

To the Directors of INFN National Laboratories and INFN Branches

To the Spokespersons of the Experiments

Subject: admittance rules to Laboratori Nazionali del Gran Sasso.

Dear Colleagues,

please find enclosed the new admittance rules to Laboratori Nazionali del Gran Sasso; all related documentation has to be mailed at least 10 days before the beginning of activity at Gran Sasso.

People concerned by the a.m. admittance rules are:

- those who take part in the experiments;
- guests who are going to stay in the Lab for more than one week within the year;
- those who are granted an INFN fellowship or FAI funds.

For any **new request of access**, the following forms will have to be sent to the Director of LNGS:

Enclosure 1: request for permission (Italian/English), to be written on the official paper of the Home Institute, plus stamp and signature of the Director (this form is not needed for INFN staff).

Enclosure 2: request for access authorization (Italian/English) to be filled and to be signed in the frames "to be completed by the applicant" and "to be completed by the Person in charge of the activity".

In order to **renew the requests of access** to LNGS (for those who have already been authorized until Dec. 31 of the previous year), the Director of the Institute will have to sign and to submit to the Director of LNGS a list of people, with names and title (INFN fellowship users, FAI guests, etc). Any changes of activity occurred since the previous request will also be reported.

All documentation must be submitted to the Director of LNGS at least 10 days before the beginning of activity at LNGS.

For further information please refer to dr. Serena Cavalcante of LNGS Prevention and Protection Service (serena.cavalcante@lngs.infn.it; tel. +39 0862 437 557; fax: +39 0862 437 556).

If radioactive sources are going to be used, immediately contact Mr. Antonio Giampaoli of LNGS Prevention and Protection Service (giampaoli@lngs.infn.it; tel. +39 0862 437 239; fax +39 0862 437 556).

Thanking you in advance for your cooperation, my best regards.

Professor Eugenio Coccia
Director

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