

## User Facilities

A **User Facility** situation exists where one division owns, maintains, and controls use of a facility where people from other Divisions or institutions come to perform work or have work performed for them. Examples of ATAP-owned user facilities include:

- HIREs Ultrafast Electron Diffraction Experiment in the Advanced Light Source Beam Test Facility cave;
- Superconducting magnet test facilities in Bldg. 58/58A;
- Neutron Generator in Bldg. 58A;
- NDCX-II in Bldg. 58A;
- BELLA Center in Bldg. 71.

Examples of user facilities owned by other Divisions that may be used by ATAP include the Molecular Foundry and Center for Electron Microscopy. Line Managers responsible for User Facilities establish:

- **Access requirements** – who may come to the Facility, what areas they may enter, and the qualifications and training required;
- **Material and equipment handling requirements** -- the types of materials and equipment that can be accepted at the Facility, including procedures for transportation, packaging, receipt and inspection, storage and handling, disposal or removal of residual materials and equipment after analysis/testing;
- **Work requirements** -- the types of work that may be performed at the Facility, who may perform the work, hazard descriptions and controls, including work procedures, PPE, training and qualifications, and engineering controls.

There are three basic ways work is performed at User Facilities:

- **The User brings samples to be analyzed or equipment to be tested by User Facility staff at the User Facility.** The user may want to observe the work. The Line Manager responsible for the User Facility establishes a simple WPC Activity that describes the hazards and controls necessary for persons visiting the Facility and observing work.
- **The User wishes to perform or participate in some limited sample analysis or equipment testing procedures at the User Facility, under the direction and supervision of the User Facility staff.** The Line Manager responsible for the User Facility establishes WPC Activities for types of work users may be authorized to perform. Short-term users who do not have an LBNL badge may be authorized to perform work under a Subcontractor Job Hazards Analysis (SJHA).
- **Qualified and authorized personnel operate and maintain the Facility.** This work is usually performed by the User Facility staff; however, long-term Users may be authorized to perform a set of Activities at the discretion of the Facility Manager. The Line Manager responsible for the User Facility establishes detailed WPC Activities and other required work authorizations and procedures describing the hazards, controls, and who may perform which types of work.

During the COVID-19 pandemic, User Facilities must be particularly mindful of the requirements for Users traveling to or from the Facility. Contact your Division Safety Coordinator for guidance. Space occupancy limits and social distancing requirements may affect the scheduling of work and how work is performed.