

# Strategic Energy Institute

## CNES Lab Tour SOP

### Introduction

The Strategic Energy Institute (SEI) oversees facility operations and maintenance within the Carbon Neutral Energy Solutions (CNES) Laboratory. SEI integrates and supports Institute-wide initiatives in energy research, development, and education, fostering collaboration among faculty, staff, and external partners. Through this work, SEI promotes safe and innovative research practices that address both immediate and long-term energy challenges.

To ensure that all guests and visitors experience the CNES Laboratory safely and in alignment with Georgia Tech's research and safety standards, this document outlines the procedures and requirements for arranging and conducting lab tours. The policy is intended to support organized, informative, and secure visits while maintaining the integrity of ongoing research activities.

All individuals or groups requesting a tour must complete the CNES Lab Tour Request Form prior to their visit. The Building Coordinator and SEI Operations team will review each request to ensure compliance with facility access and safety protocols.

### Purpose

The purpose of this policy is to establish a standardized process for coordinating and approving lab tours within the CNES facility. This ensures that all visitors are properly informed of safety expectations, escorted by authorized personnel, and that tours are conducted in a manner that supports a safe and respectful research environment while promoting engagement with the broader Georgia Tech community.

### Scope

This policy applies to all individuals and groups requesting access to the CNES Laboratory for the purpose of tours, demonstrations, or educational visits. It encompasses SEI staff, Georgia Tech faculty, students, external collaborators, and guests. All tours must be coordinated through the SEI Operations team and approved by the Building Coordinator to ensure compliance with safety, security, and operational guidelines.

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### Responsibilities

#### Strategic Energy Institute (SEI) Operations Team

- Reviews and approvals of all lab tour requests submitted through the CNES Lab Tour Request Form.
- Ensures that tours are scheduled in coordination with ongoing research activities and facility operations.
- Provides guidance on safety and access requirements for visitors.
- Maintains records of all approved tours for documentation and compliance purposes.

#### Building Coordinator

- Serves as the primary point of contact for coordinating logistics and access related to lab tours.
- Verifies that all safety protocols, escort requirements, and building access procedures are followed during tours.
- Communicates with research groups and laboratory occupants to minimize disruptions to ongoing work.

#### Tour Hosts

- Must be authorized personnel familiar with CNES operations and safety requirements.
- Are responsible for escorting visitors at all times while inside laboratory spaces.
- Ensure that visitors comply with safety protocols, including personal protective equipment (PPE) and restricted area access.
- Provide educational and facility context while maintaining adherence to research confidentiality and safety practices.

#### Visitors and Guests

- You must complete the CNES Lab Tour Request Form prior to visiting the facility.
- Are required to follow all safety instructions, remain with their escort, and comply with all posted signage and building policies.
- May not access restricted areas or handle equipment unless explicitly permitted and supervised.

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### Normal Lab Tours and Visits

Requests for CNES tours must occur during normal business hours, between 9:00 a.m. and 5:00 p.m. All visitors and tour participants must be made aware of the two emergency exits and building evacuation procedures upon arrival. Visitors must be always escorted by a safety-trained individual who is familiar with the facility and the research being conducted.

No food, drink, or photography is permitted inside laboratory spaces. The Building Manager and/or Building Coordinator will determine and schedule tour guides as appropriate.

All tour participants 18 years or older must complete and sign the Waiver of Liability, Assumption of Risk, and Indemnity Agreement. For minors under 18, a parent or legal guardian must also sign a waiver form. Laboratory-specific Personal Protective Equipment (PPE) is always required while in the laboratory. Standard PPE includes full-length leg and foot coverings, a lab coat, and safety glasses.

### Special Event Tours and Visits

Special event tours or visits are defined as large, organized programs that have been planned and approved at a division, department, or campus level. These events may allow non-research personnel to enter laboratories under conditions less restrictive than those outlined for standard lab tours.

- No active research may be conducted during these events.
- Casual clothing is permitted; however, closed-toe shoes are required.
- All visitors must be informed of emergency exits and evacuation procedures and must be always escorted.
- Any demonstration must be pre-approved by the Safety Office and may require PPE as a condition of approval.

To request a demonstration, please send details to the Building Coordinator including:

- Brief description of the demonstration or experiment
- Location of demonstration
- Number of participants or visitors
- All hazardous materials involved (e.g., chemicals, liquid nitrogen, etc.)

Lab tours and demonstrations should be limited to designated areas or activities. No food, drink, or photography is permitted while in the laboratory.

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All lab tours and visits must first be approved by the NARA Lab Manager or CNES Building Coordinator and the appropriate Safety Officer.

### Laboratory Tour Checklist

Principal Investigator/Laboratory Representative (s): \_\_\_\_\_

Lab location(s): \_\_\_\_\_

Tour Date/Time(s): \_\_\_\_\_

SAFETY STEPS	COMPLETED	DATE
Approval prior to scheduling;		
Reviewed laboratory PPE requirements; Each participant has appropriate PPE prior for tour visit;		
Reviewed emergency exits and evacuation procedures;		
All participants must sign » Waiver of Liability? Assumption of Risk? and Indemnity Agreement;		
Escorted through laboratory with designated safety research trained individual;		

Please contact the NARA Lab Manager or Building Coordinator with any questions regarding this safety document/checklist on laboratory tours and visits.

### Contacts

Title	Name	Phone	Email	Office
<b>Building Coordinator</b>	Tyler Pennel	720-442-6313	<a href="mailto:tpennel3@gmail.com">tpennel3@gmail.com</a>	BTZ Rm 112
<b>NARA Lab Manager</b>	Kristopher Manion	678-596-697	<a href="mailto:kmanion3@gatech.edu">kmanion3@gatech.edu</a>	CNES Rm 108
<b>SEI Office Manager</b>	Asha Menon	770-330-0978	<a href="mailto:amenon300@gatech.edu">amenon300@gatech.edu</a>	CNES Room 208
<b>SEI Executive Director</b>	Christine Conwell	678-491-0059	<a href="mailto:cconwell@gatech.edu">cconwell@gatech.edu</a>	CNES Room 210

This document will be located on the SEI website under the resource tab, as well as the SEI Dropbox folder for SOPs.