Prior to issuance of the NEO form, the supervisor should complete 6a, b, and c below and specify required training on p. 2. Supervisor must perform the briefing in 6d before the employee/guest meets with the training coordinator. The supervisor's signature indicates that the briefing is completed.

<table>
<thead>
<tr>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a. Employees Check-in at Human Resources</td>
</tr>
<tr>
<td>1b. Guest Check-in GUV Center</td>
</tr>
<tr>
<td>2. BNL ID Badge issue</td>
</tr>
<tr>
<td>ID Badge requires Encoding for ISB 734 Access</td>
</tr>
<tr>
<td>Vehicle pass (if needed) issue</td>
</tr>
<tr>
<td>Human Resources or GUV Center Signature</td>
</tr>
<tr>
<td>Badging Signature</td>
</tr>
<tr>
<td>3. Check-in at Dept. Admin</td>
</tr>
<tr>
<td>See Ali Lopez / X2590 Bldg 734, rm 175</td>
</tr>
<tr>
<td>Dept. Chair’s Office Signature</td>
</tr>
<tr>
<td>4. ES&amp;H Coordinator's briefing (All employees and guests must see Sean Hannifin Bldg. 734, rm 189)</td>
</tr>
<tr>
<td>ES&amp;H Coordinator's Signature</td>
</tr>
<tr>
<td>5. Facility Support Representative's briefing (Radiological work only, Call N. Contos cell 631-767-4058 to schedule)</td>
</tr>
<tr>
<td>Facility Support Representative's Signature</td>
</tr>
<tr>
<td>6. Supervisor's Section (Also complete Training requirements on back of this form)</td>
</tr>
<tr>
<td>a. Will Radiation Dosimetry be issued?</td>
</tr>
<tr>
<td>b. Will individual be working in areas belonging to another department?</td>
</tr>
<tr>
<td>c. If yes, list working Dept., Location, and Contact Name.</td>
</tr>
<tr>
<td>d. Supervisor's briefing on job- and work- location-specific hazards completed.</td>
</tr>
<tr>
<td>Supervisor’s Signature</td>
</tr>
</tbody>
</table>

7. Training Coordinator Section:
See Sean Hannifin or Kim Mohanty for Training Coordinator briefing on training requirements.

Job Training Assessment (JTA) Code(s) to which employee/guests should be linked:

JTA Codes for Employee/Guest

Training Coordinator's Signature

New Employee/Guest Specifics:

<table>
<thead>
<tr>
<th>Home Institution:</th>
<th>BNL contact info:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival Date:</td>
<td>Phone</td>
</tr>
<tr>
<td>Length of Stay:</td>
<td>Office loc:</td>
</tr>
</tbody>
</table>
Training Requirements: Make a list of preliminary training requirements below. Most courses are web-based. Before starting training, new Guest or Employee should read the advice in bold below for Guests or for Employees as appropriate. Identify work planning for new employee/guest (ESRs, work permits and other; office workers do not operate under work planning.)

ESR ID: __________________________

Work permit: __________________________

Guests: Returning guests who have had guest or employee appointments previously do not have to repeat valid training: consult the ESH or Training coordinator. For example, previous completion of Guest Site Orientation or General Employee Training exempts you from Guest Site Orientation) (Guests staying for 3 days or fewer, not doing lab work, and not using the BNL computer network do not generally need additional training).

- Guest Site Orientation (TQ-GSO)
- Cybersecurity (required for any BNL network access; GE-CYBERSEC)
- Reducing injuries and accidents in the workplace (>14 day stay; TQ-SAFEAWARE)

Contractors/Vendors:
- Contractor/Vendor Orientation (CVO) training (classroom, daily 8:30 at Bldg. 938)

All New Employees: Employees who have previously been guests or employees at BNL need not repeat valid training. Contact the ESH or Training coordinator for assistance.

- General Employee Training (classroom 1:00 Mondays Bldg. 400)
- Emergency Planning/Response (GE-EMERGPLAN)
- Environmental Protection (GE-ENV-GET)
- Security Programs and Responsibilities (GE-CIA)
- Radiation Protection (GE-OSH)
- Ethical Behavior (TQ-ETHICS)
- Contractor/Vendor Orientation (CVO) training (classroom, daily 8:30 at Bldg. 938)

All New Employees: Employees who have previously been guests or employees at BNL need not repeat valid training. Contact the ESH or Training coordinator for assistance.

- Stops Work Procedure (GE-STOPWORK)
- Cybersecurity (GE-CYBERSEC)
- Reducing Injuries and Accidents (TQ-SAFEAWARE)
- Protecting Personally Identifiable Info. (TQ-PROTECTID)
- Timecards- Electronic Reporting (TQ-ETR1)
- Information Security Awareness (TQ-INSEC)
- Research with Integrity (TQ-SCI-ETHICS)

Scientific & Professional staff performing & publishing research:

- Compressed Gas Safety (TQ-COMPGAS1)
- Cryogenic Safety (HP-OSH-025)
- other

(Additional requirements generally depend on duties and environment. Obtain requirements from Work Planning documents (ESR), PI, and ESH and Training coordinators.)

Other Common Lab Training

- Oxygen Deficiency Hazard, entry ODH-0 areas) (TQ-ODH)
- Static Magnetic Fields, areas > 600 G (TQ-SMF)
- Overhead Crane Operator training (web+class+practical)
- Dept. Specific for Elect. Work Permit (see ESH coord.)
- Lockout/Tagout LOTO Authorized (for electrical work)
- LOTO affected is not adequate, use (HP-OSH-151B-W)
- Laser Safety (TQ-LASER) (may require eye exam)
- Baseline Eye exam for Laser (OMC surveillance)
- Corrosive Etch solution (TQ-Coretech)
- other

Location Specific Training (Department ESH or Research Space Manager)

- Condensed Matter Physics and Materials Science Buildings (480)
- Interdisciplinary Science Building (734) ISB 734 Building Orientation and ISB Local Emergency Plan Training
- Chemistry Building (555)
- Center for Functional Nanomaterials (735)
- Photon Sciences Safety and Training: http://www.bnl.gov/ps/nav/06.php
- Other

Radiation Training (Check with Supervisor, ESH Coordinator, or Facility Support Representative:

- General Employee Radiation Training (TQ-GERT) (for most Radiation Generating Devices and Photon Science floor access)
- Radiation Worker 1 (online (TQ-RW1-PART1); the second part is classroom.)
- Other (specify)

When training has been completed, original form will remain with the last check-in point, normally the Training Coordinator)

CMPMSD NEO_rev_4.7.2016.doc