C-AD Employee On-Boarding – Introducing Training & ESSHQ Contacts
C-AD Training Group
Contacts
Lee Hammons
- NPP DCOO & C-AD/ C-AD Training Manager
- Responsible for ensuring that all laboratory spaces and programs within NPP, C-AD are mission ready
- Primary contact for facility, safety, and lab issues
- Operations Management & Risk Analysis
  - hammons@bnl.gov
  - x2891
  - Building 911B / Room A-242
  - Primarily Working on-site

Caitlin Hoffman
- DCOO Assistant & AD/EC Training Support Specialist
- Support DCOO, Lee Hammons with Operational Activities & Resources
- Assist Department in Managing Operational Activities & Resources
- AD/EC Training Support
- JTA assignments
  - hoffman@bnl.gov
  - x7432
  - Building 911B / Room A-222
  - Primarily Tele-working
  - In-Office Tues & Thurs 8:30-5pm

Ann Marie Luhrs
- C-AD Training Group Senior Administrative Assistant
- C-AD Training Records Management
- Issuance of Iris Scans & TLD’s
- Confirm Training for Access Cards
  - luhrs@bnl.gov
  - x7007
  - Building 911A / Room A-128
  - Primarily Tele-working
  - In-Office: M,T,W 8:30-12:30pm

C-ADTrainingGroup@bnl.gov
- Primary email for all training issues
- Request C-AD Classroom Training for staff, guests and contractors
- JTA assignments
- Issuance of Iris Scans & TLD’s
- Confirmation on Access Cards
Brookhaven Training Management System (BTMS)

• Based on the work you are performing, it’s ultimately up to your supervisor to ensure you are assigned the proper training.

• Job Training Assessments (JTAs) capture the training courses you need to perform work.

• All training is recorded in BTMS:
  • Your current training status is displayed on your dashboard.
  • BTMS automated status emails showing expired or due-to-expire training is sent weekly (Wednesday’s) to staff, as well as their supervisors.

• YOU are ultimately responsible!
  • YOU must ensure you are trained and qualified to carry out assigned responsibilities and training is up-to-date.
  • YOU must inform your supervisor if they are assigned work for which they are not properly trained or qualified.
Training & Qualification Methods

**Read & Sign/Read & Acknowledge (R&A)**
- Used mostly for Operating Procedure Manual (OPM) training.

**On-the-Job Training (OJT) or Practical/OJT**
- Training provided by qualified staff to evaluate staff or walk down job.
  - Collider Accelerator Department Specific Lockout/Tagout (OJT)

**Job Performance Measures (JPMs)**
- Field Evaluator uses course-specific form to evaluate trainee performing, simulating, and/or demonstrating skill(s).
  - LOTO Job Performance Measure

**Classroom**
- In-person or virtual training.
  - Radworker 1

**Medical Surveillances**
- Performed by Occupational Medical Clinic (OMC) yearly and based on Job Assessment Form (JAF).
  - Static Magnetic Field Medical Surveillance
  - Oxygen Deficiency Medical Surveillance

**E-learning**
- Web-based courses and challenge exams.
  - Oxygen Deficiency Hazard
  - Ladder Safety
C-AD Environmental Protection, Safety, Security, Health and Quality Assurance (ESSHQ) Division Contacts
Division Head
Office Location: Bldg. 911, Room 136

Ray Fliller III

Contact Info: (631) 344-2356 (Office)
(631) 960-2099 (Cell)
rfliller@bnl.gov

Roles:
• Division Management
• Accelerator Safety, Unreviewed Safety Issues (US)
• Any Division Issue
Frank Craner
- ESH Group Leader
- Environmental Compliance Rep.
- Delegate to Ray Fliller
  - fcraner@bnl.gov
  - X2905
  - Building 911A/ Room A-120B
  - Primarily Working On-site

Chris O'Shea
- Environment, Safety & Health Representative
- All ESH Concerns
  - oshea@bnl.gov
  - X2773
  - Building 911A/ Room A110
  - Primarily Working On-Site

Mike Dany
- Work Planning & Control Manager
- Review Work Plans
- Contact for Work Planning
- Alternate LEC
  - rfiller@bnl.gov
  - x2356
  - Building 911A/ Room 136
  - Primarily Working on-site

Adrian Steinhauff
- Environment, Safety & Health Representative
- All ESH Concerns
  - steinhauff@bnl.gov
  - X2245
  - Building 911A/ Room A110
  - Primarily Working On-Site

Tracy Blydenburgh
- Facility Security
- Issuance of Locks & Keys
- Access to C-AD Buildings & Property Protection Areas
  - blydenburgh@bnl.gov
  - x4422
  - Building 911A/ Room
  - Primarily Working On-Site
  - Teleworking: Th & F
Quality Assurance Group Leader / Authorization Basis, ConOps & Configuration Management Group Leader

- Quality Assurance
  - Point of contact for quality issues, both internal (e.g. inventory management) & external (e.g. BHSO & BNL surveillances)
  - Assist w/procurement process, web reqs, SOWs, Tech Specs and Request For Proposal Process
  - Equipment calibration requirements
  - Performance of internal assessments

- Configuration Management
  - Systems to prepare, issue, maintain and revise our drawings, specifications/SOWs & procedures

Dave Passarello
passare1@bnl.gov
Ext. 7277
Working Remotely
## Who To Contact Summary:

<table>
<thead>
<tr>
<th>If you need assistance with…</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Inquiries for Training or Operations (Records, Courses, JTA Set-up)</td>
<td><a href="mailto:C-ADTrainingGroup@bnl.gov">C-ADTrainingGroup@bnl.gov</a></td>
</tr>
<tr>
<td>TLD’s &amp; SRD’s Issuance</td>
<td><a href="mailto:C-ADTrainingGroup@bnl.gov">C-ADTrainingGroup@bnl.gov</a></td>
</tr>
<tr>
<td>Iris Scan Enrollment</td>
<td><a href="mailto:C-ADTrainingGroup@bnl.gov">C-ADTrainingGroup@bnl.gov</a></td>
</tr>
<tr>
<td>ODH Monitors</td>
<td>Tony Curcio, Joseph Saetta (Technical Support Group)</td>
</tr>
<tr>
<td>RHIC Access Cards and Tunnel Access</td>
<td>Access Controls Group / Email <a href="mailto:C-ADTrainingGroup@bnl.gov">C-ADTrainingGroup@bnl.gov</a></td>
</tr>
<tr>
<td>Locks, Keys &amp; Access to C-AD Buildings &amp; Property Protection Areas</td>
<td>ESSHQ: Tracy Blydenburgh</td>
</tr>
<tr>
<td>Tour Escort Forms &amp; Safety Forms</td>
<td>ESSHQ or C-AD Training Group</td>
</tr>
<tr>
<td>Obtaining PPE- Safety Shoes, Hard Hats, Protective eye wear</td>
<td>ESSHQ: Frank Craner / Chris O’Shea</td>
</tr>
<tr>
<td>Work Planning &amp; Control</td>
<td>ESSHQ: Mike Dany</td>
</tr>
<tr>
<td>Safety Issues</td>
<td>Lee Hammons / Ray Fliller</td>
</tr>
<tr>
<td>C-AD Operations</td>
<td>Lee Hammons</td>
</tr>
<tr>
<td>ESH Inquires</td>
<td>ESSHQ: Frank Craner</td>
</tr>
</tbody>
</table>
Training Resources

• **BNL Website**: Welcome Banner

![BNL Website Welcome Banner](image)

• **Training & Development Site**
  • Training Resources

• **BNL | Collider-Accelerator Department**
  • **BNL | Collider-Accelerator Training Website**
  • **Collider-Accelerator Particle Post - Home (sharepoint.com)**