SAFETY-RELATED INFORMATION FOR CUSTOMERS OF THE TAMU CYCLOTRON RADIATION EFFECTS FACILITY

- **Upon arrival**, go to the loading dock double-door entrance and use the nearby buzzer or call box. Wait for someone to let you in. Identify yourself as a SEE-line customer. A key to the entrances equipped with call boxes may be checked out for the subsequent access to the building. The entrance doors always must be closed or directly supervised.

- **Smoking** is not allowed anywhere in or near the building. **Alcoholic beverages** may not be brought in. Proper **work attire** is strongly recommended, including long pants and closed-toe shoes.

- **Report to the Control Room** every time you enter or leave the building to sign in/out and to pick up / drop off your radiation badge.

- A poster showing the areas of the building accessible to the customers is located near the data room. A letter-sized version is available in the Control Room. **Study the map**, paying special attention to the locations of the exits, entrance call boxes, entrance buzzer, restrooms with emergency showers, drinking fountain, eye-wash station, fire extinguishers, fire-alarm activation switches and emergency shut down switches, as well as the primary and secondary evacuation routes. Do not go to other areas of the building unless escorted by an Institute’s employee.

- Be familiar with the **means of communication** (locations and usage of internal phones with access to the PA system, intercoms, and landline phones). **For emergencies**, call 911 from your cell phone or 9-911 from a building landline phone.

- **When fire alarm is activated**, a loud high-pitched sound is emitted and the fire indicator stations are flashing. Leave the building immediately in a calm and organized manner, preferably along the primary evacuation route. If this route is unsafe, use the secondary route. Once you leave the building, proceed to the designated gathering area on Spence Street, in front of the main (visitor) entrance and wait for further instructions.

- **If you discover fire**, call from a safe location or report to the Control Room immediately and explain the situation.

- **For your radiological safety**, wear your **radiation badge** while you are in the building and do not take it outside. Do not bring **food, drinks, chewing gum, makeup**, or their packaging in the target room (cave). Following irradiation, turn on the provided Geiger counter and keep it near you while you are in the target room. Take it outside and turn it off when you are done. Wear **disposable gloves** while working with irradiated materials and put the used gloves in the container dedicated to potentially radioactive waste when you are done. Do not take irradiated material outside of the restricted area of the building without the approval from an authorized Institute employee.

- **For electrical emergencies involving installed beamline equipment** hit the **Emergency Shut Down (ESD)** switch. For mechanical emergencies involving the target-positioning stage, hit the **Motor Kill** switch.

- **Customers must notify us** before they bring into the building anything that could be considered a potential radiation-, chemical-, biological-, cryogenic-, compressed-gas-, or strong-magnet-hazard or could **interfere** with normal activities in the building. Customers must be familiar with the relevant safety information from the Material Data Safety Sheet (MSDS) for every chemical that they intend to handle or can reasonably expect to come in contact with and comply with the recommended environmental and safety practices.

First-time visitors to the facility will be given a brief safety-orientation tour by an authorized person, during which the above items will be discussed. Each first-time visitor will be asked to sign below to confirm that he or she had received this safety-related information.

**I have discussed the above items with a Cyclotron Institute representative.**

Name: _______________________________ Date: ___________________________

Company: ___________________________ Signature: _______________________

Revised on June 12, 2013.