

<b>BROOKHAVEN NATIONAL LABORATORY</b> <b>PHYSICS DEPARTMENT</b>	<b>Number:</b> 4.0.0	<b>Revision:</b> 1
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<b>Subject:</b> Training Programs and Requirements for Accelerator Test Facility Personnel		
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## **TRAINING PROGRAM AND REQUIREMENTS FOR ACCELERATOR TEST FACILITY PERSONNEL**

### **1. Introduction**

Accelerator Test Facility (ATF) personnel and experimenters are required to undergo training in order to work at the facility. The type of individual training required depends on their job assignment but certain training is required for all ATF personnel. Knowledge of the facility and how it operates in a safe and efficient manner is of prime interest to all personnel and enables them to carry out their assigned tasks more effectively. New personnel shall undergo this training at the first available time after their arrival at BNL. Training records are kept in the Brookhaven Training Management System (BTMS) and are generally available on the BNL intranet.

### **2. Training Required of all ATF Personnel**

A number of programs are required training for all ATF personnel. They are assigned through the Job Training Assessment (JTA) designation as PO-04. The included courses are as follows:

2.1 General Employee Training, GET (V001 classroom course) for employees OR Guest Site Orientation, GSO (TQ-GSO web course) for guests.

2.2 General Employee Radiological Training, GERT (RWT001)

A web course given by Training and Qualifications (T & Q) Program Office for all persons working, unescorted, in an area where they will receive less than 100 mrem of radiation exposure in a year. Renewal every 24 months via the web course or a challenge exam is required.

2.3 ATF Awareness (PO-ATF)

This is a 1½-hour class given by the ATF ESH Officer dealing with safety issues and procedures relevant to ATF operation. The course content is described in Section 4.01 of this manual and is given on a request basis. Included is the Physics Department requirement "Radiation, ALARA and Hazards for Physics Dept" (PO-RADALARA).

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## 2.4 Cyber Security (GE-CYBERSEC)

This course is necessary for all persons using a computer on site or connecting their own computer to the BNL intranet.

## 2.5 Laser Safety (TQ-LASER)

## 2.6 Static Magnetic Fields (TQ-SMF)

## 2.7 Lock-Out Tag-Out (LOTO) – Affected (HP-OSH-151A-W)

## 2.8 Basic Electrical Safety (HP-OSH-150A)

# 3. **Additional Training Required of ATF Linac & Duty Operators**

All ATF operators shall complete the following training courses, in addition to those listed in Section 2 of this document. After completion, trained individuals are added to the *ATF Qualified Operator List*.

## 3.1 Linac Operator Training

This hands-on course trains scientific staff to operate the ATF linear accelerator. Provided by the ATF Operations Coordinator.

## 3.2 Local Emergency Coordinator Training (GE-LEC)

This is an on-line course containing the duties of a Local Emergency Coordinator.

## 3.3 Facility-specific Laser Training

This is a class specific to lasers and safety controls found at ATF, given by an ATF laser physicist.

# 4. **Additional Training Required of ATF Laser Operators**

All ATF Laser Operators (class 3B/4) shall complete the following requirements in addition to those listed in Section 2 of this document. After completion, trained individuals are added to the Physics Department's *Class IIIB and Class IV Qualified Operators List*.

## 4.1 Laser Medical Surveillance "Eye Exam" (OM-MEDSURV-LASER)

## 4.2 Facility-specific Laser Training (same as 3.3 above)

## 4.3 System-specific Laser Training (Class 3B/4)

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This training is unique for each Class 3B/4 laser or laser system and includes the information contained in the Standard Operating Procedures (SOP) for that laser.

## **5. Other Required Training**

There are other training courses that all BNL employees must take and other safety and development training courses offered by T & Q Program Office, ITD, or Human Resources which are appropriate for certain ATF personnel relative to their job assignments.

### **5.1 Employees**

All employees are required to take Counterintelligence Awareness Training (GE-CIA a web course) and the annual General Employee Refresher Course (web based).

### **5.2 Job Dependent Safety Training**

Safety training is designed to keep all personnel and equipment safe and is assigned to individuals in conjunction with their current or anticipated work assignments. No individual may perform work, use equipment, or operate machinery that he is not specifically assigned and trained for.

## **6. Non-Required and Recommended Courses**

Individuals may take any of the web-based courses for their own information or as recommended by their supervisors. Discretion should be used as to taking non-required, non-recommended courses during working hours. In addition, as part of ATF Awareness and Linac Operator training, all personnel shall be instructed on the proper and expected use of checklists and other compliance issues. Supervisors must approve attendance at courses offered by ITD and Human Resources.

## **7. Retraining**

Certain training programs have a mandated retraining schedule while others are either given once as introduction to the laboratory safety program or given on demand from the Departments or Divisions as the need arises. Individuals are prompted by the BTMS (employees, active guests), the RHIC/AGS Users' Office (returning users), or by the ATF ESH Officer when training needs to be retaken. The retraining schedule is available from the T & Q training web site.