
Access requirements

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Università di Bologna – INFN

AFP Testbeam Organization meeting – October 18th, 2012

Access to Testbeam area – CERN badge

- *CERN badge*: **mandatory** to:
 - ✓ access both **CERN main site** and **Prevessin site** (where the testbeam building is located)
 - ✓ **obtain the dosimeter**
 - ✓ **use EDH interface** (needed to ask access in the testbeam area)
- To be requested at the Users' Office (Bldg 61), **open Mo-Fr**:
<http://ph-dep-usersoffice.web.cern.ch/ph-dep-UsersOffice/>
- Documents needed:
 - ✓ a *Registration form* **signed by the Team Leader**
 - ✓ *Proof of employment/enrolment* with your Institute/University - only accepted in English or French
 - ✓ *Proof of insurance*; can be stated in the *Proof of employment/enrolment*
- The badge is delivered immediately (if all documents are ok)
- *Security courses* (1, 2, 3), to be done online:
http://safety-commission.web.cern.ch/safety-commission/SC-site/sc_pages/frame_training.html
- If you have question, please ask

Access to Testbeam area – Dosimeter

- *Film badge (dosimeter) mandatory to access the Testbeam area (Bldg 887)*
- To be requested in Bldg 55, ground floor, room R-04:
 - ✓ for **Long-term users**: *CERN access card, medical certificate, “Rules of use” form, general radiation protection training course* (request via [EDH](#))
 - ✓ for **Short-term Visitors** (here only for the testbeam): *general radiation protection training course* (request via [EDH](#))
 - ✓ *General radiation protection training course website:*
http://safety-commission.web.cern.ch/safety-commission/SC-site/sc_pages/training/RP_Course.html
 - ✓ When: Tuesday 23rd, 8:30-12:30
 - ✓ Where: CERN Training Centre, building [593](#), classroom TC AUDI(11)
 - ✓ If you already attended the course you can check the validity here:
<https://hrt.cern.ch/hrt/Training>
 - ✓ More information here:
<http://service-rp-dosimetry.web.cern.ch/service-rp-dosimetry>
 - ✓ If you can not attend the Radiation Protection training course, **exceptionally** you will get a dosimeter without attending the training course

Access to Testbeam area – Access request

- **Mandatory** to access the **Testbeam area (Bldg 887)**
- To be requested via web on EDH (you need to have a CERN id):
 - ✓ <http://edh.cern.ch/Document/General/ACRQ>
- In the *Required Access Line Item* section click on *+Add* button
- Fields content:
 - ✓ *Access Site* and *Access Building*: leave unchecked
 - ✓ *Access Zone*: **EHN1: North Experimental Hall**
 - ✓ *Start Date*: the day of your arrival
 - ✓ *End Date*: 01-11-2012
 - ✓ *Justification*: **AFP Fast Timing Testbeam**
- Remember to first *Save* and then *Send* the request
- You will be asked for an *Authorisation Password*: if you are using EDH for the first time call +41 22 767 9933
- Check *Alert on Completion* field if you want to be notified as soon as the request has been accepted (usually it takes 1 day)

List of participants

➤ See attached Excel file

Miscellaneous

- The whole procedure can take some time: please prepare well in advance all your documents
- Accommodation:
 - ✓ CERN Housing service:
<https://espace.cern.ch/hostel-service/default.aspx>
- For any questions: caforio@cern.ch, +41 76 487 1981