

**POLICY AND PROCEDURE
NCI-FREDERICK**

Policy No. 723

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ACCESS AND IDENTIFICATION FOR VISITORS TO NCI-FREDERICK

A. PURPOSE AND BACKGROUND

It is the policy of the National Cancer Institute at Frederick (NCI-Frederick) to control visitor access to protect the quality of research and to maintain the safest possible environment for employees and visitors. NCI-Frederick reserves the right to establish a schedule for visits and may limit or deny access.

All persons who are not employees of NCI-Frederick or one of its contractors are considered visitors. Visitors are allowed access to laboratories and animal facilities only for work, scientific, or educational purposes. Visitors who are unknown, unexpected, or unwelcome are considered unauthorized and will be asked to leave the facility. Protective Services (301-846-1091) should be immediately notified to identify and remove unauthorized persons, and to assist lost visitors.

No individual under 18 years of age is permitted to visit areas that may contain inherently or potentially hazardous conditions including; chemicals, radioactive materials, biohazards, or hazardous equipment unless the individual is part of an approved tour or group.

B. SCOPE

The policy applies to **all** Contractor **and** Government employees who work at NCI-Frederick and NCI-Frederick off-site facilities. This policy and procedure is also applicable to all visitors to NCI-Frederick.

C. DEFINITIONS

N/A

D. PROCEDURES

Visitors are divided into six categories. Appropriate procedures must be followed for each of the categories, as listed below:

CLASSIFICATION OF VISITORS					
Category	Example	Visitor Control Measures	ID Media	Building Access	Report of Visitor(s) Form Required?
1	Symposiums, Seminars (Presenters and Participants)	Limited to open buildings and scheduled meetings	Name badge	426 and 549 only	No
2	Tours, Sales Representatives, Scheduled Interviewees	Escorted by an employee	Self-expiring daily visitor pass	Via escort	Only required for tours
3	Service	Unescorted, daily pass	Self-expiring daily visitor pass	Daytime cardkey	No
4	Temporary Staff, Subcontractors, Guest Researchers*, Visiting Fellows, and Non-paid Researchers and Collaborators	Unescorted, photo ID	Photo ID: Temporary staff - up to 90 days Others - as requested by sponsor	90-day cardkey	Only required for Guest Researchers, Visiting Fellows, and Non-paid Researchers and Collaborators
5	Media	Refer media to Office of Cancer Communications	Self-expiring daily visitor pass	Via escort	No
6	Library Visitors	Scheduled hours	Visitor Log, ID check	549 Library	No

All persons who request to visit or tour the facilities will be referred to the appropriate contractor's representative, who will seek approval from the NCI Contracting Officer via the Report of Visitor(s) online request system, located at <http://www.ncifcrf.gov/requests/visitors.asp>

Casual visitors to NCI-Frederick (i.e., friends and family members) are not required to complete the Report of Visitor(s) online request; however, these visits should be limited in frequency. An employee must escort casual visitors at all times.

Visiting minors will not be permitted in any laboratory except with the specific written permission of the laboratory director. Supervisors are responsible to ensure that employees who request to bring minors into the workplace have the proper approvals. When notified that a minor will be in an area they are responsible for, supervisors should conduct a risk assessment to determine if it is appropriate for the minor to enter.

E. RESPONSIBILITIES

Sponsor

The sponsor/host is responsible for completing the Report of Visitor(s) online request (if required based on type of visitor) and obtaining the appropriate approval prior to extending invitations to visitors. Sponsors/hosts are also responsible for informing their visitors of this policy, scheduling visits to minimize work disruption, and providing protective equipment and instruction about rules to be followed during the visit to ensure compliance with this policy and procedure. Sponsors of servicepersons operating under subcontracts may authorize issuance of an identification card to servicepersons via a memorandum to Protective Services. Sponsors are responsible for and must maintain control of their visitors at all times.

NCI-Frederick Employees

Any employee who observes an unknown or unidentified (no visitor pass) visitor may cordially greet and accompany that person to Protective Services in Building 426 or contact Protective Services (301-846-1091) to report suspicious activity.

Environment, Health, and Safety Program

Protective Services will provide daily visitor badges or other identification media, assist lost persons, and escort unauthorized visitors out of a building. NIH Police may be called by Protective Services to escort uncooperative visitors off post.

Conference Center

Attendees of seminars and symposia (category 1 visitors) will be provided a name badge by Conference Center staff. Category 1 visitors are authorized access to Buildings 426 and 549 only and are not authorized access to secured buildings.

Scientific Library

The Scientific Library will maintain a log of visitors, including company affiliation, and verify identification of visitors.

F. REFERENCES

See Policy and Procedure 327: Contractor Guest Researchers