	LM – Lab Manager	ESD- Energy Sciences Directorate

Steps	Lab Access Requirements	Responsible Person(s)	Notes
1	The requester must have a valid SLAC badge and their PI/Supv must provide written approval for the requester to access the specified Energy Sciences experimental laboratories.	RE & PI/Supv	This Step must be completed prior to completing ESD Onboarding Lab Access form * Laboratory Access Onboarding Form – Link available to Requester once PI/Supv has provided written approval via email to: hollymc@slac.stanford.edu
2	Complete Laboratory Access Onboarding Form - ESD Section 1 completed by Requester. Section 2 should be completed collaboratively between PI & Re.	RE with assistance from PI/Supv	Section 2 of ESD Onboarding Lab Access Form should be completed with PI/Supv input.
3	Requester’s SLAC Training Assessment (STA) must be updated to include the following ESH courses: 105,120,128 & PJB101 (Table 2 below) ESH training based on identified hazards (see Table 3 below)	Either PI/Supv or ESH	PI/Supv is responsible for updating STA, however, ESH coordinator can complete this task. PI/Supv is responsible for working with Requester to determine potential hazards/risks that may require training from Table 3 - ESH training based on exposure to hazards.
4	Requester completes all ESH training on their individual STA (SLAC Training Assignment tool)	RE	STA (SLAC Training Assignment tool) Requires SLAC VPN if outside the SLAC network & SLAC Windows Authentication
5	Requester coordinates with applicable Lab Manager for required lab orientation/onboarding.	RE/ LM	Researcher to coordinate with LM for lab orientation
6	Requester notifies ESH coordinator via email or SLACK (hmcma) once assigned ESH courses and lab orientation are complete	RE	Researcher – this step facilitates badge access
7	ESH verifies completion of Steps 1-6 (above)	ESH	SLAC training history reviewed to assure completion of required ESH courses.
8	Badge Access granted to requested laboratories with successful completion of Steps above.	ESH	ESH coordinator will communicate access with requester, PI/Supv and LM.

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Table 2 –ESH Courses for ESD Lab Access - Minimum Requirement

Required ESH Training for Energy Sciences Laboratory Access		
Course Name	Course #	Notes
Work Planning and Control Overview	120	<ul style="list-style-type: none"> All SLAC employees who perform yellow or red work. Direct supervisors of employees who perform yellow or red work
Laboratory Safety Orientation	128	Personnel working in research laboratories who: <ul style="list-style-type: none"> use potentially hazardous laboratory-scale chemicals have potential to encounter hazardous laboratory-scale chemicals under a foreseeable workplace situation
Hazardous Waste Management	105	<ul style="list-style-type: none"> Employees who have responsibilities for hazardous materials that becomes a hazardous waste. Lab users.
Pre-Job Briefing Checklist and Tool Training	PJP102	<ul style="list-style-type: none"> All researchers using Energy Science laboratories

PI/Supervisor or research supervisor should review what hazards Researcher may be exposed to at SLAC. Some hazards/risks require additional training. See Table 3a and 3b below for specific training requirements for chemical and physical hazards

Table 3a - ESH training based on Chemical hazards/risk exposure

Required ESH Training by Hazard/Risk Type – Researchers exposed to listed hazards require training as indicated			
Hazard Type- Chemical	Course #	Course Name	Notes
Hydrofluoric Acid (HF)	187	Working Safely with Hydrofluoric Acid	Required for anyone working with Hydrofluoric Acid (HF)
Beryllium (Be) or beryllium copper alloys	296	Beryllium Safety Training	Required for those who conduct approved beryllium cutting and machining operations or work with burned electric contacts potentially containing copper beryllium alloys
Lead (Pb)	262	Lead Hazcom Training (Core) (Lead Solder)***	Required for lead solder or other lead use

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Table 3b - ESH training based on Physical hazards/risk exposure

Required ESH Training by Hazard/Risk Type – Researchers exposed to listed hazards require training as indicated			
Hazard Type- Physical	Course #	Course Name	Notes
Compressed Gas	172 172PRA	Com Compressed Gas Safety Practical Compressed Gas Safety	-Staff that handle and use compressed gas cylinders or who attach pressure regulators to compressed gas cylinders -Required for changing/ moving & handling compressed gas cylinders
Cryogenic liquids / Oxygen Deficiency	175	Cryogenic Liquids and Oxygen Deficiency Safety Training	Required for work with cryogenic materials
Electrical	251	Electrical & General Safety Awareness for R&D	Personnel, who during normal operations (laboratories and/or accelerators) are exposed to electrical hazards (voltages at or above 50 volts AC or DC) orl who construct, maintain or install equipment that contain hazards such as: Lasers; Ionizing Radiation; RF Sources
LASER	131 253 253PRA	Laser Accidents & Lessons Learned Laser Worker Safety Training Laser Alignment Safety Practical	<ul style="list-style-type: none"> Personnel, who will be Qualified Laser Operators (QLOs) or Laser Controlled Area (LCA) Workers in Class 3B or Class 4 laser facilities All personnel (SLAC employees and users) who are Qualified Laser Operators (QLOs) or Laser Controlled Area (LCA) Workers in Class 3B or Class 4 laser facilities Personnel who will be Qualified Laser Operators (QLOs) and work directly with laser beams or optics in Class 3B or Class 4 laser systems
LASER (medical)	253ME	Laser Worker Baseline Medical Exam	Required for all employees, students, and users before they may use Class 3B or 4 lasers at SLAC
Nanomaterials	161	Nanomaterials Laboratory Training	Required for nanomaterial use
Nanomaterials (medical)	161ME	Medical Surveillance for Nanoparticle Workers	Required for use of unbound nanomaterials
Pressure/Vacuum	122 125	Pressure Systems Operator Pressure System Mechanic Training	Required for use of pressure systems Required for design and installation of pressure systems
Radiation	115	General Employee Radiological Training (GERT)	Personnel who need unescorted access to Controlled Areas (CAs) and/or Radiologically Controlled Areas (RCAs) Custodians, Operators, and Users of Class I-III Radiation Generating Devices

For Questions or Concerns, contact:

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