

NOTIFICATION OF AFTER-HOURS ARRIVAL:

For users that must arrive after hours, please [email the NSLS-II User Office \(nsls2user@bnl.gov\)](mailto:nsls2user@bnl.gov) at least 1 week in advance of your arrival to alert NSLS II about the specifics of your visit, including dates. Failure to make such arrangements may result in denied or delayed access to BNL and its facilities.

TRAINING: Your on-line training must be current to get key card access. To verify your assigned training has been completed, you can visit the BNL training page <https://www.bnl.gov/training/>. Complete any training listed under the **Action Required Tab**. **Note: that this will not inform you if laboratory specific training (LST) is valid.**

You should also check the email you received when your SAF was approved to see if there were any additional training controls added. At the Beamline/Lab you will be given Beamline/Lab specific training if you have never been instructed or it has expired.

EXPERIMENTAL FLOOR ACCESS: At the BNL GUV center you can pick up your user badge and your access card (white card). This card will provide access to the NSLS II floor once your training is up to date. Check-in hours at the GUV center are 7:00 a.m. to 5:00 p.m., Monday through Friday, excluding [holidays](#). Guests should make every attempt to arrive during these hours. If you are arriving after GUV center hours and you do not have an access card, you can make special arrangements during working hours with the [NSLS-II User Office \(nsls2user@bnl.gov\)](mailto:nsls2user@bnl.gov) to have your access card left with a beam line scientist during the working week. Note that you will be granted key access even if your beamline specific training is not current.

LABORATORY ACCESS:

Access to the lab space requires the following:

- The requested lab must be listed on your SAF, the SAF must be approved, and all required safety training requirements met including Lab specific training.
- Unlike being granted to the NSLS II floor, lab access requires that you directly contact the lab space managers. An email request for lab access must be sent to the lab space managers Christine Ali (Cali@bnl.gov), Ryan Hollmers (RHollmers@bnl.gov), and the user's office (NSLS2User@bnl.gov). In the email, provide the SAF number, the start date and a list of all users (helps to add the life number). You should receive an acknowledgement with specifics about your lab access. If you have not received confirmation after a few days, then you should write a second time and cc your beamline contact. The beamline staff do not have access to the system that enables you to have key card access.
- Your laboratory SAF will be posted electronically as of your starting date (see electronic kiosk). Without posting you will not have key card access to the labs. (check your SAF or contact lab staff listed <https://www.bnl.gov/nsls2/labs/>). You are not allowed to enter the laboratory if you have not been granted key card access. Lack of key card access indicates that either you don't have all your training completed or your SAF has not been approved or posted.

As a final reminder, if you are going to arrive after hours or on weekends, you must **contact** the beamline staff and the lab space manager well in advance to ensure you will be able to receive training and access. If not, you may not get access as of your desired start date. If you are on the BNL intranet, you can see if your SAF is posted at <https://nsls2bid.bnl.gov/SAF>.

You can find additional information on the NSLS II laboratories at <https://www.bnl.gov/nsls2/labs/>