

RAF Visitor Guidelines

Overview of Policies and Procedures

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Summary of Facility Visitor Rules

1. RAF is a closed facility with entrance restricted to staff and authorized visitors. Use the telephone next to the main entrance to gain access to the building. Visitors are asked to sign the visitor log upon entering the facility. In case of an emergency, the address of the RAF hangar is 10802 Airport Court. The phone number for security located at the Mesa Lab in Boulder is ext. 1139. They periodically come to the hangar to make security checks during off-duty hours. You should review the attached diagram of the facility and tour the various buildings to note the location of exits, fire extinguishers, first aid stations and emergency eye wash and shower locations. A list of emergency contacts is included in this handbook. The RAF "Building Access and Visitor Policy" statement gives itemized details on access limitations. A copy is attached to this summary. All visitors should be familiar with this material.
2. Each group or individual will be provided access to an office area with a telephone and ethernet port access to the NCAR guest network. To dial outside the facility, you must first dial 9 (no dial tone after the 9) and then the number. For long distance calls, a credit card must be used.
3. Long term visitors will be provided with an automatic access card that will allow them free access to the facility during normal working hours. These cards will have a pre-set authorization interval and will expire at the end of the designated term. The cards only provide access to the primary RAF facility and will not function on other NCAR buildings. **When leaving the facility for the last time at the end of your visit, the cards must be returned to the program Project Manager.**
4. Visitors participating in an aircraft field deployment are expected to read the project Safety Document distributed by the Project Manager and to complete the enclosed Activity Release Form. All must attend a mandatory Safety briefing prior to the start of local flight testing. No one will be allowed on any flights until these tasks have been completed.
5. Access to either hangar area is controlled by a separate set of security card readers. Normal working hours are 7 A.M. to 5 P.M. Monday thru Friday. During normal working hours there is open access to both hangars and the aircraft. Outside of these hours, access to either hangar and/or the aircraft requires the presence of a permanent RAF employee. Access to research power on an aircraft requires the presence of at least one member of each of the RAF support groups (technicians & mechanics). **Special arrangements for these activities must be coordinated through the program Project Manager and will require a minimum of one day of lead time.**
6. Access to the active airport grounds is available only through one of the two hangars or the east door of the office building connecting the two hangars. All activity in this area should be limited specifically to the RAF ramp and must be associated with accessing one of the aircraft. If you have to access this area, pay special attention to any foreign objects (FOD) or trash on the surface. Aircraft engines can ingest any loose objects when their engines are running. Such an event can cause significant damage to an engine. Do not discard any materials in this area and

keep an inventory of any tools that you are using to ensure they are removed when you exit this controlled space. Please pick up and discard any trash you find on the ramp in a trash bin or alert RAF staff to the presence of loose objects of an uncertain nature.

7. Prior approval must be obtained if someone needs to work outside of normal working hours. Off hours access to the facility is only allowed if you have an access card and is limited to the office and lab areas only. Coordinate all off hours activities through the RAF Project Manager for your program or your local sponsor. Upon off hour entry into the facility, NCAR Security must be contacted via phone at extension **1139**. Inform them of your arrival and the expected duration of your stay. Contact NCAR Security again when you are finished for that day to alert them to your departure from the facility.

8. The tools and tool boxes on the hangar floor belong to the individual RAF mechanics. If you need to borrow a tool, please ask the individual so they can keep track of their tools.

9. The power tools in the sheet metal shop in the southwest corner of the hangar are off-limits to visitors that have not been checked-out in their operation. If you need assistance in the fabrication of a part, see the Program Manager or Assistant Maintenance Officer. **Due to safety concerns, no one should be working with this equipment unless RAF staff is on site.**

10. All ground operations, including the installation, testing and maintenance of scientific equipment, application of electrical power, aircraft maintenance, loading, fueling and aircraft movements will only be conducted by, or under, the supervision of qualified RAF personnel. When working on the aircraft, keep a careful inventory of all tools and hardware, especially small parts, to make sure none are left unsecured after completion of each day's work. Loose parts present a hazard in flight. If you can't find an item, please notify the Program Manager, a technician or mechanic and feel free to ask staff for assistance in locating lost parts.

11. All compressed gas cylinders brought into the facility must be secured when not in use. Individual loose cylinders must be stored in the storage room in the old hangar. Groups of cylinders can be secured as blocks or on pallets in the open hangar. During the installation, removal or exchange of all cylinders on/from one of the aircraft, a safety cap must be in place protecting the valve.

12. On-site safety is a concern to everyone. With this in mind, all visitors are encouraged to note any potential safety hazards within the RAF Facilities. A special Hazard Report Form is included in the Visitor materials. Please note any outstanding hazards and submit the form to the receptionist.

Special Note: Except for information that is in the public domain and information that is classified as fundamental research (which applies to much of the science activity at NCAR), aircraft related information and access to it may possibly be subject to export controls. For this reason, no non-public information will be shared with non-US persons (except following review by the UCAR Office of General Counsel). Examples of information which is likely controlled include all technology that was either developed or modified with military funds, such as information, manuals, software, blue prints, maintenance manuals, etc. that are required for the

development, maintenance, testing, repair, . . . of the C-130 and other military hardware. Information about some other technologies (such as, but not limited to, certain radar and lidar technology) may also be controlled under export regulations. The UCAR office of General Counsel assists UCAR employees in compliance with these export controls. Employees that deal with UCAR information outside of the public domain and fundamental research information should attend training sessions that are provided by OGC and contact OGC for guidance when possible information-sharing situations arise outside of the public domain/fundamental research area. RAF staff that provide tours of the facility or that supervise non-U.S. citizens must also be aware of these restrictions. Non RAF employees that bring information/instruments into the facility that are subject to export controls must inform the RAF project manager or Gerry Albright, or Jeff Stith.

Hazardous Materials

Hazardous materials and chemicals must be stored in approved lockers at the locations shown on the attached diagram. Discuss with a Program Manager your plans for safely managing hazardous materials you plan to bring into the facility to support your experiment and provide Material Safety Data Sheets (MSDS). The Program Manager needs to be aware of the identity of all such materials, their intended use, location, and, where applicable, your plans for shipment to field sites, safe installation on the aircraft, and safe transport of used materials to your home institution. At this time we are not able to offer disposal services here at NCAR/RAF, and all hazardous materials brought to the facility by visiting staff must be removed from RAF at the completion of the project. If there is a question regarding appropriate storage options, please contact the RAF Program Manager, a technician or mechanic. You should review the attached diagram of the facility and tour the facility to note the location of exits, fire extinguishers, first aid station and emergency eye wash and shower locations.

The Research Aviation Facility (RAF)

Building Access and Visitor Policy

Building hours and card access areas.

1. Access to RAF is at all times controlled by access card.
2. All RAF doors are open for card access from 6:00 AM to 6:00 PM Monday through Friday (these times may change depending on staffing needs).
3. After-hours card access is restricted to the main door or the new lab area in the old hangar. Hangar access will not be available, unless special arrangements are made as described below.
4. Persons in the RAF building after hours should be prepared to show access cards to NCAR security.
5. Visitors without access cards are required to register with the RAF main desk (sign in) and to be escorted by an RAF staff member.
6. Pets are not permitted in the building.

7. Access cards are obtained by request through Gerry Albright, who will coordinate with NCAR security.

After-hours hangar access.

1. Authorization: Gerry Albright, Jeff Stith, Bob Olson, Kurt Zrubek, Henry Boynton or the RAF project manager can schedule after-hour hangar activity, which is likely during extensive field operations and preparation for field operations.
2. Non-aircraft related facility maintenance access or safety-related access is authorized through UCAR Safety and Site Services or Physical Plant Services.
3. After-hour access requires notification to UCAR security of the nature of the activity and the times requested.
4. RAF policy requires the presence of a mechanic and a technician whenever work is done on the aircraft. This must be scheduled in advance through the chief of maintenance (Bob Olson) and the technician lead (Kurt Zrubek).
5. At least two people must be present when working after-hours in the hangar. One person minimum must be an (a) RAF mechanic, (b) RAF technician, (c) RAF project manager, or (d) a person approved by the RAF manager or by UCAR Safety and Site Services or Physical Plant Services.
6. Selected RAF staff is allowed after-hour non-scheduled access to the hangar. This list is maintained by Gerry Albright and includes RAF mechanics, RAF technicians, RAF project managers, and RAF pilots. Additional people can be added with the approval of Gerry Albright or Jeff Stith. Listed employees intending non-scheduled after-hours hangar access must notify Gerry Albright, or Jeff Stith, or Steve Sadler, or Henry Boynton, or Bob Olson, or Kurt Zrubek and UCAR security prior to accessing the hangar facilities.

Short-term visitors or temporary employees needing access cards.

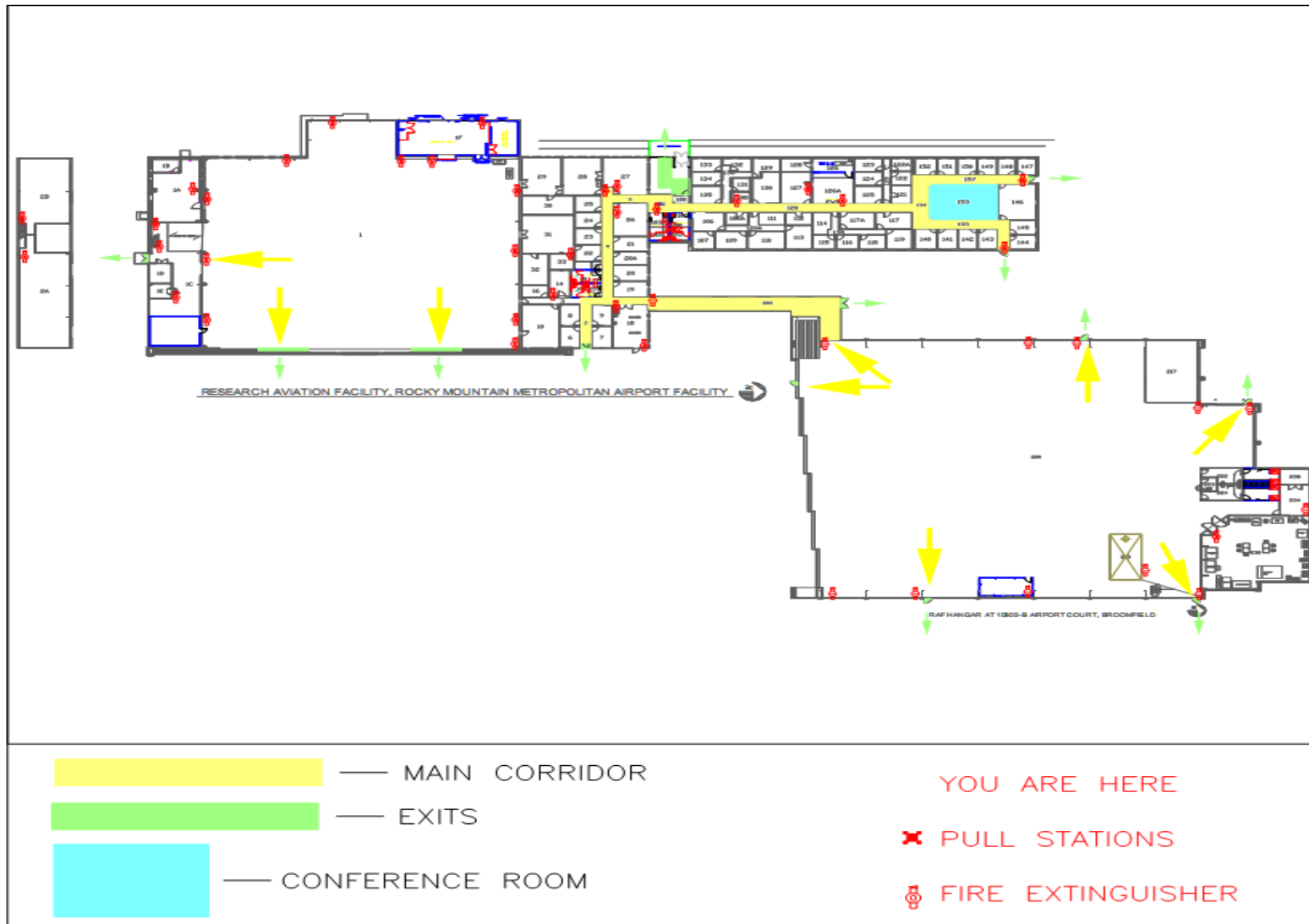
1. Short term visitors or temporary employees needing temporary access cards shall be given a copy of this policy and must agree to abide by it as a condition of RAF granting access to the facility.
2. Temporary access cards do not provide access to hangar areas (which are generally open during business hours), but provide access to non-hangar work space.
3. Visitors and temporary employees must identify their status as US or non-US persons (see export control compliance, below), and non-US persons are to be reported to the RAF project manager, or Gerry Albright, or Jeff Stith, prior to issuance of the card.
4. Non-US persons are required to be under the supervision of RAF staff while in the RAF facility, which will be arranged by the RAF project manager, or Gerry Albright, or Jeff Stith.
5. Short-term visitors are not permitted to bring other visitors into the facility, but can request tours for visitors from RAF staff members (see below).

Groups or individuals requesting tours or visits to the facility.

EOL as a part of its mission encourages and supports educational activities, including aircraft tours. Hangar and lab spaces are generally not setup to handle tours without prior arrangement, because of potentially hazardous conditions in the hangars (e.g. painting operations, aircraft in various stages of assembly, fuel venting operations, etc.) and the potential for possible work interruptions that might be necessary to accommodate visitors. All tours of the aircraft and the RAF facility are to be done during business hours. Exceptions for good business reasons can be

made if approved in advance by Gerry Albright, Allen Schanot, or Jeff Stith. When the aircraft are away from home base, tours of the aircraft are approved by the RAF project manager. Tour conductors are responsible for the safety of all guests and must ensure that proper attire is worn in and around the aircraft.

RAF Site Map



On Site Telephone Access

Emergency: 911 or 9-911
NCAR Security: 1139

NCAR Calls: four digit extension number

Local Calls: Dial 9 + 10 digit number

Long Distance Calls: Dial 9 + 1 + 10 digit number

(add country code and follow number by # if international)

Enter your authorization number when you hear the audio prompt. You will only have one chance to correctly enter the code. If you mis-dial your code, you will hear a busy tone. Hang up, and press the redial soft key. This will take you back to the prompt to re-enter your authorization code. Enter a (#) after your code for faster call processing.

For Calling Card access Dial 9 to get an outside line. Continue with the calling card instructions.

Authorization Number:

All long distance calls are billable and require a charge number. Your NCAR sponsor will provide a number if your activities are connected with a specific project. All employees have personal charge numbers for non-business calls.

Computer Information for Visitors

Introduction

This information is useful for EOL visitors who want to use their own computers while in EOL.

Our security policy states that no non-UCAR computer will be placed on the EOL network. Instead, we have guest networks available for this intended use.

In EOL, the Systems Infrastructure Group cannot administer visitor computers or install software on them. We will however assist you with getting your system connected properly to either the wired guest network or the wireless network. We will also answer questions regarding our network.

Wireless Internet access for visitors

UCAR has a wireless network available for visitors and staff to use. Visitors need to have a wireless guest account created for them (by their UCAR sponsor).

For more information on creating a wireless guest account and connecting to the wireless network, please see NETS documentation at:

<http://www.cisl.ucar.edu/nets/projects/wireless/users.shtml>

Wired Guest Network in EOL

If a visitor needs internet access for more than a week-long period, then they may want to connect their system to the wired guest network.

There are guest network hubs setup in user areas both at FL1 and Jeffco. These access points will allow visitors to connect to the wired guest network. The FL1 hub is located in the user room FL1-2142. The Jeffco hub is located in the user area.

These hubs are labeled guest network (or have a sign above them). Visitors can freely plug into these hubs and they'll receive an IP address dynamically.

If a visitor needs a guest network connection in their office, please contact a SIG member to request one.

Printers for Visitors at Jeffco

There is a Dell 3100 printer in the Jeffco user area available for printing on the guest or wireless networks. This printer is labeled guest printers with its IP addresses listed on it.

The instructions below will detail how to install the printer for a Windows system only.

This color printer can be set up in two ways. Try this:

- Insert the blue setup disk located in the envelope on the side of the printer into your computer and select “Network Installation”.
- Select “Local installation” to install drivers on your computer.
- The software will attempt to locate the printer. If it does not, try pressing any button on the printer’s front panel to “wake it up”, then click Update to locate the printer again.
- Proceed with setup. You may want to check “use as default” check box in one of the dialogues, and uncheck the optional “user guide” and “supplies management” etc. software, which is not required for printing.
- The installation should proceed and end with a “Congratulations, Finished!” message.
- You should be able to print to the Dell 3100 now.

Or:

- In the Windows, select “Add local printer”.
- Select “Create new port”, “Standard TCP/IP port” and use 128.117.44.23 for the address.
- Use either the Dell driver from the disk (located on the side of the printer), or a generic driver (“MS Publisher Color” works, so do some HP drivers).
- You should be able to print to the Dell 3100 now.

On non-Windows, use operating system-specific TCP/IP printer setup.

On Windows, PS drivers seems to default to A4 size, even though the document size is Letter. Just use PCL (non_PS) driver.

For support on the Jeffco guest printer contact Pavel Romashkin; Office: Jeffco 119; email: pavel@ucar.edu ; extension: 1027.



NCAR RESEARCH AVIATION FACILITY

HAZARD REPORT	
To:	From (optional):
Summary of Hazard:	
Suggested Corrective Action:	
Summary of the Investigation:	
Corrective Action Taken:	
Signature and Date:	Comments:

Please do not include information of a personal nature on this form, i.e. Individual names, personnel issues etc. Submit form to the RAF Safety Officer or Facility Manager.