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C-A OPERATIONS PROCEDURES MANUAL

4.72 Entry Procedure for the NASA Experiment Using the Iridian Iris Reader

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Hand Processed Changes

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Collider-Accelerator Department Chairman Date

J. Reich

4.72 Entry Procedure for the NASA Experiment Using the Iridian Iris Reader

1. Purpose

- 1.1 This document will provide a procedure for entering the NASA experimental area utilizing the Recognition Systems Iridian Iris Reader.

2. Responsibilities

- 2.1 The (ACG) Access Controls Group shall be responsible for proper operation and modification of the Iris Reader and all peripheral hardware associated with experimental access.
- 2.2 The Radiation Safety Committee (RSC) Chair shall assign responsibility for the Iris Reader bypass key to the C-A QA Office.

3. Prerequisites

- 3.1 Any personnel attempting to enter the NASA experiment shall be properly trained in how to use this Access Controls System.
- 3.2 Before any personnel can enter the NASA experimental area they must have their iris template entered into the Iris Reader by the enrollment administrator.

4. Precautions

None

5. Procedure

- 5.1 Verify that the Iris Reader "Power Active" LED is green and all other LED's are off.
- 5.2 Stand within 8 inches of the camera and look into the camera with the eye you previously enrolled with.
- 5.3 When accepted, verify that the green accept LED on the camera illuminates. The voice should say "identification is completed".
- 5.4 Once the Iris Reader has accepted and verified your iris, it will allow you to remove a key from the 5-key key tree. You must remove a key within 2 seconds of being verified or you will have to be verified again.

- 5.5 The keys in the key tree are labeled A1 – A5. Removal of a key will only be allowed in sequential order (i.e. A1 first, A2 next and so on.). To remove a key you must turn it to the left and pull it towards you.
- 5.6 Once the key is removed you can now proceed to the gate and place it in the gate key switch. Turning this key switch in conjunction with a simultaneous release from the MCR will permit entry into the experimental area.
- 5.7 Remove the key from the key switch and take it with you. DO NOT leave the key in the key switch.

Note:

Resetting of the gates will not be allowed until all 5 keys have been returned to the key tree and are locked in place.

- 5.8 When your tasks are complete, return the keys to the key tree.
- 5.9 Proceed to the Iris Reader and have your Iris scanned. This signifies that you have signed out.
- 5.10 In the event that the ACG has determined that the Iris Reader has malfunctioned, the procedure to bypass the Iris Reader shall be followed. ([See C-A-OPM 4.71](#)).

6. Documentation

None

7. References

- 7.1 [C-A-OPM 4.71 “Use of Alternative to Iridian Iris Reader”](#)
- 7.2 Memo dated 11/29/00, "Access Controls at the NASA Experiment".

8. Attachments

None