

# Report from the Users' Center

## RHIC & AGS Open Forum Meeting

January 14, 2005

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# AGENDA

- Overview of DOE Order 142.3  
(Foreign Visits & Assignments)
- Overview of Training
  - How to find out what training you need
  - How to find out status of training
  - Improvements made to user training

# ACTION ITEMS for DOE 142.3

- **Administrative issues** (written policies & procedures, Site Security Plans, forms, programming)
- **Open-to-the-Public Events** (review & approval)
- **Off-site events sponsored by DOE** (review & approval, documented in FACTS)
- **Delivery, service, and vendor escorting**
- **Additional reviews required** (OPSEC and cyber)

# ACTION ITEMS for DOE 142.3

cont.

- **Hosting**
  - Delegating hosting responsibilities
  - Specific hosting requirements
  - Training requirements
- **Lawful permanent residence** (formerly PRAs)
- **Notifications** (introduction, terms & conditions of access, reporting of civil & criminal problems, fraudulent documentation)
- **Security incident reporting**

# WHAT TRAINING DO I NEED?

Go to the Users' Center web page:

<http://www.bnl.gov/userscenter>

## Training

**A valid BNL guest number is needed for training**

For return users, you may check your training status [on-line](#) to see which courses you need to complete again.

### System Requirements and Information for Successful Web Training

- Access to these courses requires a Windows system (version 2000 or later) and use of Internet Explorer (version 5.5 or later) with the latest updates and patches installed. Some courses require a sound card.
- Turn off (disable) ad-blocker software before you begin any web course.
- Courses will time out after 20 minutes of inactivity.

▶ [AGS](#)

▶ [ATF](#)

▶ [eRHIC](#)

▶ [NSRL](#)

▶ [RHIC](#)

▶ [TANDEM](#)

▶ [Study Guides](#)

▶ [On-line Challenge Exams](#)

▶ [CA ESHQ Home](#)

▶ [My Training History](#)

## RHIC

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▶ [BRAHMS](#)

▶ [PHENIX](#)

▶ [PHOBOS](#)

▶ [PP2PP](#)

▶ [STAR](#)

▶ [Schedule](#)

## PHENIX

**A valid BNL guest number is needed for training**

### System Requirements and Information for Successful Web Training

- Access to these courses requires a Windows system (version 2000 or later) and use of Internet Explorer (version 5.5 or later) with the latest updates and patches installed. Some courses require a sound card.
  - Turn off (disable) ad-blocker software before you begin any web course.
  - Courses will time out after 20 minutes of inactivity.
- ▶ [Shift Taker](#)
  - ▶ [Shift Leader](#)
  - ▶ [Period Coordinator](#)
  - ▶ [Other CA OPMs](#)

## PHENIX - Shift Leader

### System Requirements and Information for Successful Web Training

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- ▶ Collider User Training
  - ▶ Initial training - Classroom training necessary - contact [userscenter@bnl.gov](mailto:userscenter@bnl.gov) for schedule.
  - ▶ Renewal training - [Challenge exam](#) - [Click here for study guide](#).
- ▶ [Cyber Security](#)
- ▶ [Guest Site Orientation](#)
- ▶ [Hazard Communication](#)
- ▶ [PHENIX Awareness Training](#)
- ▶ [C-A OPM 2.5.2](#)
- ▶ [C-A OPM 3.16](#)
- ▶ [C-A OPM 11.1](#)
- ▶ [Read & Acknowledge Memo](#)
  - ▶ Instructions: Read all three documents above; Print out memo; Sign memo; Return to Users' Center (Bldg. 355A) or C-A Training Office (Bldg. 911A).

# HOW DO I FIND OUT MY STATUS OF TRAINING?

Go to the Users' Center web page:

<http://www.bnl.gov/userscenter/Training/training.asp>

## Training

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### System Requirements and Information for Successful Web Training

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▶ [RHIC](#)

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▶ [Study Guides](#)

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▶ [CA ESHQ Home](#)

▶ [My Training History](#)



- Training is one part of our commitment to a safe workplace.

**Training Records**  
**Web Courses**  
**Class Schedules**  
**Study Guides**  
**Required Training**  
**Reports/Queries**  
**Policy**  
**Contacts**

*Welcome to the BNL  
Training and Qualifications  
Web Site!*

Last updated: 07/21/2003. Send Web Comments to [webmaster](#). [Privacy and Security Notice](#)

● [BNL Home](#)

## BNL Training Records and Information

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Search to Find Your Required Training Information, Status of Completion, and Dates for Retraining)

- [See Your Required Training and Status](#)
- [See Your Training History](#)
- [OMC Medical Surveillance/Physical Information](#)
- [Course and Job Training Assessment Information](#)
- [Historic Safety & Health Training Records](#)
- [Training Records Not in BTMS \(Invalid ID\)](#)

## Search on Name Or ID Number

Enter Name or ID Number  
Information (Life, Guest or  
Contractor Number)

Last Name

Or

Life/Guest Number

Submit

Reset

[Click for Search Help](#), Use  
% as wildcard search  
character.

Records display for Active  
staff only. To view records  
for Inactive staff, use the  
"Complete Training  
History" query.

## JTA Required Training Link



managed by Brookhaven Science Associates  
for the U.S. Department of Energy

## Required Courses



managed by Brookhaven Science Associates  
for the U.S. Department of Energy

JTA Code	JTA Title (Click to see Requirement)	Complete
GE-53J	<a href="#">RHIC User</a>	Y
PO-01	<a href="#">Physics Department Member</a>	Y
RC-81A	<a href="#">PHENIX Training</a>	Y

## Requirements for ZAJC, WILLIAM

### (GE-53J )RHIC User

Course No.	Requirements for this JTA	Date Completed	Date Expires
AD-CA_COLLIDER_EXAM	Collider User Trg - Annual Requal Challenge Exam	1/6/2005	1/6/2006
AD-CA_COLLIDER_USER	Collider User Trg. - Initial Classroom Training	12/4/2002	NA
GE-CYBERSEC	Cyber Security Training	1/29/2001	NA
TQ-GSO	Site Orientation for Guests	12/4/2002	NA

# UPGRADES TO TRAINING SYSTEM

- Experiments link to Users' Center training page
- Full review of JTA requirements for RHIC, ATF, and Tandem experiments
  - removed redundancies and inaccurate JTAs,
  - assigned accurate JTAs,
  - consistency throughout

# UPGRADES TO TRAINING SYSTEM cont.

- Automated JTA assignments
  - Facilities (RHIC users)
  - Remote users
  - Experimental level (upcoming)
- Automated e-mails
  - 30-day lapsed training notification sent to users
  - Lapsed date notification to experiment & users

# UPGRADES TO TRAINING SYSTEM cont.

- Web courses now available as part of Brookhaven's Training Management System (BTMS):
  - CAD Refresher
  - CAD Radiobiology Refresher
  - RADWorker
  - PHENIX Awareness Training
  - STAR Skill of the Craft
  - BRAHMS Skill of the Craft (Work Plan)
  - PHOBOS Skill of the Craft (Work Plan)
  - STAR Shift Leader OPM training (currently underway)
  - PHENIX Shift Leader OPM training (currently underway)
  - PHOBOS Shift Leader OPM training (currently underway)
  - BRAHMS Shift Leader OPM training (currently underway)
  - PP-2-PP Shift Leader OPM training (currently underway)

# TRAINING cont.

- Self-assessment of training highlighted problems
- Training is IMPORTANT
- Training is YOUR responsibility
- Improve information provided to users
- Guests will hear more about safety in future

# USERS' CENTER WANTS TO HEAR FROM YOU

- Suggestions
- Comments
- Complaints
- Ideas
- Questions