

Access to Argonne by Minors

Laboratory-Wide Argonne Policy LMS-POL-59, Rev. 0

Effective Date: 04/28/2017

1 Purpose

Establish Argonne National Laboratory policy regarding the access of minors (persons under 18 years of age) to the Argonne site.

2 Scope

This policy applies to the following Argonne activities and entities.

LMS core process:	Human Resources
Organizations:	all
Buildings:	all
Specific locations:	all
Other applicability factors:	none
Exclusions:	Events open to the general public

3 Policy

Argonne National Laboratory supports the inclusion of minors in educational opportunities as outlined in the Prime Contract and subject to the priority of the safety of minor visitors and the impact of their visit on employees and other members of the public.

For purposes of this policy, a minor is any individual who is under the age of eighteen (18) years as of their visit to Argonne. Under this policy, certain minors may visit Argonne for purposes such as a personal visit (see section 3.1); tours hosted by divisions, directorates, or user facilities (see section 3.2); educational/outreach visit (see section 3.3); or a research-focused visit or a user facility/ partnership visit (see section 3.4).

Minors under the age of 12 can visit non-work areas (such as the Learning Center, Advance Photon Source [APS] conference area, public spaces in the Theory and Computing Sciences Building, and the Argonne cafeteria) and participate in division or Argonne-sponsored tours within the Laboratory.

Minors from the ages of 12 through 15:

- Can participate in division or Argonne-sponsored tours and visit non-work areas and select approved areas not open to the public for the purpose of observation of scientific facilities.
- Are not allowed to perform any hands-on activities while in spaces not open to the public.

Minors 16 years and older:

- Can participate in division or Argonne-sponsored tours, visit non-work areas, and perform hands-on activities within both public and approved areas not open to the public as permitted by this policy.
- Must wear a valid gate pass (badge) at all times.

Argonne does not employ minors and minors may not engage in job shadowing or work activities.

Argonne is primarily a research site with certain industrial, technological, and environmental hazards and strict security controls. Activities at Argonne (including those with minor visitors) must be performed in compliance

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with all applicable Argonne policies regarding site use and site access, including but not limited to LMS-POL-1, *Safety and Health*, to minimize potential impact on the health and safety of employees, members of the public, and property. While minor visitors are at the Laboratory, their host(s) must keep minors safe and secure and prevent their creating unnecessary distractions that prevent Laboratory workers from working safely and securely. An Argonne host must accompany the minor at all times but must never be alone with a minor that is not the employee's family member.

Individual employees are prohibited from transporting any minor in connection with an Argonne-sponsored tour or education or research program, on or off site. However, individual employees may transport family members that are minors and may transport non-family member minors if the Argonne employee obtains express written and signed authorization for the transport from the minor's parent. Minors may be transported by their own means, an outside institution's means, or in Argonne's approved transportation. Minors age 16 and older with a valid state driver's license may drive themselves on site in compliance with LMS-POL-6, *Traffic Safety*. If minors are on site after normal work hours or on weekends, the host must make Argonne protective force staff at the main gate aware of the location and timeframe the minor visitor is on site. Under no circumstances may a minor be dropped off for an Argonne-sponsored event or activity without proper check-in by a parent or guardian. Argonne personnel will not release a minor to anyone other than those individuals listed on parental approval forms. If anyone other than a person listed on a parental approval form attempts to pick up a minor, the event sponsor will contact Security (2-5730).

As with any Argonne visitor, minor visitors must abide by all federal and State of Illinois laws and follow all applicable Argonne requirements. Failure to do so may result in revocation of access privileges. Minors are not allowed in Radiologically Controlled Areas (RCAs) (as defined in HPP-9.3) or allowed to work with radioactive materials and are not allowed to enter Biosafety Level 2 or 3 spaces. Minors are also expected to abide by level access and safety policies/procedures identified by division, facility, or center they are visiting.

For purposes of this policy, the "host" is the individual responsible for the minor's safety and conduct at all times the minor is on-site. An overview of this policy is presented in the exhibit.

3.1 Personal Visits

Employees may host minors where such visits are primarily personal in nature and do not interfere with the work of the Laboratory. Examples include transporting minors in vehicles that are picking up and dropping off employees, lunch with parents in non-work areas of the Laboratory, and authorized activities sponsored by the Argonne Club. Personal visits are restricted to the host's office and areas that are non-work areas. The parent or guardian of the minor must accompany the minor or know of the visit and its scope and grant permission for the minor to be on site.

Employees must obtain prior approval from their supervisors for the visit of a minor if the visit occurs during work time or in office space.

3.2 Tours hosted by Divisions, Directorates, or User Facilities

Divisions and directorates may offer tours of the space that they control. Tours also include instances where minor visitors will observe work or engage in other non-hands-on activities. Divisions will identify a host for the minor. While a minor is on the Argonne site, the minor must be escorted at all times by a family member or chaperone from the visiting institution. The host is responsible for the minor(s) at all times.

Employees who wish to provide a tour must obtain prior approval from their supervisors for the visit of a minor if the visit includes a tour of work locations not designated as public areas or offices, such as laboratories, machine shops, utility areas, the fire station, or computer labs. Prior to providing approval for nonpublic area visits, the supervisor will review the tour with the division or directorate who controls the space and, if approved, also obtain concurrence from the ALD ESH/QA representative or designee. The ALD ESH/QA representative or designee determines if a safety plan is necessary and if any special training or permits are required.

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Additional Restrictions for Tours of APS Experiment Hall and Science Facilities

- Tour must be approved by the Photon Sciences (PSC) ESH/QA representative and authorized beam line personnel.
- Minors are not permitted in areas requiring a dosimeter to enter.
- Minors must wear safety glasses when being shown liquid nitrogen (LN2). Minors may not handle LN2.
- Minors must maintain awareness of moving vehicles while in Experiment Hall. Minors cannot ride bikes.

3.3 Educational/Outreach Visit

Minors must be in at least fifth grade to participate in an educational/outreach visit. While a minor is on the Argonne site for an educational or outreach experience, the minor must be accompanied by the host employee at all times and stay in the identified and approved areas.

The Argonne employee(s) hosting the educational or outreach experience is responsible for the minor(s) during the experience. All interactions require at least two adults present. Human Resources Services (HRS) may require additional adult participation depending on the size and type of event. **Exception:** an Argonne-trained educator does not require a second adult as long as two or more minors are present.

Hosts of educational or outreach events must obtain prior approval from the director of HRS or designee through completion of xink form [ANL-1196](#). Such events include activities at the Argonne Learning Center, outreach days, or competitions. If the event is for individual minors, not in cooperation with an educational institution, Student/Parent Release (form [ANL-1194](#) Research; or form [ANL-1195](#) non-Research, as appropriate) is required for each minor. If the event is in cooperation with an educational institution, e.g., a school-based field trip, no Argonne parent release form is required.

Additional Restrictions for Educational/Outreach Visit to APS Experiment Hall and Science Facilities

- A minor participating in an experiment, but who has not completed the required user training, is an "observer" and requires an escort.
- Minors are not permitted in areas requiring a dosimeter to enter.
- Minors may not directly handle any hazardous chemicals or cryogenic liquids. For example, chemical etching of a sample cannot be performed by a minor while at a User Facility nor can a minor transfer cryogenic liquids from one container to another, but at the APS, a minor could remove a sample from a cryogenic liquid under direct supervision of the instructor/mentor while wearing applicable personal protective equipment (PPE).
- Minors may not set-up or use lasers other than Class 1 lasers.
- Minors must wear safety glasses when being shown liquid nitrogen (LN2). Minors may not handle LN2.
- Minors may not enter an experiment station and install or remove the sample and its associated apparatus while under the direct supervision of the involved instructor/mentor. Minors may not conduct a sweep of the experiment station prior to door closure, but can witness a trial sweep or actual sweep if the minor remains outside the experiment station. Minor may operate door controls under direct supervision of beamline staff.
- Minors must maintain awareness of moving vehicles while in Experiment Hall. Minors cannot ride bikes.

3.4 Research-Focused Visit

Research-focused visits are for the benefit of the minor and are enabled only through education-focused collaborations with outside partner institutions, using form [ANL-1191](#).

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Hosts of research-focused visits must obtain prior approval from the director of HRS, Argonne's [Department of Educational Programs](#), the ALD ESH/QA representative (form ANL-1196); the appropriate associate Laboratory director or designees in whose area the visit takes place, and user office. Research areas must be aligned with the science mission of the Laboratory as stated in the Prime Contract. Research-focused visits at the Advance Photon Source require approval of the user office, PSC ESH/QA representative, and beam line host. Research-focused visits at the CNM require approval of the user office, CNM ESH rep, and CNM scientific contact.

A minor must be 16 years of age to participate in on-site research in an Argonne division or use an Argonne user facility for research. The student and parent must complete form ANL-1194, Student Parent Release (Research).

Any research-focused visit must have defined start and stop dates and may only be within a partnership with an approved sponsoring educational organization. An educational institution seeking to sponsor minors on research-focused visits must have a formal student research program and apply to become an approved sponsoring educational institution. If selected, the institution must enter into an agreement with Argonne, and provide proof of insurance. Additionally, the sponsoring educational institution will also provide Argonne Student Research Program Agreements signed by both the minor and parent/guardian. For minors doing research at the Advance Photon Source, the APS Minor Participation form [ANL-1193](#) must be submitted and approved.

Argonne employees hosting the research-focused visit are responsible for the minor(s) during the educational or outreach experience and must have Argonne educator training. All interactions require at least two adults present. The number and qualifications of adults must be commensurate with the intent of the experience. **Exception:** a trained Argonne educator does not require a second adult as long as two or more minors are present.

Minors must be listed within appropriate safety documentation (work planning and control documentation, such as experimental safety assessment form [ESAF] or user work approvals [UWA]). The host must review safety documentation with the minor prior to the minor performing research-focused tasks and confirm that the minor understands the information.

Additional Restrictions for Research-Focused Visit to APS Experiment Hall and Science Facilities

- A minor participating in an experiment, but who has not completed the required user training, is an "observer," requires an escort, and cannot perform hands-on activities while in Building 400.
- Minors are not permitted in areas requiring a dosimeter to enter.
- Minors may not directly handle any hazardous chemicals or cryogenic liquids. For example, chemical etching of a sample cannot be performed by a minor while at a User Facility nor can a minor transfer cryogenic liquids from one container to another, but at the APS, a minor could remove a sample from a cryogenic liquid under direct supervision of the instructor/mentor while wearing applicable personal protective equipment (PPE).
- Minors may not set-up or use lasers other than Class 1 lasers.
- Minors must wear safety glasses when being shown liquid nitrogen (LN2). Minors may not handle LN2.
- Minors may not enter an experiment station and install or remove the sample and its associated apparatus while under the direct supervision of the involved instructor/mentor. Minors may not conduct a sweep of the experiment station prior to door closure, but can witness a trial sweep or actual sweep if the minor remains outside the experiment station. Minor may operate door controls under direct supervision of beamline staff.
- Minors must maintain awareness of moving vehicles while in Experiment Hall. Minors cannot ride bikes.

3.5 User/Partner Institutions

User Facility users may bring minors who are in fifth grade or above on site as participants or observers of work under an in-force Master User Agreement with the written consent of the facility management, provided that the

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activity is already enabled by existing agreements with the outside institution. Users who host minors must comply with all provisions this LMS-POL-59, *Access to Argonne by Minors*. Users employing minors must comply with state and federal regulations for the employment of minors.

Prior to the minor visit, users must notify the facility's user office, and an authorized user representative must sign form [ANL-1192](#), an acceptance of liability for the minor during the visit and acknowledgement of responsibility for the minor including compliance with Argonne safety requirements and this Argonne policy for minor access. The minor and the appropriate parent/guardian must sign form ANL-1193, a minor access parent agreement (waiver) that acknowledges that the minor will be acting under the User's Master User Agreement, and that the minor will abide by all appropriate rules and guidelines required by the host division/directorate, including those regarding safety. The user office will be the Argonne liaison to grant the minor access to Argonne.

4 Related Documents

This policy implements requirements established by the following basis documents.

- [29 CFR 570](#).
- [28 CFR 570 Subpart E](#).

The following documents provide background information relevant to the subject of this policy.

- *Obtaining a Badge for Site Access*, [LMS-PROC-327](#).
- *Foreign Visits and Assignments*, [LMS-PROC-330](#).
- *Scientific User Facilities: Outreach*, [LMS-PROC-23](#).

5 Definitions

[hands-on activities](#)

6 About this Policy

Issuing LMS core process:	Human Resource Services
Issuing organization:	Office of the Laboratory Director
Final approver:	Julie Nuter
Point of contact:	Meridith Bruozas
Review cycle (months):	36
Date last revised:	April 28, 2017
Date last reviewed:	April 28, 2017

7 Summary of Changes in This Version

This is a new policy. It does not replace any legacy Argonne policy or procedure.

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Exhibit: Overview

