

## T-4 Safety & Security Checklist for Visitors in SM-123

### *Prohibited items:*

- Weapons
- Explosives
- Illegal drugs
- Alcoholic beverages
- Anything generally illegal

### *Controlled items (generally not allowed):*

- Cell phones, *except* LANL-owned with batteries removed
- Cameras
- Audio/video recorders

- Badge* display

### *Safety* — make sure visitor knows:

- Emergency exit & gathering place
- Telephone usage (8 for outside line)
- Emergency contacts (911, etc.)
- Label personal items
  
- Access to Pajarito Road & other vehicle access gates
  
- Parking restrictions (handicap, government, time-limited, etc. enforced)
  
- Allowed buildings & badge scanning
  
- Computer training — Click on “Computer Security” T Division home page  
Account cannot be created until this is done.
  
- Annual training — required for visit of 10 days or longer
  
- AIS Form 1865 for laptop computers  
Wireless & telephone modems must be disabled
  
- LA-UR requirement for publication(s) with LANL author(s)

### *Foreign National visitors:*

- Form 982 completed
- Host, co-host, and Principal Technical Contact (PTC)
  
- Briefing by group leader (GL) — *preferably after PTC has gone over all of above.*

Visitor \_\_\_\_\_ PTC \_\_\_\_\_ Host \_\_\_\_\_

GL \_\_\_\_\_ Date \_\_\_\_\_