Parking at Berkeley Lab

**BRIEF**

**Policy Summary**

Lawrence Berkeley National Laboratory (Berkeley Lab) provides limited on-site vehicle parking for certain employees, affiliates, contractors, and visitors. Berkeley Lab issues valid Laboratory parking permits to eligible individuals. Maps indicating parking areas are available at the entry gates, or at commute.lbl.gov/parking.

**Who Should Read This Policy**

Lab employees, affiliates, contractors, and visitors

**To Read the Full Policy, Go To:**

The POLICY tab on this wiki page

**Contact Information**

Operations Directorate, Transportation & Parking
parking@lbl.gov

**POLICY**

**A. Purpose**

This policy defines the requirements for parking at Lawrence Berkeley National Laboratory (Berkeley Lab). Parking is a limited resource, and Berkeley Lab issues valid parking permits only to eligible individuals.

**B. Persons Affected**

This policy applies to all Laboratory employees, affiliates, contractors, and visitors.

**C. Exceptions**

The Operations Directorate (Transportation & Parking) may make exceptions for extenuating circumstances that require a deviation from the policy (refer to Section D.2 of this policy). Submission of a formal request and justification are required.

**D. Policy Statement**
D.1 General

Limited on-site vehicle parking is provided for certain employees, affiliates, contractors, and visitors. Berkeley Lab issues valid parking permits to individuals who meet the established criteria. Maps indicating parking areas are available at the entry gates, or at commute.lbl.gov/parking. Eligible individuals are limited to one valid permit. A permit for a motorcycle and/or a bicycle may be issued in addition to an automobile permit. The Operations Directorate (Transportation & Parking) may make exceptions to the policy for extenuating circumstances that require a deviation from the policy. Requests shall be submitted in writing and must include a justification (refer to Section D.2 of this policy).

D.2 Parking Permits and Eligibility

<table>
<thead>
<tr>
<th>Type of Permit</th>
<th>Eligibility</th>
<th>Authorized Parking Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange Circle</td>
<td>Berkeley Lab Director, Deputy Directors, Division Directors, and personnel designated by the Berkeley Lab Deputy Director for Operations</td>
<td>All Orange Circle, Blue Triangle, and General parking spaces unless otherwise reserved</td>
</tr>
<tr>
<td>Blue Triangle</td>
<td>Berkeley Lab senior scientists and senior staff members. Eligibility is based on an annual salary threshold.</td>
<td>All Blue Triangle and General parking spaces unless otherwise reserved</td>
</tr>
<tr>
<td>Temporary Blue Triangle</td>
<td>Some Berkeley Lab affiliates (based on job classification), affiliates, and contract employees (must submit an exception request)</td>
<td>All General and Blue Triangle parking spaces unless otherwise reserved</td>
</tr>
<tr>
<td>General</td>
<td>Berkeley Lab Career employees, Term employees, Retired Retirees, and Limited Term employees</td>
<td>All General parking spaces unless otherwise reserved. General parking permit holders are authorized to park in Blue Triangle parking spaces during off-hours (3 p.m. to 8 a.m., Monday through Friday), weekends, and holidays.</td>
</tr>
<tr>
<td>Temporary General</td>
<td>Some Berkeley Lab affiliates (based on job classification), for a specified period of time not to exceed 12 months.</td>
<td>All General parking spaces unless otherwise reserved. General parking permit holders are authorized to park in Blue Triangle parking spaces during off-hours (3 p.m. to 8 a.m., Monday through Friday), weekends, and holidays.</td>
</tr>
<tr>
<td>Off Hours</td>
<td>Berkeley Lab graduate students, student employees, and interns</td>
<td>All General parking spaces unless otherwise reserved. Off-hours parking permit holders are only authorized to park on-site between 3 p.m. and 8 a.m., Monday through Friday, and all day on weekends and holidays.</td>
</tr>
<tr>
<td>Medical Blue Triangle</td>
<td>Berkeley Lab employees or affiliates who are authorized by Health Services</td>
<td>All General and Blue Triangle parking spaces unless otherwise reserved</td>
</tr>
<tr>
<td>Contractor</td>
<td>Construction workers working on-site through Lab-issued construction contracts, for a specified period of time not to exceed six months</td>
<td>All General parking spaces unless otherwise reserved. Contractor parking permit holders are authorized to park in Blue Triangle parking spaces during off-hours (3 p.m. to 8 a.m., Monday through Friday), weekends, and holidays. The number of Contractor permits issued for a given construction project, and the areas where contractor vehicles can be parked, may be limited.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Authorized vendors who frequently conduct business throughout Berkeley Lab</td>
<td>All General parking spaces, unless otherwise reserved, and Freight Loading Zones if eligible</td>
</tr>
<tr>
<td>Motorcycle</td>
<td>Berkeley Lab employees, affiliates, contractors, and visitors.</td>
<td>All motorcycle parking spaces only. Motorcycles shall not be parked in regular vehicle spaces.</td>
</tr>
</tbody>
</table>

Exceptions: The Berkeley Lab Deputy Director for Operations or his/her designee may make an exception to the above policies based on the following guidelines:

1. A Request for Parking Permit Exception must be submitted to the Transportation & Parking staff by a Division Director justifying the request on the basis of at least one of the following:
   a. Working hours outside of the Lab shuttle operating hours
   b. Temporary assignment not to exceed 90 days
   c. Major impact on Berkeley Lab operations and/or scientific research if the requested exception is not granted
2. A request shall not be made on the premise of convenience, unavailability of alternate commute options, financial hardship, or employee performance/retention.

D.3 Additional Parking Considerations

1. **Visitor Parking Permit**: A paper pass (to be displayed on the dashboard) issued to short-term visitors. The pass designates the
applicable parking permit level (General, Blue Triangle, or Orange Circle), which shall be adhered to by the visitor.

2. **Official Vehicles**: Vehcles with license plates issued by the federal government or the state of California are authorized to park in Government Vehicle parking spaces, and General parking spaces unless otherwise reserved.

3. **Carpool Vehicle Parking**: A vehicle parked in a designated carpool space shall meet the requirements per the signage and/or pavement markings associated with the space.

4. **Stack Parking**: Stack Parking spaces are reserved for vehicles that display a Stack Parking card. Movement of a vehicle in Stack Parking may be necessary to accommodate unforeseen circumstances, and to allow for the exit (or entry) of other vehicles parked in Stack Parking.
   a. Berkeley Lab employees and affiliates who choose to park in Stack Parking spaces must observe the following regulations:
      i. Park as close as possible to the vehicle, stop line, or barrier in front and/or behind your vehicle. (Maintain a less-than-30-inch gap between vehicles.)
      ii. A vehicle shall not extend into a red zone or a pedestrian walkway.
      iii. Display a valid Berkeley Lab parking permit.
      iv. Display a Stack Parking card with your contact information.
      v. Stack Parking cards are available on request from the Site Access Office or at commute.lbl.gov/parking.

D.4 Parking Policy Enforcement

1. Protective Services (PS) enforces Berkeley Lab’s parking policy by patrolling parking lots throughout the main Laboratory site, and issuing administrative parking violation notices to vehicles that are parked in violation of various parking policies.
2. University of California Police Department (UCPD) patrols the Laboratory site and issues citations for moving and parking violations of the California Vehicle Code. A vehicle may be issued citations by both PS and UCPD. UCPD citations include monetary penalties.
3. PS will leave one copy of the parking violation notice on the vehicle and retain a copy for its records. An email will be sent to the vehicle owner on record and his/her immediate supervisor and Division Director within 48 hours of the issuance of the notice, informing them about the type of violation, penalty, and other relevant information.
4. PS will review each parking violation notice for accuracy and enter into a database that will track all parking violations.
5. A parking permit issued to an employee who receives a second violation notice during a calendar year will be suspended for five working days.
6. Upon notification by PS of a permit suspension, the employee shall surrender the permit within two business days as instructed by PS. The employee may collect the permit after the five-day suspension is complete and the permit is valid again.
7. Repeat violators are subject to additional corrective action in accordance with the Laboratory's Corrective Action and Discipline policy or applicable collective bargaining agreement (CBA).
8. Parking permit holders who believe they were issued a parking violation notice in error may submit a written appeal through PS (email ps@lbl.gov). As necessary, PS will forward the review request to the Transportation Advisory Committee for further review and recommendation.
9. Construction contractor permit holders receive a parking violation notice warning for the first violation. All violation notices will be reported to the chief of projects and construction or designee for follow-up. Repeat violations by a construction worker may result in permanent revocation of parking privileges.
10. Visitors shall observe all parking regulations while on Berkeley Lab premises. Both visitors and their hosts may be informed about the violation. Hosts are expected to take appropriate actions.

D.5 Parking Regulations

1. **Forgotten Permit**: Persons who forget their hanging permit may request a temporary one-day parking permit at the entry gate. The issuance of a temporary parking permit will be reported to Site Access. Abuse of the temporary permit provisions is subject to suspension of the parking permit and/or other disciplinary actions.
2. **Replacement of Lost or Stolen Parking Permits**: To replace a lost or stolen parking permit, contact the Site Access Office.
3. **Return of Parking Permit on Termination of Employment**: Parking permits are the property of the Laboratory and must be returned to the employee’s division office or the Site Access Office no later than the last day of employment. If the permit holder leaves after hours, parking permits can also be turned in to the security officer at the entry gates.

D.6 Long-Term or Extended Parking

1. Parking spaces are a limited resource at Berkeley Lab and must be made available at all times to employees, visitors, affiliates, contractors, and eligible students to meet their parking and business needs.
2. A vehicle may be parked on-site for up to 48 hours without moving. Extended parking (over 48 hours) is permitted only when traveling on official Laboratory business. A permit for extended parking, issued by Protective Services, must be received and displayed on the vehicle prior to leaving for the business trip. Extended parking for any personal reason including authorized leave or vacation is not permitted.
3. Unauthorized long-term parking of a vehicle is strictly prohibited. Any vehicle parked for over 48 hours without displaying the required permit may be removed by Protective Services at the owner's expense.

E. Roles and Responsibilities

Managers, supervisors, and employees have the responsibility to adhere to the provisions of this policy.

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Protective Services

Enforces parking regulations, issues parking violation notices, communicates with the employees and others as outlined in Section D.4 above, and maintains a parking violation notices database. Reviews all parking violation notices and makes a recommendation on the status of the Berkeley Lab parking permit holder's parking privileges.

Protective Services

Permission to operate a vehicle or bicycle on Laboratory property is subject to the control of Protective Services and may be revoked at any time.

Transportation & Parking

Reviews/approves requests for permit exceptions. Assists Protective Services with reviews of and decisions on contested violation notices.

Badge Office

Issues valid Laboratory parking permits.

Security Guards

Conduct patrols of parking lots throughout the Laboratory to carry out Parking Policy enforcement activities.

University of California Police Department (UCPD)

Conducts traffic and parking enforcement patrols throughout Berkeley Lab. UCPD police officers may issue parking citations for vehicles and drivers observed to be violating the California Vehicle Code.

F. Definitions/Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCPD</td>
<td>University of California Police Department</td>
</tr>
<tr>
<td>CVC</td>
<td>California Vehicle Code</td>
</tr>
</tbody>
</table>

G. Recordkeeping Requirements

None

H. Implementing Documents

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Other Reference</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>07.07.028.001</td>
<td>PUB-3000, Chapter 60</td>
<td>Traffic and Pedestrian Safety</td>
<td>Program</td>
</tr>
<tr>
<td>07.03.004.001</td>
<td>PUB-3000, Chapter 60 Work Process D</td>
<td>Vehicle Accidents and Violations</td>
<td>Program</td>
</tr>
</tbody>
</table>

I. Related Policies

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.05.005.000</td>
<td>Vehicles, Use of Laboratory or Government</td>
<td>Policy</td>
</tr>
<tr>
<td>08.02.001.000</td>
<td>Site Access</td>
<td>Policy</td>
</tr>
</tbody>
</table>

J. Contact Information

Operations Directorate, Transportation & Parking parking@lbl.gov

K. Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2/2012</td>
<td>1</td>
<td>D. Lunsford</td>
<td>Re-write for wiki</td>
<td>All</td>
<td>Minor</td>
</tr>
<tr>
<td>7/11/2014</td>
<td>1.1</td>
<td>A. Benitez</td>
<td>Clarification of policy; periodic review</td>
<td>Section D.2 (Temporary Blue Triangle)</td>
<td>Minor</td>
</tr>
<tr>
<td>5/20/2016</td>
<td>1.2</td>
<td>M. Flynn</td>
<td>Clarification of terminology and more specificity on subcontractor parking</td>
<td>All</td>
<td>Minor</td>
</tr>
<tr>
<td>1/10/2018</td>
<td>2</td>
<td>A. Kothari</td>
<td>Clarifications, addition of language on permit exceptions, revised violation policy, long-term parking, etc.</td>
<td>All</td>
<td>Major</td>
</tr>
</tbody>
</table>

Lawrence Berkeley National Laboratory. The official or current version is located in the online LBNL Requirements and Policies Manual. Printed or exported versions are not official. Users are responsible for working with the latest approved revision.
DOCUMENT INFORMATION

Title: Parking at Berkeley Lab
Document number: 09.05.001.000
Revision number: 2
Publication date: 1/10/2018
Effective date: 1/10/2018
Next review date: 1/20/2021
Policy Area: Vehicles at LBNL
RPM Section (home): Facilities Management
RPM Section (cross-reference): 1.05, 1.06
Functional Division: Operations Directorate, Transportation & Parking
Prior reference information (optional): PUB-3000 Sections 5.8 and 5.1.1.5

Source Requirements Documents

- California Vehicle Code (CVC)
- University of California Berkeley Traffic and Parking Code

Other Driving Requirements

- Vehicles, Use of Laboratory, 09.05.005.000
- Site Access Policy, 08.02.001.000

Implementing Documents

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Other Reference</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>07.07.028.001</td>
<td>PUB-3000, Chapter 60</td>
<td>Traffic and Pedestrian Safety</td>
<td>Program</td>
</tr>
<tr>
<td>07.03.004.001</td>
<td>PUB-3000, Chapter 60 Work Process D</td>
<td>Vehicle Accidents and Violations</td>
<td>Program</td>
</tr>
</tbody>
</table>