

## NSLS Department New Employee/Guest Orientation

Employee/Guest Name: \_\_\_\_\_ Life/Guest No.: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Department/Division: National Synchrotron Light Source Dept/Div. Code: 103 End Date: \_\_\_\_\_  
 Supervisor: Ext.: \_\_\_\_\_ Req.#: \_\_\_\_\_ Contract # \_\_\_\_\_ Bldg. No.: \_\_\_\_\_

- |   |                                  |      |
|---|----------------------------------|------|
| 1. General orientation/check-in at Human Resources, Bldg. 185, Brookhaven Ave.  | Human Resources Signature        | Date |
| 2. BNL identification card/vehicle pass issued (Building 30)  | Security Signature               | Date |
| 3. Eileen Morello - NSLS, Room 2-104, x-2145 : Appt's made (Y/N); R2A2 (Y/N); Photo / Intro rec'd (Y/N); VISA copy (Y/N) for folder; Resume to empl. file (Y/N); Personal File Info Memo (Y/N); copy ID for file and for Al Levine (Y/N). | Signature                        | Date |
| 4. Supervisor's briefing on job and work location specific hazards R2A2 completed / signed (Y/N); PHOTO intro sent to E. Morello (Y/N)  | Supervisor's Signature           | Date |
| 5. ES&H Coordinator's Briefing - <i>Meet with Nicholas Gmür, ext. 2490, Rm.2-159, Bldg.725C. Appt.</i> _____  | ES&H Coordinator's Signature     | Date |
| 6. Training Coordinator's Briefing - <i>Meet with Eva Rothman, ext. 2295, Rm. 2-182, Bldg. 725D. Appt.</i> _____  | Training Coordinator's Signature | Date |
| 7. RCD Facility Representative Briefing - <i>Meet with Nate Foster, ext. 5496 Pager 631-252-8178, Rm.1-175, Bldg. 725A. Appt.</i> _____<br>Permanent Badge (Y/N) - Location: _____  | RCD Rep. Signature               | Date |
| 8. User Administration (Rm. 2-100, ext. 7976): Register as User : (Y/N)<br>Temp TLD issued: (Y/N) BNL ID card encoded for access*: (Y/N)<br>* Prerequisites: <i>ESH Briefing &amp; training items 2 and 3 below completed</i>             | User Admin. Signature            | Date |
| 9. PC Administrator - Copy of Lab ID for computer account and e-mail<br><i>Al Levine, x-4707, Rm. 2-113, Bldg. 725B.</i>  | Signature                        | Date |
| 10. Associate Chair – <i>Meet to discuss programmatic and ESH roles and responsibilities.</i><br>Appointment with: _____ on: _____  | Signature                        | Date |

### General BNL Site / Radiological / Facility Training

- |   | <i>Supervisor Init.</i> | <i>Date Completed</i> |
|---|-------------------------|-----------------------|
| 1. BNL Site Orientation: SUPERVISOR SELECT ONE<br><input type="checkbox"/> Employees: General Employee Training (GET) ( <b>Building 703, Mondays at 1pm</b> )<br><input type="checkbox"/> Guests: Guest Site Orientation (TQ-GSO, on the web)   | _____                   | _____                 |
| 2. Radiological Training: SUPERVISOR SELECT ONE<br><input type="checkbox"/> GERT: General Employee Radiological Training (HP-RWT001, web course)<br><input type="checkbox"/> Radiological Worker 1 (HP-RWT002, web course + classroom session)  | _____                   | _____                 |
| 3. NSLS Facility-Specific Safety Orientation: SUPERVISOR SELECT ONE<br><input type="checkbox"/> For Beamline Users, non-resident (User Safety Module web course, LS-ESH-ORIENTATION)<br><input type="checkbox"/> For NSLS Scientific/Technical Staff, and any resident Beamline Staff (Staff Safety Module web course, LS-ESH-SCITECH)<br><input type="checkbox"/> Not Applicable (administrative/computer work only, minimal time spent on Experimental Floor) | _____                   | _____                 |
| <input type="checkbox"/> Additional Training is Required (If box is checked, see other side of this page for courses)   |                         |                       |

I have undergone the ESH Briefing & NSLS Facility Specific Safety Orientation \_\_\_\_\_  
 and will abide by the safety rules and procedures of the NSLS outlined in the \_\_\_\_\_  
 Orientation & by the ES&H Coordinator & RCD Facility Representative. Employee/Guest Signature Date

**RETURN FORM TO EILEEN MORELLO AFTER COMPLETION -- WITHIN 2 WEEKS OF START DATE**