

CMPMSD New Employee/Guest Orientation

Requisition No./Date

Employee/Guest Name	Life/Guest Number	Start Date
CMPMSD -- Condensed Matter Physics and Materials Science	PM	
Department/Division	Dept./Div. Code	Bldg. Number
		Sean Hannifin x4585 Building 734 rm 189
Supervisor/Sponsor/Ext.	ES&H Coordinator/Ext.	
Sean Hannifin x4585 Building 734 rm 189	Nicolas Contos, x3205 Building 179	
Training Coordinator/Ext.	Facility Support Representative/Ext.	

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.

Administration

1a. Employees Check-in at Human Resources Bldg. 400 b. Guess Check-in GUV Center Bldg. 400	Human Resources or GUV Center Signature
2. BNL ID Badge issue Bldg. 400 – Badging ID Badge requires Encoding for ISB 734 Access Vehicle pass (if needed) issue Bldg. 400 - Badging	Badging Signature
3. Check-in at Dept. Admin See Ali Lopez / X2590 Bldg 734, rm 175	Dept. Chair’s Office Signature
4. ES&H Coordinator's briefing (All employees and guests must see Sean Hannifin Bldg. 734, rm 189)	ES&H Coordinator's Signature
5. Facility Support Representative's briefing (Radiological work only, Call N. Contos cell 631-767-4058 to schedule)	Facility Support Representative's Signature
6. Supervisor's Section (Also complete Training requirements on back of this form)	
a. Will Radiation Dosimetry be issued? <input type="checkbox"/> yes <input type="checkbox"/> no	b. Will individual be working in areas belonging to another department? yes <input type="checkbox"/> no <input type="checkbox"/> c. If yes, list working Dept., Location, and Contact Name.
d. Supervisor's briefing on job- and work- location-specific hazards completed.	Supervisor’s Signature
7. <u>Training Coordinator Section:</u> 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:

Home Institution: _____	BNL contact info: Phone _____
Arrival Date: _____	Email _____
Length of Stay: _____	Office loc: _____
	Admin. Contact _____

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.

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|--|---|
| _____ General Employee Training (classroom 1:00 Mondays Bldg. 400) | _____ Stop Work Procedure (GE-STOPWORK) |
| _____ Emergency Planning/Response (GE-EMERGPLAN) | _____ Cybersecurity (GE-CYBERSEC) |
| _____ Environmental Protection (GE-ENV-GET) | _____ Reducing Injuries and Accidents (TQ-SAFEAWARE) |
| _____ Security Programs and Responsibilities (GE-CIA) | _____ Protecting Personally Identifiable Info. (TQ-PROTECTID) |
| _____ Ethical Behavior (TQ-EMP-ETHICS) | _____ Timecards- Electronic Reporting (TQ-ETR1) |
| | _____ Information Security Awareness (TQ-INSEC) |
| | _____ Research with Integrity (TQ-SCI-ETHICS) |

**All Exempt Employees (Hourly employees do not need this course):
Scientific & Professional staff performing & publishing research:**

Most Experimental Lab. Workers:

- | | |
|--|--|
| _____ Electrical Safety for Benchtop (TQ-ELECT-BENCHTOP) | _____ Compressed Gas Safety (TQ-COMP GAS1) |
| _____ Lab. Standard (HP-IND-220) (NOT Haz. Comm.) | _____ Cryogenic Safety (HP-OSH-025) |
| _____ Haz. Waste Generator (HP-RCRIGEN3) | _____ 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) | _____ Chemical Protective Clothing (HP-OSH-157) |
| _____ Static Magnetic Fields, areas > 600 G (TQ-SMF) | _____ Beryllium Use (TQ-BERYLLIUM1) |
| _____ Overhead Crane Operator training (web+class+practical) | _____ Methylene Chloride (TQ-MCAT) |
| _____ Dept. Specific for Elect. Work Permit (see ESH coord.) | _____ Lead in the workplace (TQ-LEAD1) |
| _____ Lockout/Tagout LOTO Authorized (for electrical work | _____ How to move HazMat in a car (TQ-MOVEHAZ) |
| _____ LOTO affected is not adequate, use (HP-OSH-151B-W) | _____ Nanotechnology for Nano Workers (TQ-NC-HS2) |
| _____ Laser Safety (TQ-LASER) (may require eye exam) | _____ NanoWorker OMC surveillance (JAF for Employees only) |
| _____ Baseline Eye exam for Laser (OMC surveillance) | _____ OMC surveillance Static Mag. Fields (JAF for Employees) |
| _____ Corrosive Etch solution (TQ-Coretch) | _____ HF Personal Contamination Procedures (TQ-HF-Contam) |
| _____ 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)