

Attachment B

Preparation Checklist for Visitor Tours at TA-53

This checklist provides reminders of safety and security considerations in preparation and implementation of tours at TA-53.

Tour Date:	Purpose of Tour or Tour Title:
Tour Host and Z#:	State Time and Approximate Duration:

Tour Type

Check all that apply:

<input type="checkbox"/> Educational Outreach/Student	<input type="checkbox"/> Tour with Minors	<input type="checkbox"/> Large Group Tour
<input type="checkbox"/> Other Tour	<input type="checkbox"/> High Level or Distinguished	<input type="checkbox"/> Work Related

Tour Preparation, Visitor Notifications and Considerations

Prior to submitting tour request contact visitors:

<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Coordinate through TA-53 designated tour POC: TA53tours@lanl.gov .
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Give safety pre-briefing LA-UR-14-24604 (Attachment C)
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Verify visitor ages.
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Verify visitor citizenship.
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Verify visitor DIVAs for building access.
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Explain Security Policy P217, Controlled Articles, and P202-5 Prohibited Articles, including restrictions on photography and recording.
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Ask if special needs should be taken into consideration for tour.
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Address appropriate attire depending on agenda.

Approvals

Check approvals received:

<input type="checkbox"/> LUFD	<input type="checkbox"/> Group and Division Line Management	<input type="checkbox"/> Affected Area Managers
<input type="checkbox"/> IHS	<input type="checkbox"/> TA53 EM	<input type="checkbox"/> HPO
<input type="checkbox"/> WCAOS	<input type="checkbox"/> Other (if other state who)	
Comments:		

TA-53 Notifications

Check TA-53 notifications made:

<input type="checkbox"/> TA53tours@lanl.gov	<input type="checkbox"/> DSO	<input type="checkbox"/> WCAOS
<input type="checkbox"/> IHS	<input type="checkbox"/> Affected Area Managers	<input type="checkbox"/> Group and Division Line Management
<input type="checkbox"/> TA53 EM	<input type="checkbox"/> HPO	
<input type="checkbox"/> Other (if other state who):		

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Tour Implementation

Prior to and during tour:

<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Confirm that this tour has been entered into the gate access system, unless special arrangements have been made.
<input type="checkbox"/> Special Arrangement	State arrangement:
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Create a tour agenda.
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Confirm that the agenda has time for breaks.
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Confirm that there are an appropriate number of escorts.
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Brief visitors on safety and security requirements (briefing card, Attachment D).
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Brief visitors on work related safety and security requirements (briefing card, Attachment E).
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Brief visitors on Radiation Protection for Work Related Tours (Attachment F).
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Brief visitors on Emergency Procedures (Attachment G).
<input type="checkbox"/> Y <input type="checkbox"/> No <input type="checkbox"/> N/A	Return all visitor badges and dosimetry (if any).