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**ATTACHED ARE ITEMS WHICH WILL HELP US TO ACTIVATE YOUR APPOINTMENT, AND ITEMS OF INFORMATION AS FOLLOWS:**

1. **IDENTIFICATION CARD APPLICATION** - Sign the card and bring to Bldg. 30 for photo.
2. **COLLABORATOR APPOINTMENT ALLOWANCES FORMS**  
Please read, sign and return one copy. Retain originals for your files.
3. **NEW EMPLOYEE INTRODUCTION**  
Please complete and return. Retain department copy - to be supplied to your department office.
4. **NOTICE OF SAFETY LECTURE**  
Please attend the lecture(s) as scheduled. If your form has not been fully completed by your Department, please bring it to your advisor for completion before attending the General Employee Training
5. **GUEST PATENT AGREEMENT** - Please read, sign and return.
6. **TRAVEL VOUCHER**  
Please complete worksheet and return with receipts. Those who do not have receipts at this time may do this later; bring the voucher with receipts to Cathy Osiecki, Science Education Center, Bldg. 438, no later than one week from today.
7. **NOTICE FOR STUDENTS**  
Please read this notice carefully and abide by the regulations regarding your participation.
8. **TAXABILITY MEMO**
9. **SCHEDULE WEEK ONE**
10. **MAP OF BNL SITE**
11. **LIST OF PARTICIPATING STUDENTS**
12. **BNL SUMMARY - A BRIEF OVERVIEW OF BNL POLICIES**
13. **INVITATION TO DIRECTOR'S OFFICE PARTY** - Please complete and put in an interoffice mailbox
14. **BROOKHAVEN BULLETIN**
15. **BERA BROCHURE**
16. **MISC. INFORMATION**