

# Participating Guest Agreement

Site access is a privilege granted in accordance with the Laboratory policy and procedure to individuals who do not have regular employee status. This privilege may be withdrawn at any time. Loss of privilege may occur for various reasons, including non-conformance with Laboratory policies and procedures as outlined in RPM §1.06(A)(1), located at <http://www.lbl.gov/Workplace/RPM/R1.06.html>. As a guest visiting the Berkeley Lab you are asked to sign this agreement to acknowledge that you will abide by the Lab's policies and procedures that govern your guest appointment.

▪ **All Participating Guests**

- Must have a valid appointment and badge to perform work or conduct research at the Berkeley Lab.
- Must carry a valid badge at all times.
- Must complete the Job Hazard Analysis (JHA) at start of guest appointment and must adhere to all safety requirements for conduct and training.
- Must notify their Host and Division Contact if they are terminating their guest appointment prior to the end of the appointment.
- Must notify their Division Contact of any changes to contact information.

▪ **Foreign National Guests:**

- Must provide original immigration documents to the Division Contact at the start of the guest appointment.
- Must report any changes to immigration status to the Division Contact and to the International Research & Scholars Office (IRSO) in a timely manner. This includes extensions of or changes to visa status.
- Must provide proof of valid visa status to IRSO **before** guest appointment can be extended.
- Must notify their Host and Division Contact if they leave the country during their appointment. Guest will need to return their badge in case of a stay abroad of more than 30 days (will be reissued upon return).

▪ **Guest Departure Requirements:**

- At the end of the guest appointment, guest must return their identification badge, parking permit, dosimeter, keys or any other Lab property to their Host or Division Contact **before** leaving Berkeley Lab.

**Failure to surrender these items may result in loss of future access privileges.**

I, (Name) \_\_\_\_\_ (Guest ID #) \_\_\_\_\_  
acknowledge that I will abide by the above requirements of my guest appointment as well as by the Berkeley Lab's policies and procedures as outlined in RPM §1.06(A)(1), located at <http://www.lbl.gov/Workplace/RPM/R1.06.html>.

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Date

Please retain a copy for your records