



# Guidebook for Guests Conducting Research



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## FOREWORD

Welcome to Brookhaven National Laboratory. This guide has been compiled to help you carry out your work safely and productively, as well as to acquaint you with BNL's services and facilities. I encourage you to ask questions, seek assistance, and voice concerns as the need arises.

Brookhaven is committed to maintaining the highest ethical and professional standards, providing a safe and healthy workplace, and protecting the public and the environment. The Laboratory has developed management systems to help meet these goals, but they will not work unless everyone uses them to schedule and coordinate resources and provide feedback. We ask that you learn about the systems related to your work at the Laboratory and use them appropriately.

In the experimental areas, potential exists for serious, even fatal accidents. There are latent hazards posed by heavy mechanical equipment; electrical hazards; corrosive, toxic and flammable gases; explosion; fire and radiation. Complying with environmental, health and safety requirements is an essential part of performing work at BNL. Following these rules is a condition for maintaining Guest status at the Laboratory. I urge each of you to read this Guide and learn the requirements for your own safety, the safety and health of others, and the protection of Long Island's environment.

I hope your experience at Brookhaven is pleasant and productive. If you have suggestions about how we can make things better, please let us know.

# INTRODUCTION TO BROOKHAVEN

## Welcome to Brookhaven National Laboratory

Congratulations. You have arrived at Brookhaven National Laboratory (BNL) to work on an approved experiment, or to collaborate, consult, or otherwise perform research here.

This guide has been compiled to help you become familiar with Brookhaven and its obligations and commitments to you and its other visitors, as well as to help you learn of the Lab's requirements and expectations of all BNL visitors. This guide is as complete as possible; but if, while you are here, you have any unanswered questions or concerns, please do not hesitate to ask for assistance.

### Background

Funded by the U.S. Department of Energy (DOE), Brookhaven is a multi-program, scientific center that develops and operates large-scale, state-of-the-art research facilities that are beyond the capability of any single university. In carrying out DOE's mission at the Laboratory, BNL's staff conducts its own basic and applied research at the frontiers of science through long-term programs in the following fields: physics, chemistry, biology, medicine, energy and environmental sciences, and nonproliferation and national security. In addition, Brookhaven's 3,000 scientists, engineers, and support staff collaborate and/or meet the needs of the more than 4,000 visiting researchers who come to the Lab each year from across the country and around the world.

Located on a 5,300-acre campus on eastern Long Island, New York, Brookhaven was established as a national scientific resource in 1947. BNL is situated on what was the U.S. Army's Camp Upton, a World War I training camp and a World War II induction center and rehabilitation hospital.

Today, the Laboratory is home to four Nobel Prize-winning discoveries in physics. The first Nobel Prize for research developed at BNL was awarded in 1957, for a theory on parity conservation. The physics prizes in 1976, 1980, and 1988 were awarded for discoveries made using Brookhaven's Alternating Gradient Synchrotron (AGS). The AGS is one of the world's premiere particle accelerators and currently the only heavy-ion accelerator for radiation-biology research in the U.S. In addition, the AGS now also serves as a pre-accelerator for the Lab's Relativistic Heavy Ion Collider (RHIC), which is the world's newest and biggest particle accelerator for nuclear physics research.

Since 1998, BNL has been operated under contract with the U.S. Department of Energy by Brookhaven Science Associates (BSA), a nonprofit, limited-liability company established in 1997 by Battelle and the Research Foundation of the State University of New York (SUNY) for SUNY at Stony Brook. BSA's goal is to encourage internationally significant and nationally important science research to be done at Brookhaven, while ensuring the quality of the Long Island environment, the safety of the surrounding community, and the health of the Lab's staff and visitors.

Founded in 1977 as the 12th cabinet-level federal department, the U.S. Department of Energy oversees much of the scientific research in the U.S., through its support of BNL and the eight other national laboratories. Today, the U.S. Department of Energy not only provides the majority of Brookhaven's research dollars and direction, but also it is the government agency responsible for the Lab's operations and environmental stewardship.

## BNL's User Facilities

**Large national user facilities** include the Relativistic Heavy Ion Collider (RHIC), the National Synchrotron Light Source (NSLS), and the Alternating Gradient Synchrotron (AGS). These facilities have user committees and program advisory committees. For further details contact:

- RHIC & AGS Users' Center (BNL, Building 355A, Upton, NY 11973, phone: 631-344-5975, or via e-mail at [userscenter@bnl.gov](mailto:userscenter@bnl.gov) or [www.phy.bnl.gov/users](http://www.phy.bnl.gov/users)).
- NSLS User Administration Office (BNL, Building 725, Upton, NY 11973, phone: 631-344-7976, or via e-mail at [nslsuser@bnl.gov](mailto:nslsuser@bnl.gov) or [www.nsls.bnl.gov](http://www.nsls.bnl.gov)).

**Smaller national user facilities** include the Accelerator Test Facility (ATF), the Booster Application Facility (BAF), which also has a user committee, the Tandem Van de Graaff (TVDG) Accelerator, and the Scanning Transmission Electron Microscope (STEM) facility. The programs at these facilities are set up with individual scientists, programs, or groups.

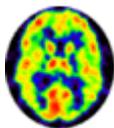
- ATF: Contact the NSLS User Administration Office (BNL, Building 725, Upton, NY 11973, phone: 631-344-7976, or via e-mail at [nslsuser@bnl.gov](mailto:nslsuser@bnl.gov) or <http://www.nsls.bnl.gov/>).
- BAF: This program is under construction. For information, please contact the Collider-Accelerator Department at 631-344-4611.
- Tandem Van de Graaff: Contact <http://tvdg10.phy.bnl.gov/moreinfo.html>.
- STEM: Biology User Coordinator (BNL, Building 463, Upton NY 11973, phone: 631-344-5055, fax: 631-344-3415, or via e-mail at [kranz@bnl.gov](mailto:kranz@bnl.gov)).

**In-house facilities** that are operated by BNL scientists for in-house programs are available on a case-by-case basis to outside users, mostly for collaborative work with BNL scientists. These include the Deep Ultraviolet Free Electron Laser (DUV-FEL), the Electron Microscope, the Laser-Electron Accelerator Facility (LEAF), the Positron Emission Tomography (PET), Magnetic Resonance Imaging (MRI) facilities, and the Whole Body Composition Facility. For more information, see the following list of BNL Research Centers and Scientific Departments.

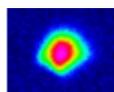
## Research Centers



**Center for Accelerator Physics (CAP):** This schematic drawing of a proposed muon collider is a prime example of the leadership BNL has taken in the planning of future physics facilities. CAP fosters new ideas and teamwork among physicists worldwide for projects that will steer accelerator physics into the next generation.

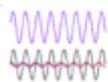


**Center for Imaging and Neuroscience (CIN):** A brain scan produced in the CIN epitomizes the forefront research performed by its scientists. A joint effort of BNL's Chemistry and Medical Departments, the CIN comprises three imaging facilities that provide a window into the workings of the brain. Two positron emission tomography cameras, a 4-Tesla magnetic resonance imaging machine, and a single-photon-emission computed tomography camera are all used to explore addiction, aging, mental disorders, multiple sclerosis, HIV, and other conditions.



**Center for Radiation Chemistry Research (CRCR):** A representation of the beam in BNL's new LEAF facility symbolizes this center's focus on using pulse radiolysis techniques to study chemical reactions (and other phenomena) by subjecting samples to pulses of high-energy electrons. The reactions are followed by various methods of time-resolved spectroscopy and other detection

techniques. Besides the Pico second LEAF, the CRCR includes a 2 MeV Van de Graaff, and a cobalt-60 source.



**Center for Spectroscopy in Molecular Science:** Frequency modulation spectroscopy, illustrated by the animated waves, is just one of many high-resolution laser spectroscopic techniques used to investigate photo-induced molecular processes and the molecular basis of reactions important to combustion and catalysis. The Center for Spectroscopy in Molecular Science features an internationally recognized concentration of expertise in high-resolution laser spectroscopic techniques, with a strong interaction with theoretical and computational methods. The Center comprises the Chemical Physics groups in the BNL Chemistry Department with the participation of groups at State University of New York at Stony Brook and Columbia University.



**Environmental Waste and Technology Center (EWTC):** Buried waste at a U.S. DOE cleanup site symbolizes the magnitude of the problem that the EWTC seeks to address. The EWTC aims to solve today's hazardous materials management problems with innovative and practical solutions in the areas of in situ technologies, waste forms, geochemistry, materials technology, risk assessment and decontamination and decommissioning.



**National Nuclear Data Center:** An atom is the appropriate sign for this centralized location for information on the structure and dynamics of different atoms' nuclei. The Center is funded by the U.S. DOE and used by scientists worldwide. In particular, the Center can provide information on neutron, charged particle, and photonuclear reactions, nuclear structure, and decay data.



**RIKEN BNL Research Center:** This Center houses the RIKEN/BNL QCD supercomputer. This supercomputer was built to optimize advanced research into quantum chromodynamics, or QCD, the model of matter based on the "strong force" that binds quarks and gluons in the particles that make up the center of every atom in the universe. The computer was designed and built by scientists and computer specialists from Columbia University and BNL, and funded by the Japanese RIKEN Laboratory. Among other projects, the computer's speed will allow scientists to predict and analyze the behavior of subatomic particles and phenomena that are produced at RHIC.



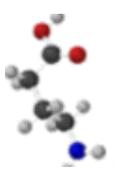
**Center for Data Intensive Computing (CDIC):** Data-intensive computing refers to the processing and analysis of very large volumes of data. Its challenge is to ensure that this data can be stored, retrieved, and mined for its essential information content by large geographically dispersed collaborations.

Data-intensive computing challenges are common to a broad range of scientific problems throughout the DOE complex and beyond. The CDIC was established as a center of excellence, designed to complement and provide direct benefits to many scientific programs at the Laboratory as well as other institutions. In particular, it is intended to foster a close relationship with the computational capabilities represented by the staff of the State University of New York at Stony Brook.

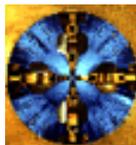
## Scientific Departments



**Biology Department:** A representation of a protein's atomic structure symbolizing the interconnecting relationship between molecular, genetic, and structural biology at BNL, this antigen called OspA is produced by the bacteria that causes Lyme disease and is now being used in the Lyme vaccine. BNL biologists often study biological systems and molecules at many different levels, from the genes that control them to the actions they perform and the outside forces that can alter them.



**Chemistry Department:** A model of an important brain chemical -- GABA, involved in the modulation of brain dopamine -- symbolizes the wide range of research conducted in the BNL Chemistry Department Imaging Program. BNL chemists also study gas phase dynamics of reactive species, heter-gaseous and homogeneous catalysis, photoconversion, and a new multi-group initiative in nanoscience research. The Chemistry Department is the home of the RHIC PHOBOS collaboration.



**Collider-Accelerator Department:** This image offers a view of the injection system that sends speeding protons or heavy ions into the ring at the AGS. From here, the beams strike targets in many different experiments, creating showers of particles that help physicists from BNL and around the world study the universe's tiniest specks of matter. The Collider-Accelerator Department includes the staff who work to improve the RHIC, the AGS, and the Tandem Van de Graaff accelerators, and the physicists who use these tools in their research.



**Energy Sciences & Technology (ES&T) Department:** The ES&T Department conducts basic and applied science, research and development, and technology implementation and deployment to support the DOE objectives. These objectives include: 1) assuring adequate supplies of clean/affordable energy, reducing U.S. vulnerability to supply disruptions, encouraging efficiency and advancing alternative and renewable energy technologies, and increasing energy choices for all consumers; 2) maintaining U.S. leadership in the science and technology of energy supply and use; and 3) educating new generations of scientists and engineers. ES&T provides energy sciences and technology support for state, regional, and industrial interests.



**Environmental Sciences Department:** The Environmental Sciences Department explores the natural environment and turns scientific ideas into practical applications. The image shown is of the FACTS-1 Ecology Research Center in North Carolina, one of many built around the world by Brookhaven scientists to study the effect of excess atmospheric carbon dioxide on different ecosystems.



**Medical Department:** The Medical Department's logo combines the traditional Aesculapian insignia of a staff and serpent with an atom, symbolizing the many advances in nuclear medicine made by BNL medical researchers. BNL physicians work with chemists in the CIN to explore the human brain using medical imaging techniques based on medical radioisotopes. Other research projects in the Medical Department are aimed at developing new nuclear medicine treatments and diagnostic agents, producing medical isotopes for clinical use, and understanding and treating cancer and heart disease.

The Clinical Research Center (CRC) in the Medical Department coordinates and reviews all studies involving human subjects. Human studies research is covered under *Types of Research*, below.

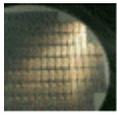


**Nonproliferation & National Security (NNS) Department:** The mission of the NNS Department is to carry out research and development, provide technical support, and build prototype systems to further U.S. Government initiatives and policies in nuclear materials safeguards and security, arms control treaty verification, and nonproliferation of weapons of mass destruction. The symbol of the earth depicts the international nature of most of our work and represents the focus of our vision of enhancing world peace and U.S. national security by preventing the spread of weapons of mass destruction.



**Physics Department:** A computer simulation of the collision of two atomic nuclei, releasing subatomic particles of all kinds. BNL's physicists pursue experimental and theoretical discoveries in high-energy, nuclear and solid-state physics, and helps design and builds many of the world's foremost physics facilities at BNL and around the globe.

## Scientific Divisions



**Instrumentation Division:** A wafer of computer chips symbolizes just one aspect of the high-tech research and service that goes on in the Instrumentation Division. Besides monolithic circuit design, the division is working to create innovative detectors for experiments at BNL and elsewhere, and to push the boundaries of printed circuit board design.



**Superconducting Magnet Division:** The BNL Superconducting Magnet Division (SMD) constructs magnets for use in particle accelerators such as the RHIC. Electrical current flowing through superconducting wires and cables energizes these electromagnets. Superconducting magnets produce higher fields and consume less energy than conventional electromagnets, which are made with copper cables.



**Information Technology Division (ITD):** The ITD logo represents the diverse research and services within the division. Current research ranges from three-dimensional visualization to aid scientific research, to advanced networking initiatives. ITD also serves the entire Laboratory community with computing hardware and software support, and telecommunications services.

Environment, Safety,  
Health & Quality

**ESHQ Directorate:** The ESHQ Directorate is recognized as best-in-class providers of environment, safety, health and quality service. To accomplish this, members of the Directorate serve the environment, safety, health, and quality needs of the Laboratory community in an effective and efficient manner and meet or exceed the expectations of our external customers.

## Types of Research

**Animal research.** The Brookhaven Laboratory Animal Facility (BLAF) located in the Medical Department is BNL's core accredited facility for research using laboratory animals. All animal research is conducted through the Institutional Animal Care and Use Committee (IACUC). The IACUC follows policies and procedures as outlined in the IACUC Policies and Procedures Manual and research is conducted according to the Animal Care and Use Program.

**Basic Research.** As a multi-program national laboratory, BNL's mission is to carry out basic and applied research in long-term programs at the frontier of science that supports DOE missions and the needs of the Laboratory's users community. The majority of research conducted at Brookhaven falls into this category.

**Classified Research.** Clinical Research can be performed at Brookhaven. Extensive discussions with the appropriate Department Chair must take place in advance of such research.

**Collaborative Research.** In general, collaborative research is defined as a project that will produce a report having author(s) from BNL and an outside organization. Such joint projects require the approval of the cognizant Department Chair. Collaborative research may be conducted through collegial interactions or under a Cooperative Research and Development Agreement (CRADA) with a non-BNL organization, subject to the necessary BNL and DOE approvals.

**Human Research.** Human subjects research is conducted at BNL, most notably at the Whole Body Composition Facility, the PET Facility, and the MRI Facility. Legal requirements to protect human subjects apply to a broad-range of research activities and are directed at the ethics issues involved with human research. These requirements apply to work involving human subjects as well as bodily materials including individual human cells or tissue, blood, urine, nail clippings, and hair. Individuals wishing to conduct such research should contact the Department Chairs and/or User Offices in advance of arrival to BNL for further details.

Human subject research must be reviewed and approved by the Institutional Review Board (IRB) prior to commencement. Individuals planning work should contact IRB early in planning the experiment to allow time for review. More information is available at the IRB website: <http://www.bnl.gov/ora/>.

**Proprietary Research.** Proprietary research can be conducted by a user institution at BNL's Designated User Facilities (RHIC, NSLS, AGS, Tandem, and STEM). Institutions have to enter into a formal agreement with BNL prior to conducting such research. A full-cost recovery rate is charged for proprietary research. For further details contact the Office of Economic Development and Technology Transfer at 631-344-7338 or the User Facility Offices; see Appendices for phone numbers.

## Use of BNL Services, Research Capabilities, Materials, and Facilities by Non-BNL Organizations

**Note:** This applies to organizational contracts. In most instances, individual researchers will be working at BNL facilities under an umbrella "user" agreement or with a BNL collaborator; they will not be entering into organizational agreements.

Generally, before non-BNL organizations may acquire BNL services, research capabilities, or materials, or utilize BNL facilities, appropriate agreements must be in place for such use. Thus, an organization that wishes to do research at BNL's Designated User facilities should contact the individual user facility's Guest Administrator or BNL's Office of Economic Development and Technology Transfer, 631-344-7338, who will prepare and negotiate the agreement. Organizations wishing to utilize BNL research capabilities at non-User facilities or acquire non-research services from BNL may contact the Budget Office, 631-344-8073, or the Office of the General Counsel, 631-344-8629. Additional guidance is given in Section 12 of the Guests and Visitors Subject Area on SBMS, <https://sbms.bnl.gov/standard/13/1300t011.htm>.

## Scientific Proposal Review

Proposals for an experiment at AGS, RHIC, Tandem, Booster and Linac accelerators should be submitted to the Collider-Accelerator Department's ALD, proposals for experiments at the NSLS or ATF should be submitted to the User Administration Office at the NSLS, and proposals for experiments at the STEM Facility should be submitted to the Biology Department Administration Office. Proposals for experiments at scientific departments or divisions should be submitted to your host prior to subsequent scientific review, if appropriate, by a Department Chair or Division Head. Following scientific review, you will be notified if the experiment was approved, deferred, or rejected.

## Brookhaven's Commitment to Its Employees and Guests

**Commitments to Brookhaven National Laboratory.** BSA is the steward of the Laboratory's assets; they manage these resources in a manner that allows for reinvesting in the future and continuing BNL's mission.

**Scientific, Professional, and Personal Conduct.** BNL is committed to maintaining the highest ethical and professional standards in the conduct of our duties; all staff and guests shall conduct themselves in accordance with these standards in their relationships with each other, our customers, the public, and BNL. All staff members and guests must be free of any influence, interest, or relationship that actually or potentially conflicts, or appears to conflict with the interests of BNL or its customers. All staff and guests shall comply with applicable laws, regulations, and contractual obligations, as well as BNL policies and standards of performance. More information is available at <https://sbms.bnl.gov/ld/ld10/ld10d061.htm>. Questions concerning conflicts of interest, applicable laws and regulations, and contractual provisions may be referred to the Office of General Counsel at 631-344-8629.

**Environment, Safety, and Health (ESH).** BNL is committed to providing a safe and healthy working environment for all staff and guests; protecting the general public and the environment from unacceptable environmental, safety, and health hazards; operating in a manner that protects the environment by applying pollution prevention techniques to current activities; and remediation of environmental impacts of past operations.

**Commitments to Our Customers.** BNL is committed to provide services and products of the highest quality consistent with the needs, expectations, and resources of our customers. Brookhaven is committed to continuously improving our processes, systems and capabilities so that they can improve operations and increase the value of our research products delivered to our customers.

**Commitments to Our Staff and Guests.** BNL is committed to recruiting, appointing, hiring, promoting, and compensating without regard to race, color, religion, gender, national origin, marital status, citizenship, age, disability, veteran status, sexual orientation, or any other characteristic, as may be protected by law or executive order. BNL values the contributions of all staff and guests and is committed to supporting their professional and personal development. BNL is committed to promoting open communications among all staff and guests; providing a work environment that facilitates health, fairness, honesty, integrity, and teamwork; and rewarding based on performance.

**Commitment to the Public.** Brookhaven will ensure that the ideas, interests and concerns of BNL stakeholders are considered in program planning and decision-making processes that affect the community or the general public. BNL will benefit the public by applying our professional skills and resources to scientific and technical problems. It will benefit the public by committing staff time and financial resources to schools, charitable organizations, and other recipients deemed appropriate by Laboratory leadership. Staff and guests are encouraged to participate in politics, and community and cultural activities but with the understanding they do so as individuals, not as representatives of BNL. Brookhaven will maintain a positive, proactive, and constructive relationship with our neighbors in the community, regulators, DOE, and our other stakeholders.

# BEFORE ARRIVAL AT BROOKHAVEN

## Items to Address Before You Arrive

**Access to BNL for Guests Engaged in Research.** Based on contact with a sponsor or host from BNL, or based on interaction with scientific staff or advisors from your home institution, you have decided to participate in research at BNL and are joining an experiment already approved at BNL, or you have submitted a proposal that has passed BNL scientific and safety reviews.

In order for BNL to effectively carry out the administration of new arrivals, you are requested to complete the following requirements BEFORE you arrive. Further details on Guests and Visitors can be found at <https://sbms.bnl.gov/standard/13/1300t011.htm>.

**Foreign Nationals.** Foreign Nationals have special requirements to be given access onto Brookhaven's site. Before on-site access can be given, all foreign nationals must first register on BNL's Guest Information System (GIS), receive approval to visit Brookhaven from the DOE's Foreign Visits and Assignments Office (FVA), and notify BNL of their arrival date. Brookhaven recommends that guests register 35 days in advance of a visit.

**Guest Information System (GIS).** Brookhaven supports a web-based guest registration system. Individuals wishing to come to Brookhaven should log onto <https://fsd84.bis.bnl.gov/guest/guest.asp>, complete the information requested, and submit it to Brookhaven 35 days in advance of a visit. Guests are asked to pay close attention to the e-mail instructions provided after registration and arrival notification are completed.

**Arrival Notification Form.** All guests must notify Brookhaven of their actual arrival date to be given gate access to BNL; guests can do so by going to <http://130.199.76.181/guest/guestlog.asp>. If a guest fails to notify Brookhaven of actual arrival date, access to Brookhaven site could be declined or the guest may be delayed at the front gate for an inconvenient period of time.

**Identification.** Guests and visitors working at Brookhaven need to have the following identification documentation with them when they arrive at BNL. Instructions on identification requirements for subsequent visits to BNL will be provided upon check-in. This documentation is required for guest registration, the issuance of appointments and any subsequent appointment renewals. A Brookhaven photo ID card cannot be issued without the appropriate identification.

**Foreign Nationals.** Foreign Nationals must bring their original passport (with I-94 attached) and applicable visa with any INS documentation supporting the visa status and/or renewals (e.g., form I-20 for F-1 students or form IAP-66/DS2019 for J-1 visa holders) to Brookhaven upon their initial check-in and each time their visa status changes thereafter. Individuals with employment authorization cards must bring their card with them upon their initial check-in at BNL.

**Lawful Permanent Residents of the United States.** Lawful permanent residents of the United States (previously called permanent resident aliens) must bring their Green Card or passport with a valid I-551 stamp AND a Government-issued identification document which includes a photograph, such as a passport or driver's license, with them upon their initial check-in at BNL.

**U.S. Citizens.** U.S. citizens must bring a government-issued ID card with them that contains a photo such as a passport, a government-issued ID card, or a valid driver's license. Please note, some states are now issuing licenses without photographs or licenses marked "cannot be used for identification purposes," which cannot be used. Non-driver photo identification cards, issued by the Department of Motor Vehicles, can be used as proof of identification.

**Visa Waiver Program Participants.** Currently, 27 countries participate in the Visa Waiver Program (VWP). If you are traveling to the United States under the VWP and are from the following countries, you MUST have a machine-readable passport (MRP): Belgium, Andorra, Brunei, Liechtenstein, Luxembourg, and Slovenia. The following countries have been granted a postponement on the requirement for MRPs until October 26, 2004: Australia, Austria, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Monaco, Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Spain, Sweden, Switzerland, and the United Kingdom. VWP nationals who do not have MRPs must obtain a U.S. non-immigrant visa (NIV).

**Visa Advisory.** Foreign nationals intending to visit BNL under the Visa Waiver Program or in a business classification should be sure that the INS Officer at the port of entry marks their arrival/departure record (form I-94) with either W/B or B-1 visa for business status. Foreign nationals with the following visa classifications are NOT eligible to hold a BNL appointment: W/T, B2, J-2, and H-4. (Accompanying family members may hold W/T, B2, J2, or H4 visas.)

**Canadian Citizens.** Citizens of Canada are exempt from the usual requirements that they have a passport or visa to enter the United States. However, Brookhaven requires some proof of identification in order to issue an appointment and a BNL ID card. One of the following items is appropriate for identification purposes: passport, visa, green card, working papers, or an E or TN visa. If none of these are applicable, you should bring a birth certificate or certificate of Canadian naturalization.

**Medical Insurance.** U.S. citizens coming to Brookhaven must have valid medical insurance. BNL cannot provide medical coverage to individuals sponsored by U.S. institutions, but can provide medical insurance to U.S. citizens who are foreign affiliated.

Foreign nationals must have medical insurance that is valid while in the U.S. Travelers insurance is not valid. The Laboratory will make medical coverage available to foreign visitors (with appointments of 30 days or more) and their eligible family members who otherwise do not have coverage. The Department sponsoring the visitor will be billed for the premium costs. Medical insurance is also available to guests whose visits are 30 days or less with special approval from the host department.

Bring your insurance and prescription cards with you in case you need them.

**Visit Documentation.** In certain instances, you will be asked to verify authorization to be on-site when entering BNL. All first-time visitors should bring a copy of any documentation received from BNL such as an invitation letter or a housing agreement form.

**Phone Card.** Pre-paid phone cards are for sale at the BERA store in Berkner Hall, Building 490. They are available in \$5, \$10, and \$20 denominations. You may also purchase pre-paid phone cards at many local off-site stores.

**Transportation Arrangements to BNL.** Commercial limousine services are available from local airports, JFK, LaGuardia, and Islip MacArthur. It is advisable to request the rate when making the reservation. The Laboratory is 65 miles from the New York City area; taxis are not recommended. If you need assistance, please contact your host.

**Transportation at Brookhaven.** No public transportation is available in the area surrounding Brookhaven. Guests should be aware that they might need to purchase, rent, or lease a vehicle when they arrive. Brookhaven's weekly paper, the Bulletin, advertises cars for sale.

**Car Rentals.** Enterprise Car Rental has an office at Brookhaven, located behind the RHIC & AGS Users' Center in Bldg. 355. Enterprise offers full- and partial-day rates for guests and families with business and personal needs; free pick-up service; discounted rates; and weekend packages. Call 631-344-4888 or -4889 for further details. The corporate account number is FX0019.

Courtesy On-Site Transportation. Brookhaven offers courtesy van service that provides on-site transportation. This service has a routine morning run that starts at 7:30 a.m. in the Apartment Area and makes 13 stops around site. Between the hours of 8:45 a.m. and 4:15 p.m. on weekdays, except holidays, individuals can request transportation by calling extension 2714.

Courtesy Transportation From Ronkonkoma Train Station. On weekdays, except holidays, a Laboratory vehicle transports guests from the Ronkonkoma Train Station to Brookhaven. Due to limited seating, reservations are required for this service. Please telephone 631-344-2535, fax 631-344-6167, email [transportation@bnl.gov](mailto:transportation@bnl.gov), or reserve in person at the Transportation Counter located in Building 179B, no later than 10 minutes prior to departure time.

Courtesy Shopping Shuttle. A courtesy shuttle operates continually on Saturdays between the hours of 8:30 a.m. and noon between Brookhaven and the Southport Shopping Mall. Schedules can be found at <http://www.bnl.gov/staffservices/Transportation/transportation.asp - shuttle>.

Commitments and Expectations Statement. Guests coming to Brookhaven will be required to sign a Commitments and Expectations Statement before they receive a BNL ID card.

**Patent Agreements/User Facility Agreements.** All individuals who come to Brookhaven as users of one of the Laboratory's Designated User Facilities (NSLS, AGS, RHIC, STEM, Tandem) must sign the form provided by the appropriate User Office indicating that they are representing their institution and working at the User Facility under the User Facility Agreement in place between Brookhaven and the institution. All individuals who come to Brookhaven with Guest Appointments from Brookhaven Research Departments must sign a Guest Patent Agreement. The appropriate user form or the Guest Patent Agreement must be signed by the individual as a pre-requisite to issuance of a Laboratory ID card and authorization to conduct work at Brookhaven. If you have questions concerning the patent agreement, call BNL's Office of Economic Development and Technology Transfer at 631-344-7338 to resolve the issues before arriving at Brookhaven.

**Shipping Material to Brookhaven.** All shipments should be addressed to Brookhaven National Laboratory, Central Receiving Section, Building T-100, Upton, NY 11973-5000. To speak to a representative call 631-344-2311, unless you have made other arrangements with your host. Include your host's name or your name on the package. Individual departments can receive non-hazardous, non-radiological materials directly; contact your host for further details.

Insurance coverage should be taken on non-BNL shipments that are delivered to the Laboratory. BNL will not be responsible for any reimbursement for damage to equipment or materials belonging to outside organizations.

Shipment of all materials, including hazardous materials and hazardous chemicals, to BNL must be conducted in accordance with U.S. Department of Transportation requirements. Contact your ESH Coordinator and then Central Receiving Section at 631-344-2311 to make arrangements for these shipments.

If your institution is shipping radioactive material or accountable nuclear material to BNL, you must contact the Isotopes and Special Materials (I&SM) Group 631-344-2311 or 631-344-4051 to obtain an authorization number and make shipping arrangements.

Radioactive materials are received at Central Receiving and are temporarily stored in the designated area for pick-up by I&SM. It is the Laboratory's policy to conduct the receipt, storage, inspection, and delivery of Radioactive Hazardous Material in accordance with the regulations contained in the Department of Transportation's Code of Federal Regulations (CFR), Title 49, parts 100 through 179.

Shipping Materials On-site. See On-site Transportation of Hazardous Materials in the *Upon Arrival at Brookhaven* Section of this Guide (page 15).

Off-site Shipments. See Off-Site Shipments in the *Leaving Brookhaven* Section of this Guide (page 22).

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## Items NOT to Bring to Brookhaven

You may not bring radioactive materials to Brookhaven without making the proper arrangements. Contact BNL's Isotopes and Special Material Group (ISM) at 631-344-5233.

The following articles are prohibited from the site, unless specifically approved by the Safeguards and Security Division (SSD): any dangerous weapon, explosive, or other dangerous instrument or material likely to produce substantial injury or damage to persons or property.

Except for authorized members of law enforcement agencies, no person may bring or carry firearms on site without specific prior authorization from the SSD. On-site residents and employees may store firearms with the Police during their stay at BNL. No firearm of any type may be fired on the Laboratory site without authority granted by the Laboratory Police. For information contact the SSD point-of-contact at 631-344-4691.

Biohazards, carcinogens, radioactive materials, explosives, laboratory animals, toxic materials including wastes, or laboratory equipment that is not commercially available requires review and approval by the receiving facility or Department prior to being shipped to BNL. These items must be shipped to the laboratory via carriers that comply with all requirements set by the U.S. Code of Federal Regulations. DO NOT bring these items onto the Laboratory site in your personal vehicle or in your luggage.

The following privately-owned articles are not permitted in areas posted *limited, exclusion, protected, or material access* without prior authorization: recording equipment, electronic equipment with a data exchange port, cellular telephones, radio frequency transmitting equipment, computers with associated media, and controlled substances.

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## Family Issues

**Schools.** Children living on the Laboratory site may attend a public elementary school (grades kindergarten through 6), a junior high school (grades 7 and 8), or a high school (grades 9 through 12), at no cost. A child who becomes five years old on or before December 1 of the year of entry is eligible for kindergarten. A child who becomes six on or before December 1 is eligible for grade 1. Students are transported to and from the Laboratory by school bus. Generally, the school term begins a day or two after Labor Day (first Monday in September), and ends late in June.

Students may register any time at the Longwood School District, Central Administration Offices, Yaphank Road, Middle Island, NY 11953; telephone 631-345-2162 or 631-345-2820. Your child should have the following documents in hand to register: passport, translated immunization records, and a copy of the housing rental agreement as proof of residence. The BNL point-of-contact can be reached at 631-344-3318.

**Immunization Requirements.** New York State Public Health Law requires proof of the following immunizations: at least 3 DPT (diphtheria, whooping cough, and tetanus) shots; 3 to 4 doses of oral trivalent polio vaccine; plus 1 single dose each of measles, mumps, and rubella (live) given after 12 months of age; if born on/after 1/1/85 all of preceding plus one more for measles and 3 hepatitis B for children born after 1/1/93. Immunizations should be given before you leave home and the immunization record translated into English. Without this document, your child will not be allowed to attend school.

**Nursery School and Child Care.** The Upton Nursery School is a non-profit, parent-run cooperative preschool that has been in operation at the Laboratory since 1965. Classes meet three mornings a week from 8:30 to 11:30 for the duration of the school year. Children of employees or guests are eligible to participate. Children must be between the ages of three and five and be toilet trained. Children must be immunized, see Immunization Requirements above. For further information contact the Nursery School by writing to Upton Nursery School, Brookhaven National Laboratory, P.O. Box 324, Upton, NY 11973-5000. If you do not speak English, an individual who can communicate with you will call you back to provide you with information.

**The Child Development Center (CDC)** maintains an environment conducive to the early development of children in a consistent and secure setting. The Center provides day care for children from six weeks to five years of age and is open from 8:00 a.m. to 5:30 p.m., Monday through Friday. This on-site facility is fully accredited by the National Association for the Education of Young Children, to accommodate the childcare needs of Laboratory employees and guests. Children must be immunized, see Immunization Requirements above. For tuition and availability information please contact Child Development Center Director, Brookhaven National Laboratory, Building 373, Upton, NY 11973-5000 or by calling at 631-344-7416.

**Pets.** Approval to harbor pets in apartments must be obtained from the Housing Office prior to arrival. Pets are prohibited in dormitories and in shared efficiencies. Contact the Housing Office at 631-344-2541.

## Housing

**On-site Housing.** Male and female dormitory rooms, Guest House, as well as apartments ranging from one-room connecting efficiency to four-bedrooms are available. Seasonal cottages are also offered during the summer. A number of furnished apartments, with one to four bedrooms, and dormitory rooms are available.

- For housing between September 1 and May 31, reservations are made directly on the web at <http://www.bnl.gov/staffservices/OnsiteHousing/OnsiteHousing.asp> or by calling the Housing Office at 631-344-2541.
- For housing during the summer, June 1 through August 31, reservations must be made through a Department or User facility office.
- For information regarding off-site housing, please contact the Housing Office.

Cash, traveler's checks, personal checks, VISA, Master Card, American Express, or a user account number can be used for paying a housing bill. A current Laboratory appointment is required to occupy on-site housing. The apartments are supplied with linens and utensils. Telephones are provided in each room. Charges for phone calls are the responsibility of the resident.

## Miscellaneous Issues

**Automobile Stickers.** Your BNL Photo ID should be used as identification through the front gate. Identification cards are available for family members. Automobile passes are available for visitors who will reside on-site for long periods of time. Special requests by long-term guests to use automobile stickers will be considered on a case-by-case basis.

**Equipment Identification and Tagging.** DOE requires that ALL equipment at BNL have bar codes or tags to indicate ownership. Please tag all your equipment prior to arrival at BNL.

**Visas.** The U.S. Department of Energy (DOE) funds BNL; regulations must be followed in order for foreign individuals to receive travel-related expenses from the Laboratory. Similar regulations apply at other institutions and universities, which are funded by the DOE. All questions regarding Visas should be directed to Human Resources at 631-344-7814.

## Monetary Issues

**Accounts.** Accounts to cover operating expenses by non-BNL institutions while at Brookhaven (e.g., charges for use of trades, shops, stockroom withdrawals, and telephone charges) are subject to BNL overhead and are established by the user's home institution via a purchase order. Contact the Budget Office at 631-344-7957 for further details.

**Money & Banking:** The best way to get cash is from an automatic teller machine (ATM) machine. There is an ATM machine in the lobby of the cafeteria in Berkner Hall, Building 488. This ATM is connected to VISA, MasterCard, CIRRUS, PLUS, and NYCE networks. Most European and Japanese cards will work.

There are a number of banks located nearby. A branch of Teacher's Federal Credit Union is located on-site. You can cash paychecks at the Credit Union with a BNL ID card. To obtain money from a cash advance, go to the Cashier's Office, Building 134, between 1:30 and 3:30 p.m.

Travelers' checks, in U.S. dollars only, can be cashed at the Credit Union under a member's account. Travelers' checks in foreign currencies cannot be cashed on-site or anywhere nearby; if you need to do so, then please take the opportunity to do it at the airport when you first arrive.

## Safety Procedures

**Experiment Review.** Your facility/department must be notified beforehand about all materials, chemicals, or equipment that you bring into the facility. Each experiment or modification to the experiment must undergo a review for conventional Environmental Safety & Health (ESH) issues by the Department's Experimental Safety Review Committee; see Appendices for name and phone number of the Committee Chairs. Sufficient drawings and certifications must be made available for review of equipment that is fabricated at a non-BNL facility. An experiment may also require review for access controls and radiation protection issues.

Certain types of equipment, such as pressure vessels, vacuum vessels, cryostats, and gas-handling systems must not be operated before undergoing a thorough ESH review. Your facility/department must be informed before the introduction of a potential hazard into the experimental areas. Sufficient time must be allowed for a thorough review to be accomplished before operation of the equipment.

**Safety and Work Planning Process.** See *Safety Section* for information.

**Training Requirements.** The Laboratory has established training programs in accordance with regulatory requirements for work to be performed, hazards that may be encountered, areas that will be accessed, potential for risk, and general site requirements. Brookhaven's Training and Qualifications Program ensures that BNL employees and guests are trained and qualified to perform their assigned tasks and job functions. Training requirements that you will need for the work to be performed will be assessed through the guest orientation process. Completion of required training is tracked and reported through BNL's Job Training Assessment (JTA) process.

Training information and web courses are available at <http://training.bnl.gov/>. Your Training Coordinator can assist you with determining your training requirements and provide you information about the courses that can be completed prior to your arrival. Once your required training has been assessed, you may check the status of your requirements by accessing the Brookhaven Training Management System (BTMS). You will need login information in order to access the BTMS from off-site; this information is available from your Training Coordinator or your Guest Administrator. Training Coordinators are listed in the Appendices or can be found at [http://training.bnl.gov/tc\\_list.htm](http://training.bnl.gov/tc_list.htm). Guest Administrators are listed in the Appendices. Once logged into BTMS, record queries, status, and expiration reports and other training information will be accessible.

# UPON ARRIVAL AT BROOKHAVEN

## When You Arrive at BNL

Guests without a BNL ID card will be stopped at the front gate and issued a temporary access pass to obtain access onto the Brookhaven site. Guests holding a valid BNL ID card will have their ID cards scanned at the front gate to obtain access onto the Brookhaven site.

## Check-In Procedures at Brookhaven

Guests will be instructed on check-in procedures when they complete the Arrival Notification Form at <http://130.199.76.181/guest/guestlog.asp>. If you are required to check in, you will do so at one of the locations listed below, as applicable. Check-in hours are 0830 to 1600, Monday through Friday, excluding holidays. Guests should make every attempt to arrive during these hours. Guests arriving during non-working hours will be asked to read and acknowledge BNL's off-hours policy for untrained guests when they arrive.

- Experimenters of RHIC, AGS, Tandem, ATF, and BAF facilities must check in at the RHIC & AGS Users' Center, Building 355A.
- Experimenters of the NSLS must check in at the NSLS User Administration Office, Building 725.
- Guests and visitors to all other BNL organizations must check in at Human Resources, Building 185.

**Commitments and Expectations Statement.** See *Before Arrival at Brookhaven*.

**Patent Agreement/User Facility Agreements.** See *Before Arrival at Brookhaven*.

**Identification:** Foreign nationals must bring their original passport (with I-94 attached) and applicable visa with any INS documentation supporting the visa status and/or renewals, (e.g., form I-20 for F-1 students or form IAP-66/DS2019 for J-1 visa holders) to Brookhaven each time their visa status changes. Individuals with employment authorization cards must bring their card with them upon their initial check-in at BNL.

Permanent resident aliens (PRAs) holding green cards must bring their green card with them upon their initial check-in at BNL. Permanent resident aliens without green cards must bring their passport containing a valid I-551 stamp in it when they arrive at Brookhaven.

U.S. citizens should bring either their passport, a government-issued ID, or a valid driver's license.

Instructions on identification requirements for subsequent visits to BNL will be provided upon check-in. This documentation is required for guest registration, the issuance of appointments and any subsequent appointment renewals. A Brookhaven photo ID card cannot be issued without the appropriate identification.

**Guests Less Than 18 Years of Age (Minors).** Individuals who are minors and who have a guest appointment are required to have parent/guardian permission to work in Radiological Areas or Controlled Areas. It is BNL policy that minors are not to be exposed to hazardous situations while involved in BNL activities. Contact your Facility Support Representative to complete the appropriate request form; see Appendix for Facility Support Representatives. User facilities and departments may have additional requirements for minors that are covered in their facility-specific training.

## **FACILITY ACCESS POLICY FOR UNTRAINED GUESTS ARRIVING DURING OFF-HOURS**

If this is your first visit to BNL and travel arrangements bring you to Brookhaven during off-hours, the officer at the front gate will direct you to either Security or the Housing Office for housing keys. If you have made prior arrangements with your host, you may be directed to a User Facility and assigned an escort. Contact your host or Guest Administrator before you arrive at BNL to make plans for unescorted access to facilities and departments.

The off-hours untrained guest policy states that without training you are **ONLY** allowed unescorted access to BNL's common areas, which include the Brookhaven Center, Post Office, Research Library, Housing Office, apartment and dormitory area, and the Cafeteria. If you have not been trained, you cannot work in a scientific facility or Department without an escort. You **MAY NOT** begin work at BNL until you have received training.

### **BNL Photo ID Cards**

If this is your first visit to BNL, you will be issued a photo ID card when you check in. ID cards will be issued for initial appointments and renewal appointments when proper identification has been provided, a Commitments and Expectations Statement has been signed, and a Patent Agreement has been signed.

You must carry your BNL Photo ID card with you at all times. It is an important form of identification. You will need it to access BNL's main gate and some of BNL's user facilities. Additional access cards are required for the RHIC & AGS facilities. Access is given when all appropriate training has been completed.

The BNL Photo ID card issued to you is the property of the U.S. Department of Energy. If you should lose your ID card, report the loss immediately to BNL Police Headquarters (phone: 631-344-2238). Upon expiration of your appointment (the date indicated on your card), you must surrender your ID card to BNL. If you plan to return and extend your Laboratory appointment, you must turn in your expired ID card in order to receive a new one.

### **Training**

All individuals are required to have BNL and/or site-specific training prior to unescorted access to BNL facilities and laboratories. Departments/facilities will identify authorized escorts if access to a facility is required prior to training. The Department or User Facility Training Coordinator should be contacted with any training questions. See Appendices for contacts.

### **Access to Brookhaven's Buildings**

**Common areas** at Brookhaven, such as the Cafeteria, the Brookhaven Center, Research Library, and the Housing Office, are open to everyone. Untrained individuals are **NOT** free to wander through, or work in, any other Brookhaven buildings unescorted. If you are untrained and unescorted, you may enter a Brookhaven building only to proceed to your Guest Administrator's Office to check in. Some buildings at Brookhaven have Controlled Access for radiation-protection purposes. In order to enter these sites, you must have appropriate training and access approval. Signs are posted on the doors to these areas. Unauthorized access is a serious infraction and may lead to loss of privileges at BNL.

## Procurement at BNL

**Procurement of Goods and Services.** BNL uses a web-based procurement system. All procurement for goods and services is done by completing a web page and routing it using electronic mail. BNL's Procurement and Property Management Division (PPM) supports a web page to assist visitors in how to use the system; go to <http://intranet.bnl.gov/ppm/>. Access to the system is obtained by completing a Request for BSD Access form. Forward the completed form to your Department Administrator.

**Procurement of BNL Services.** Intra-Laboratory Requisitions (ILRs) are used to request and charge work to your BNL account. There are different types of ILRs (yearly, for a specific job, or estimate only). See your host or Department Administrator for further directions.

## Miscellaneous Items

**Auto Licenses.** New York honors all valid foreign licenses. By law, New York will honor a valid driver's license issued by any other nation to a resident of that nation. You should not apply for a New York State license unless you become a resident of New York.

**Computing at BNL.** Computer security is taken seriously at BNL. All guests will be required to take an on-line Cyber Security training course. This can be taken prior to coming to Brookhaven at the following site: <http://training.bnl.gov/>

**English Lessons.** English as a Second Language is a free course offered to individuals visiting Brookhaven. Contact Human Resources at 631-344-5251.

**Health Concerns.** Long Island is the home of two diseases which individuals visiting Brookhaven should take precautions against. Both of these diseases are spread by common insects -- one by ticks and one by mosquitoes.

Lyme disease is carried by deer ticks. An infected tick can transmit the spirochete to the humans and animals it bites. Be alert for symptoms, which may include a red rash (especially surrounding the tick bite), flu-like symptoms, or joint pains in the first month following any deer tick bite. If diagnosed and treated early with antibiotics, Lyme disease is almost always readily cured. Insect repellents with DEET can reduce the risk of tick bites.

West Nile Virus is a rare mosquito-borne infection that can cause fever and headaches and in some cases neurological disorders. Mosquitoes are most active at dawn (just before sunrise) and at dusk (just before sunset). Limiting your time outside during those periods will limit your chances of being bitten by a mosquito. Insect repellents with DEET can reduce the risk of mosquito bites.

**The Occupational Medicine Clinic** provides the following services for guests: emergency first aid care and emergency room or urgent physician referral, evaluations of medical concerns or conditions by a registered nurse, assistance in locating physicians and other health care providers for private care, and assistance in assessing medical qualifications for respirator users at BNL.

**Property Damage.** Individuals should take reasonable precautions, in accordance with the applicable ESH Standards, to safeguard and protect BNL's equipment. In the event of any loss, destruction of, or damage to any property, the individual shall inform their host of the facts surrounding the occurrence. In the event the occurrence involves non-government-owned property, the owner of such property shall also be notified.

**Recycling at BNL.** Brookhaven supports a large recycling program that includes paper, Styrofoam, cardboard, lead, soda cans and bottles, laser printer cartridges, and scrap metals. Please note, some batteries are considered hazardous and must be disposed of as a hazardous waste. Each Department and User Facility has

designated collection areas for such items. Individuals are required to familiarize themselves with their locations and support these efforts. See *Safety Issues at Brookhaven Section* regarding disposal of hazardous wastes.

**Traffic Safety.** You are required to observe the traffic signs and speed limits posted on the Laboratory site. New York State law requires the use of seat belts at all times by passengers riding in the front seat of a car and for passengers under the age of 16 riding in the rear seat of a car.

Everyone using bicycles as a mode of transportation around Brookhaven should ride with caution. NY State law requires all children under the age of 14 to wear helmets while riding bicycles. Helmets are recommended at all times for all ages.

## Transporting Hazardous Materials On-Site

**On-Site Transportation of Hazardous Materials** must be via laboratory vehicles, **NOT** personal vehicles or rental vehicles. For assistance in on-site transfers, contact your ESH Coordinator. Names and numbers are in the Appendices.

# SAFETY ISSUES AT BROOKHAVEN

## Personnel Safety Requirements and Expectations

Brookhaven's Integrated Safety Management (ISM) system must be used by all BNL employees and guests to establish work planning and control requirements at BNL so that all work is planned and implemented properly, hazards and risks are identified and controlled, resources are scheduled and coordinated, and appropriate feedback mechanisms are in place. "Work" is defined as the activities that involve the design, operation, maintenance, modification, construction, demolition, or decontamination of facilities, systems, or experiments by BNL or non-BNL individuals. The Work Planning and Control Management System includes the [Work Planning and Control for Experiments and Operations](#) subject area. Contact your ESH Coordinator or your Work Control Manager for further information; see Appendices.

Individuals who come to Brookhaven are responsible for their own safety as well as the safety of others. This includes acting in a prudent and responsible way when dealing with hazards, seeking help when unsure of proper procedures, reporting unsafe conditions and activities and utilizing BNL's stop-work procedures. Thus, individuals are responsible for the safe conduct of their experiments, and for providing the necessary knowledge and planning for dealing with hazards or potential accidents connected with their experiment. Bypassing any safety system or regulation at Brookhaven is prohibited, is considered a serious infraction or may result in monetary penalties to the facility/department, and may lead to loss of research privileges at Brookhaven.

Individuals should take reasonable precautions, in accordance with the applicable ESH Standards above, to safeguard and protect BNL's equipment. In the event of any loss, destruction of, or damage to any property, the individual shall inform their host of the facts surrounding the occurrence. In the event the occurrence involves non-government-owned property, the owner of such property shall also be notified.

If you or your collaborators are injured, dial 911, or notify the Occupational Medicine Clinic at 631-344-3670 or 3671.

## Hazardous Materials

Hazardous materials are reviewed as part of the experiment safety review. Depending on the type of material used, there may be special safety and emergency procedures required. Materials considered potentially hazardous are: flammable substances, toxic substances, radioactive materials, biological hazards, cryogenic liquids, carcinogenic and suspect carcinogenic materials, and corrosives. US law requires commercial suppliers of hazardous materials to provide Materials Safety Data Sheets (MSDS). MSDS forms should be consulted for potential hazards. BNL also maintains a computerized MSDS database for materials in its inventory.

**Usage of Hazardous Materials.** There are several support laboratories available around the BNL site for sample preparation or the conduct of other activities that need exhaust hoods and other controls. Further details can be obtained from your Building ESH Coordinator.

Ship the smallest quantity of material necessary for the experiment to Brookhaven. Use of hazardous materials in small quantities helps to limit the potential of a "worst-case accident" and often simplifies required safety measures and limits the amount of hazardous waste produced. Hazardous gases are a particular concern. Only limited quantities of these gases can be brought into buildings. For some gases, even lecture bottles may be an unacceptable volume. For further guidance contact your ESH Coordinator, during the planning stages of shipping material to BNL.

**Storage of Hazardous Materials.** Cabinets are available for short-term storage of flammable and corrosive liquids. Laboratory exhaust hoods are not appropriate places to store hazardous materials. Individuals are expected to ship their materials back to their home institution upon completion of their experiment.

**Waste Chemical Storage.** The Hazardous Waste Collection Areas at Brookhaven are located around site. Contact your ESH Coordinator to determine which area you should be using. All items must be identified according to BNL safety rules and appropriate waste disposal forms must be completed.

Training is required for anyone disposing of hazardous and/or radioactive wastes at BNL. The Hazardous Waste Management course is available on the web at <http://training.bnl.gov/> and the Radioactive Waste Management course is available on the web at <http://training.bnl.gov/cbt/radwaste>. The courses take approximately 20 minutes to complete. Training is valid for one year. Contact your Training Coordinator for assistance. Training Coordinators are listed in the Appendices.

**Spills.** Spills of oils, chemicals, chemical wastes, or wastewater must be immediately addressed to prevent injury to personnel or releases to the environment. The release of non-permitted chemicals into a sink or floor drain is prohibited. A list of chemicals that may be disposed of via sinks or floor drains is available from your ESH Coordinator. Report all spills to your ESH Coordinator immediately to determine the appropriate response. All spills or releases to the outdoors, either by direct discharge, sinks or floor drains, or emitted to the atmosphere must be reported by calling the BNL emergency numbers x911 or x2222. For notifications by cellular phones you must call 631-344-2222.

**BNL Chemical Management System (CMS).** All chemicals shipped to BNL will be bar coded and will be maintained in a chemical management inventory. Further information can be found at <http://www.esh.bnl.gov/cms>.

**Labeling.** DOE requires that all chemical containers be properly labeled. Use of a standard labeling system is required throughout BNL. The labels display a colored diamond divided into four sections and have a space for the name of the material in the container. Further information can be found at <http://www.esh.bnl.gov/cms>.

**Medical Waste.** All regulated medical waste (RMW) generated at BNL is picked up by a licensed contractor for disposal. The Medical Department administers the contract and the RMW program. Arrangements for disposal of RMW, including RMW contaminated with short-lived isotopes, are made through the Medical Department's Medical Waste Supervisor. Arrangements for disposal of long-lived R-RMW are made through your

department's/User Facility's Environmental Compliance Representative and the Medical Department's ES&H Coordinator. Failure to comply with requirements in this subject area may be treated as a reportable event.

**Hazardous Waste** is defined as a by-product of certain processes and activities that can pose a substantial or potential hazard to human health or the environment when improperly managed. Wastes in any form are considered hazardous if they are ignitable, corrosive, reactive, toxic, or if they are included on the U.S. Environmental Protection Agency's list. The definition of hazardous wastes and the characterization of waste materials can be confusing. If you are not sure, ask your ESH Coordinator.

**Hazardous Waste Collection Area.** Hazardous wastes that accumulate during an experiment should be stored in a Satellite Accumulation Area (SAA). Contact your ESH Coordinator to learn the location of your SAA. Hazardous wastes are to be stored near their point of generation in a designated SAA until ready for transfer to a 90-day storage area. Only trained and qualified personnel may bring wastes to a collection area.

**Waste Minimization.** Disposal of hazardous wastes is costly, time consuming, and subject to strict regulatory oversight. Please make every effort to minimize the quantity of chemicals you ship to BNL and the quantity of waste materials generated.

**Batteries.** Alkaline batteries manufactured after 1995 can be disposed of in the normal BNL garbage. The following classes of batteries must be disposed of as hazardous waste: carbon-zinc, mercury, mercury oxide, silver-oxide, lithium, and nickel-cadmium.

## Radiation Safety

When conducting work at BNL, it is important that radiological requirements be properly addressed. BNL regulations are subject to Federal enforcement under the Price Anderson Amendments Act (PAAA). The Laboratory is subject to fines and penalties, and individuals responsible for violations are subject to disciplinary actions. Contact your ESH Coordinator for information or help.

**Radiation Exposure.** The approach to radiation protection is to manage and control exposures to the work force and to the general public, to levels as low as reasonably achievable (ALARA), taking into account technical, economic, practical, and public policy considerations. ALARA is a concept and process that has the objective of attaining and maintaining, if achieved, doses as far below the applicable limits of Federal Regulations (10CFR835) as reasonably achievable. Individuals shall always adhere to radiological postings and announcements.

**Radioactive Material.** Radioactive materials or sources used at BNL must be utilized in conformance with BNL's Radiological Control Manual. All such material must be labeled and controlled. Operating procedures and radiation work permits may also be required. Shipment of radioactive material to or from BNL must be done through the Isotope & Special Materials Group. Contact IS&M at 631-344-5233. Once on-site, contact your Department's ESH Coordinator to ensure proper control.

**Radiation Badges.** During their Job Training Assessment individuals will be told whether or not they require a dosimetry badge. Details on how to obtain a badge will be provided at that time. Badges will not be issued to individuals who have not completed the necessary training. Some basic badge policies are:

- Wear ONLY the badge assigned to you.
- Wear badges on the outside of clothing between the neck and waist with the color bar facing out.
- Badges should be left on a badge board when leaving a building.
- Badges are exchanged monthly, usually within the first few days of each month.
- Lost or damaged badges must be reported to your ESH Coordinator.
- Badges must be returned prior to returning to your home institution. If you accidentally take your badge back home with you, mail it back to your Guest Administrator immediately.

## Safety Tagging

**Red Tags for Lock-Out/Tag-Out.** In some circumstances, a source of energy (such as electricity, high pressure, or radiation) must be turned off or disabled to avoid hazard to personnel. BNL has adopted a "Lock-Out/Tag-Out" procedure for these situations. The tags are red, have the words "Danger-Hold," written on them, the name of the person who attached the tag, the date, and the reason. Tagged equipment may not be operated and the tag may not be removed, except by the authorized person who attached it. Penalties for violation are severe and may include removal of your guest status at BNL. Further information about red tags can be obtained from your ESH Coordinator.

**Yellow or White Caution Tags** for Equipment Conditions and Requirements. Yellow or white caution tags are not used at all facilities at BNL. They are commonly used to protect equipment and provide information about important conditions, such as vacuum requirements, and are placed where the information is needed. Further information about caution tags can be obtained from your ESH Coordinator.

# LEAVING BROOKHAVEN

## Electronic Transfer of Data

To transfer data into and out of the Laboratory via File Transfer Protocol (FTP), users must utilize the FTP proxy. Outgoing traffic (connections originating from within BNL) simply use the proxy as an intermediate step, requiring no authentication. Graphical User Interface FTP clients, such as Fetch, WS-FTP, and Cute-FTP, have settings for FTP proxies, and once set, become transparent to the user. Others will have to address the proxy manually. Directions on how to use the proxy are on the BNL Cyber Security web page at <http://www.bnl.gov/cybersecurity/default.asp>.

To access most systems at BNL via FTP, a user outside BNL will need to apply for, and use, a Crypto Card One Time Password Token. Applications and instructions for the Crypto Card Tokens are available online at: <http://www.bnl.gov/cybersecurity/cryptocards.asp>. Directions for using the FTP proxy from outside the Laboratory are also on the FTP page mentioned above. Some departments have public FTP sites that require no authentication from outside BNL. Contact your host or guest administrator for further assistance.

## Experiment Closeout

At the conclusion of the experiment the experimental area shall be left in a condition that is satisfactory to the host Department/Division line management. This includes, but is not limited to, the proper disposition of chemicals and disposal of hazardous materials. It also includes the tear down of the experiment and assuring that all hazards are identified and appropriately controlled. See Off-site Shipments information below for details on shipping your equipment back to your home institution.

## Leaving a BNL Department

Checking out of Brookhaven is very important. There is a formal checkout procedure for all individuals working in a department. Chemicals must be reconciled with the Chemical Management System as well as other materials and equipment prior to your departure. You should check out through the office that you check in. Contact your Guest Administrator with any questions you may have. See Appendices for names of Guest Administrators.

## Leaving a BNL User Facility

Each User Facility has a formal checkout procedure. You should check out through the User Center or User Office that you check in. Prior to leaving Brookhaven, you are responsible for returning any items assigned to you such as: radiation badge, RHIC & AGS access cards, library books, keys, experimental equipment and supplies, etc.

## Off- site Shipments

**Chemicals.** All packages that contain chemicals are reviewed and repackaged at Building T-89 for shipping to their final destination. Chemical packages must have a Material Safety Data Sheet (MSDS) attached to them. The MSDS must include a UN number. A UN number is a DOT chemical coding system used for international shipments. If the materials are mixtures, or you are not sure how to identify them, contact your ESH Coordinator (see Appendix for Coordinator listings). Be sure that every container in the package is sealed and labeled. Place the materials into a box such that they do not break in transit to Building T-89. Contents should not be loose, and equipment should be shipped separately from chemicals.

**Hazardous & Radioactive Materials.** Radioactive material and hazardous waste are packaged and labeled by the Isotopes and Special Materials Group (I&SM) and Hazardous Waste Management Group, respectively. Processing and shipment of radioactive hazardous material is done in accordance with the requirements contained in the Code of Federal Regulations (49CFR) and International Air Transport Association (IATA), Dangerous Goods Regulations (DGR). For shipping off-site radioactive materials that are not waste, a "Request to Ship Radioactive Materials Form" must be obtained from the Isotopes & Special Materials Group. Call 631-344-5241 to obtain this form.

**Non-Hazardous Materials.** Brookhaven's Shipping Section, Building T-89, is responsible for the packaging, labeling, routing, and shipment of all material leaving the Laboratory to ensure all transportation guidelines and laws have been followed. A Shipping Memo is required to ship items off-site. See below for details.

**Shipping Memos.** Contact your Guest Administrator for further details on completing a Shipping Memo. See Appendices for names of Guest Administrators.

## Publications

All individuals are obligated to inform their sponsoring BNL office of their publications or Ph.D. theses based on research carried out, in whole or in part, at Brookhaven. These lists are compiled and made available in various publications and reports. The following acknowledgement is to be used when referencing work performed at BNL:

"Research carried out (in part) at (name the BNL facility), Brookhaven National Laboratory, which is supported by the U.S. Department of Energy (Division) under contract #, and any other financial supporters."

## GUEST CHECK LIST

- Experiment/proposal approved **OR** invitation from BNL to collaborate, consult, or perform research work received
- Pre-registered via BNL's Guest Information System (GIS)
- Notified host/sponsor or Guest Administrator of your expected arrival date
- Have identification documents with you upon arrival to Brookhaven  
(Foreign nationals: passport & Visa. US Citizens: drivers license, government ID card, social, or security card)
- Have medical insurance coverage
- Bring medical insurance card (not required if coverage is provided through BNL)
- Bring visit documents, if any (e.g., housing agreements or invitation letter)
- Bring school records and immunization records if children are accompanying you
- Complete on-line training, if appropriate
- Ship equipment to BNL, if appropriate
- Identify and tag equipment being brought to BNL, if appropriate
- Open budget account at BNL, if appropriate
- Read and understand Patent Agreement/User Facility Agreement, Commitments and Expectations Statement, and Guest Guide

## BIOLOGY DEPARTMENT

| <b>GUEST ADMINISTRATION</b>                |                 |             |              |            |              |             |
|--|-----------------|-------------|--------------|------------|--------------|-------------|
| <i>Position</i>                            | <i>Name</i>     | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Guest Administrator-Department Guests      | Kathryn Folkers | 3415        |              | 6398       | 463          | B204        |
| Guest Administrator-User Facilities Guests | Kathryn Folkers | 3415        |              | 6398       | 463          | B204        |
| <b>DEPARTMENT ADMINISTRATION</b>           |                 |             |              |            |              |             |
| <i>Position</i>                            | <i>Name</i>     | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Department Chair                           | Carl Anderson   | 3416        |              | 6398       | 463          | B204        |
| Administrative Assistant to Chair          | Kathryn Folkers | 3415        |              | 6398       | 463          | B204        |
| <b>SAFETY STAFF</b>                        |                 |             |              |            |              |             |
| <i>Position</i>                            | <i>Name</i>     | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| ESH Coordinators                           | Robert Colichio | 8440        | 6114         | 2358       | 490          | 9-91        |
| Experimental Safety Review Committee       | Ann Emrick      | 5756        |              | 6398       | 463          | B206        |
| Work Control Manager                       | Ann Emrick      | 5756        |              | 6398       | 463          | B206        |
| <b>USER SUPPORT SERVICES</b>               |                 |             |              |            |              |             |
| <i>Position</i>                            | <i>Name</i>     | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Facility Support Representative            | Dennis Ryan     | 3556        | 6207         |            | 490          | 9-85        |
| Training Coordinator                       | Ann Emrick      | 5756        |              | 6398       | 463          | B206        |

## CENTER FOR DATA INTENSIVE COMPUTING

| <b>GUEST ADMINISTRATION</b>           |              |             |              |            |              |             |
|---------------------------------------|--------------|-------------|--------------|------------|--------------|-------------|
| <i>Position</i>                       | <i>Name</i>  | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Guest Administrator-Department Guests | Fox          | 2939        |              | 4130       | 179A         | 1           |
| <b>DEPARTMENT ADMINISTRATION</b>      |              |             |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>  | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Department Chair                      | J. Glimm     | 8155        |              | 5751       | 463B         | 255-A       |
| Administrative Assistant to Chair     | J. Davenport | 3789        |              | 5751       | 463B         | 255-C       |
| <b>SAFETY STAFF</b>                   |              |             |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>  | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Associate Chair for ESHQ              | J. Boccio    | 7690        | 7801         | 5266       | 197C         | 1-10        |
|                                       | P. Carr      | 7192        | 7888         | 5266       | 197C         | 1-19        |
| ESH Coordinators                      | P. Carr      | 7192        | 7888         | 5266       | 197C         | 1-19        |
|                                       | J. Boccio    | 7690        | 7801         | 5266       | 197C         | 1-10        |
| Experimental Safety Review Committee  | J. Boccio    | 7690        | 7801         | 5266       | 197C         | 1-10        |
| Radiation Safety Committee            | P. Sullivan  | 4265        | 6200         | 5266       | 197C         | 1-21        |
| Work Control Manager                  | R. Doty      | 5259        | 7803         | 5266       | 197C         | 1-17        |
|                                       | P. Carr      | 7192        | 7888         | 5266       | 197C         | 1-19        |
| <b>USER SUPPORT SERVICES</b>          |              |             |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>  | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Facility Support Representative       | P. Sullivan  | 4265        | 6200         | 5266       | 197C         | 1-21        |
| Training Coordinator                  | P. Carr      | 7192        | 7888         | 5266       | 197C         | 1-19        |

## CHEMISTRY DEPARTMENT

| <b>GUEST ADMINISTRATION</b>                |                    |             |              |            |              |             |
|--|--------------------|-------------|--------------|------------|--------------|-------------|
| <i>Position</i>                            | <i>Name</i>        | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Guest Administrator-Department Guests      | Jean Petterson     | 4302        |              | 5815       | 555A         | 200         |
| Guest Administrator-User Facilities Guests | Susan White-DePace | 7959        |              | 8686       | 355A         |             |
| <b>DEPARTMENT ADMINISTRATION</b>           |                    |             |              |            |              |             |
| <i>Position</i>                            | <i>Name</i>        | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Department Chair                           | Michael G. White   | 4301        |              | 7993       | 555A         | 200C        |
| Administrative Assistant to Chair          | Jean Petterson     | 4302        |              | 5815       | 555A         | 200         |
| <b>SAFETY STAFF</b>                        |                    |             |              |            |              |             |
| <i>Position</i>                            | <i>Name</i>        | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| ESH Coordinators                           | Diane Cabelli      | 4361        | 7608         | 5815       | 555A         | 170         |
| Experimental Safety Review Committee       | Diane Cabelli      | 4361        | 7608         | 5815       | 555A         | 170         |
| Radiation Safety Committee                 | John Boger         | 7882        |              | 5815       | 555A         | 226         |
| Work Control Manager                       | Daine Cabelli      | 4361        | 7608         | 5815       | 555A         | 170         |
| <b>USER SUPPORT SERVICES</b>               |                    |             |              |            |              |             |
| <i>Position</i>                            | <i>Name</i>        | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Facility Support Representative            | Earle Edwards      | 4308        | 6158         | 5815       | 555A         | 104         |
| Training Coordinator                       | James Wishart      | 4327        |              | 5815       | 555A         | 160         |

## COLLIDER-ACCELERATOR DEPARTMENT

| <b>GUEST ADMINISTRATION</b>   |                        |             |              |            |              |             |
|---|------------------------|-------------|--------------|------------|--------------|-------------|
| <i>Position</i>   | <i>Name</i>            | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Guest Administrator-Department Guests   | Marion Heimerle        | 4619        |              | 5954       | 911B         | A-236       |
| Guest Administrator-Russian Ministry  | Penny Lo Presti        | 2625        |              | 5954       | 911B         | A-240       |
| Guest Administrator-User Facilities Guests  | Susan White-DePace     | 7959        |              | 8686       | 355A         |             |
| <b>DEPARTMENT ADMINISTRATION</b>  |                        |             |              |            |              |             |
| <i>Position</i>   | <i>Name</i>            | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Department Chair  | Derek Lowenstein       | 4611        |              | 5954       | 911B         | A-235       |
| Administrative Assistant to Chair   | Marion Heimerle        | 4619        |              | 5954       | 911B         | A-236       |
| Department Administrator  | John Hauser            | 3307        |              | 3674       | 1005         |             |
| <b>SAFETY STAFF</b>   |                        |             |              |            |              |             |
| <a href="http://www.rhichome.bnl.gov/AGS/Accel/SND">http://www.rhichome.bnl.gov/AGS/Accel/SND</a> |                        |             |              |            |              |             |
| <i>Position</i>   | <i>Name</i>            | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Accelerator Safety Review Committee   | Woody Glenn, Chair     | 4770        |              | 5954       | 911B         | 234         |
| ALARA Committee   | Chuck Schaefer, Chair  | 4728        | 6140         | 5676       | 911A         | A-132       |
| Associate Chair for ESHQ  | Ed Lessard             | 4250        | 441-6682     | 5954       | 911B         | A-224       |
| Environmental Compliance Representative   | Gary Schroeder         | 7045        |              | 5676       | 911A         | A-130       |
| Environmental Coordinator   | Joel Scott             | 6291        |              | 5676       | 911A         | A-130       |
| ESH Coordinators  | Asher Etkin            | 7200        | 5605         | 5676       | 911A         | A-135       |
|   | Lori Stiegler          | 4617        | 6152         | 5676       | 911A         | A-135       |
| ESHQ Division Head  | Ray Karol              | 5272        |              | 5676       | 911A         | A-120       |
| Experimental Safety Review Committee  | Yousef Makdisi, Chair  | 4932        |              | 5954       | 911B         | A-239       |
| Radiation Safety Committee  | Dana Beavis, Chair     | 7124        | 7249         |            | 510D         |             |
| TLD & Access Badges   | Ann Marie Luhrs        | 7007        |              | 5676       | 911A         | A-128       |
|   | Angela Melocoton       | 5975        |              | 8686       | 355A         |             |
| Work Control Manager  | Peter Cirnigliaro      | 5636        | 7250         | 5676       | 911A         | A-129       |
| <b>USER SUPPORT SERVICES</b>  |                        |             |              |            |              |             |
| <i>Position</i>   | <i>Name</i>            | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Facility Support Representative   | Chuck Schaefer         | 4728        | 6140         | 5676       | 911A         | A-132       |
| Health Physics Office   | On-duty RCT            | 4660        |              |            | 911A         | 109         |
| Main Control Room   | Operations Coordinator | 4662        |              |            | 911A         |             |
| Training Coordinator  | John Maraviglia        | 7343        | 4210         | 5676       | 911A         | A-120A      |
| Training Office   | Ann Marie Luhrs        | 7007        |              | 5676       | 911A         | A-128       |

### Training Requirements

If you do not meet the training requirement, then you must be escorted. Individuals less than the age of 18 require permission to enter Radiological Areas. Contact the ESHQ Division Head for further instructions.

All Users of the Collider-Accelerator Department's User facilities must attend a classroom version of C-A Users' Training (12/21/2000) or requalify each year by taking a challenge exam. This training incorporates General Employee Training, General Employee Radiological Training, Stop Work Training, and Emergency Planning and Response Training. Depending on the location of your experiment, your Users' Training will also incorporate the appropriate access training needed to enter the experimental area (e.g., Collider, g-2, AGS, BAF). Typically, the 1.5-hour classroom program takes place on Mondays at 1:00 in the Snyder Seminar Room in Building 911A. Challenge exams can be administered at the RHIC & AGS Users' Center, Building 355A, or at the AGS Training Office, Building 911A.

## ENERGY SCIENCES AND TECHNOLOGY DEPARTMENT

| <b>GUEST ADMINISTRATION</b>           |                   |             |              |            |              |             |
|---------------------------------------|-------------------|-------------|--------------|------------|--------------|-------------|
| <i>Position</i>                       | <i>Name</i>       | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Guest Administrator-Department Guests | Pat Fox           | 2939        |              | 5230       | 179A         | 1           |
| <b>DEPARTMENT ADMINISTRATION</b>      |                   |             |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>       | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Department Chair                      | William C. Horak  | 2627        |              | 7650       | 475B         | 1           |
| Administrative Assistant to Chair     | Donna M. Storan   | 2716        |              | 7650       | 475B         | 2A          |
| <b>SAFETY STAFF</b>                   |                   |             |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>       | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Associate Chair for ESHQ              | J. Boccio/P. Carr | 7690        |              | 5366       | 197C         | 10          |
| ESH Coordinators                      | P. Carr/J. Boccio | 7192        | 7888         | 5266       | 197C         | 19          |
| Experimental Safety Review Committee  | J. Boccio         | 7690        |              | 5366       | 197C         | 10          |
| Radiation Safety Committee            | P. Sullivan       | 4265        | 6200         | 5366       | 197C         | 21          |
| Work Control Manager                  | R. Doty/P. Carr   | 5259        | 7803         | 5266       | 197C         | 17          |
| <b>USER SUPPORT SERVICES</b>          |                   |             |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>       | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Facility Support Representative       | P. Sullivan       | 4265        | 6200         | 5266       | 197C         | 21          |
| Training Coordinator                  | P. Carr/J. Boccio | 7192        | 7800         | 5266       | 197C         | 19          |

## ENVIRONMENTAL SCIENCES DEPARTMENT

| <b>GUEST ADMINISTRATION</b>           |                         |              |              |            |              |             |
|---------------------------------------|-------------------------|--------------|--------------|------------|--------------|-------------|
| <i>Position</i>                       | <i>Name</i>             | <i>Ext.</i>  | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Guest Administrator-Department Guests | Pat Fox                 | 2939         |              | 5230       | 179A         | 1           |
| <b>DEPARTMENT ADMINISTRATION</b>      |                         |              |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>             | <i>Ext.</i>  | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Department Chair                      | Creighton D. Wirick     | 3063         |              | 4130       | 179A         | 2           |
| Administrative Assistant to Chair     | Betty Ivero             | 2452         |              | 4130       | 179A         | 4           |
| <b>SAFETY STAFF</b>                   |                         |              |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>             | <i>Ext.</i>  | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| ESH Coordinators                      | John Boccio             | 7690         | 7801         | 5266       | 197C         | 10          |
| Experimental Safety Review Committee  | John Boccio<br>Pat Carr | 7690<br>7192 | 7801<br>7888 | 5266       | 197C         | 10<br>19    |
| Radiation Safety Committee            | John Boccio             | 7690         | 7801         | 5266       | 197C         | 10          |
| Work Control Manager                  | Patrick Sullivan        | 4265         | 6200         |            | 197C         | 21          |
| <b>USER SUPPORT SERVICES</b>          |                         |              |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>             | <i>Ext.</i>  | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Facility Support Representative       | Robert Doty             | 5259         | 7803         | 5266       | 197C         | 17          |
| Training Coordinator                  | Pat Carr                | 7192         | 7888         | 5266       | 197C         | 19          |

## MEDICAL DEPARTMENT

| <b>GUEST ADMINISTRATION</b>           |                 |             |              |            |              |             |
|---------------------------------------|-----------------|-------------|--------------|------------|--------------|-------------|
| <i>Position</i>                       | <i>Name</i>     | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Guest Administrator-Department Guests | Jo-Ann Nasta    | 8594        |              | 2358       | 490          | 8-5         |
| <b>DEPARTMENT ADMINISTRATION</b>      |                 |             |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>     | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Department Chair                      | Linda Chang     | 3594        |              | 2358       | 490          | 8-7         |
| Administrative Assistant to Chair     | Jo-Ann Nasta    | 8594        |              | 2358       | 490          | 8-5         |
| <b>SAFETY STAFF</b>                   |                 |             |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>     | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| ESH Coordinators                      | Robert Colichio | 8440        | 6114         | 2358       | 490          | 9-91        |
| Experimental Safety Review Committee  | Ann Emrick      | 5756        |              | 6398       | 463          | B206        |
| Work Control Manager                  | Ann Emrick      | 5756        |              | 6398       | 463          | B206        |
| <b>USER SUPPORT SERVICES</b>          |                 |             |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>     | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Facility Support Representative       | Dennis Ryan     | 3556        | 6207         |            | 490          | 9-85        |
| Training Coordinator                  | Ann Emrick      | 5756        |              | 6398       | 463          | B206        |

## NONPROLIFERATION & NATIONAL SECURITY DEPARTMENT

| <b>GUEST ADMINISTRATION</b>           |                      |             |              |            |              |             |
|---------------------------------------|----------------------|-------------|--------------|------------|--------------|-------------|
| <i>Position</i>                       | <i>Name</i>          | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Guest Administrator-Department Guests | Pat Fox              | 2939        |              |            | 179A         | 1           |
| <b>DEPARTMENT ADMINISTRATION</b>      |                      |             |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>          | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Department Chair                      | Joseph P. Indusi     | 2975        |              | 5266       | 197C         | 1-29        |
| Administrative Assistant to Chair     | Nancy Nelson         | 2383        |              | 5266       | 197C         | 1-2         |
| <b>SAFETY STAFF</b>                   |                      |             |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>          | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Associate Chair for ESHQ              | John Boccio/Pat Carr | 7690        | 7801         | 5266       | 197C         | 10          |
| ESH Coordinators                      | Pat Carr/John Boccio | 7192        | 7888         | 5266       | 197C         | 19          |
| Experimental Safety Review Committee  | John Boccio          | 7690        | 7801         | 5266       | 197C         | 10          |
| Radiation Safety Committee            | Patrick Sullivan     | 4265        | 6200         | 5266       | 197C         | 21          |
| Work Control Manager                  | Rob Doty/Pat Carr    | 5259        | 7803         | 5266       | 197C         | 17          |
| <b>USER SUPPORT SERVICES</b>          |                      |             |              |            |              |             |
| <i>Position</i>                       | <i>Name</i>          | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Facility Support Representative       | Patrick Sullivan     | 4265        | 6200         | 5266       | 197C         | 21          |
| Training Coordinator                  | Pat Carr             | 7192        | 7888         | 5266       | 197C         | 19          |

## NATIONAL SYNCHROTRON LIGHT SOURCE DEPARTMENT

| <b>GUEST ADMINISTRATION</b>            |                      |             |              |            |              |             |
|--|----------------------|-------------|--------------|------------|--------------|-------------|
| <i>Position</i>                        | <i>Name</i>          | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Guest Administrator-Department Guests  | Eileen Morello       | 2145        | --           | 4745       | 725B         | 2-104       |
| Guest Administrator-User Facilities    | Mary Anne Corwin     | 7976        | --           | 7206       | 725B         | 2-100       |
| <b>DEPARTMENT ADMINISTRATION</b>       |                      |             |              |            |              |             |
| <i>Position</i>                        | <i>Name</i>          | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Department Chair                       | Sam Krinsky, Interim | 4740        | --           | 4745       | 725B         | 2-102       |
| Administrative Assistant to Chair      | Frank Terrano        | 3963        | --           | 5842       | 725B         | 2-126       |
| <b><u>SAFETY STAFF</u></b>             |                      |             |              |            |              |             |
| <i>Position</i>                        | <i>Name</i>          | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Associate Chair for ESHQ               | W. Robert Casey      | 4654        | 5323         | 5842       | 725C         | 2-128       |
| ESH Coordinator                        | Nicholas Gmur        | 2490        | 5324         | 3238       | 725D         | 2-159       |
| Experimental Safety Review Coordinator | Andrew Ackerman      | 5431        | 0338         | 3238       | 725D         | 1-177       |
| Radiological Control Technician        | Marlon McAvoy        | 6389        | 9102         | 7618       | 725A         | 1-174       |
| Radiological Control Technician        | Rudy Zantopp         | 5565        | 6210         | 7618       | 725A         | 1-173       |
| Safety Officer                         | Tom Dickinson        | 7196        | 5306         | 3238       | 725D         | 2-179       |
| Certified Safety Professional          | John Aloï            | 7018        | 5212         | 3238       | 725A         | 1-178       |
| Work Control Manager                   | Gerry Van Derlaske   | 3476        | 8222         | 3238       | 725D         | 1-179       |
| Environmental Compliance Rep.          | Debbie Bauer         | 5664        | 9105         | 5266       | 197C         | 1-14        |

## NSLS Department cont.

| USER SUPPORT SERVICES  |                        |             |                   |            |              |             |
|--|------------------------|-------------|-------------------|------------|--------------|-------------|
| NSLS WEB SITE: <a href="http://www.nsls.bnl.gov/">http://www.nsls.bnl.gov/</a> |                        |             |                   |            |              |             |
| <i>Position</i>  | <i>Name</i>            | <i>Ext.</i> | <i>Pager</i>      | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Facility Support Representative  | Chris Weilandics       | 2593        | 6208              | 7618       | 725A         | 1-175       |
| Building Manager   | Gerry Van Derlaske     | 3476        | 8222              | 3238       | 725D         | 1-179       |
| Main Control Room - NSLS   | Operations Coordinator | 2550        | 5824              | 8409       | 725A         | 1-181       |
| Main Control Room - ATF  | ATF Staff              | 2306        | 644<br>Bldg.Pager | --         | 820          | --          |
| Main Control Room - SDL  | SDL Staff              | 5350        | 646<br>Bldg.Pager | --         | 729          | --          |
| User Machine Shop  | Bob Kiss               | 4926        | 5827              | 3238       | 725D         | 1-124       |
| Training Coordinator   | Eva Rothman            | 2295        | --                | 3238       | 725D         | 2-186       |

All Users coming to do research at the NSLS, ATF, or SDL through the NSLS User Administration Office (x7976) must complete facility specific and radiological training, and be issued personal dosimetry as well as an encoded BNL ID badge prior to unescorted access to the experimental floors. Users must arrive at the NSLS User Administration Office Monday through Friday between 8:00 a.m. and 3:00 p.m. in order to complete their training. Beam Line Operations and Safety Awareness training are administered separately by each beamline group. Additional training requirements apply if the user plans to spend in excess of 60 days per year at the facility. Personnel arriving at night or on weekends must contact the NSLS Control Room for training (x2550) (except foreign nationals who are visiting the NSLS for the first time or whose appointments have expired; these individuals must visit the NSLS User Administration Office during normal work hours).

All non-BNL personnel with staff appointments to the NSLS, ATF, or SDL as collaborators must contact the NSLS Guest Administrator (x2145) upon arrival. They must schedule and fulfill all departmental orientation and training requirements.

For personnel lacking training and dosimetry, visits of up to 8 hours to the NSLS, ATF, and SDL Controlled Areas are permitted, but no experimental work will be allowed. These individuals must be escorted by a trained, badged person. Reading and signing the Visitor/Escort form is a prerequisite to entry. Prior to entry, persons under 18 must make arrangements with either Tom Dickinson or Andrew Ackerman.

## PHYSICS DEPARTMENT

| <b>GUEST ADMINISTRATION</b>                |                                  |             |              |            |              |             |
|--|----------------------------------|-------------|--------------|------------|--------------|-------------|
| <i>Position</i>                            | <i>Name</i>                      | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Guest Administrator-Department Guests      | Leesa Allen (Scientific Guests)  | 2700        |              | 5568       | 510A         | 1-42        |
|  | Breffni Medcalf (non-Scientific) | 7215        |              |            |              | 1-60        |
| Guest Administrator-User Facilities Guests | Susan White-DePace               | 7659        |              | 8686       | 355A         |             |
| <b>DEPARTMENT ADMINISTRATION</b>           |                                  |             |              |            |              |             |
| <i>Position</i>                            | <i>Name</i>                      | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Department Chair                           | Michael Murtagh                  | 3874        |              | 5568       | 510A         | 1-44        |
| Administrative Assistant to Chair          | Pat Valli                        | 3717        |              | 5568       | 510A         | 1-44        |
| <b>SAFETY STAFF</b>                        |                                  |             |              |            |              |             |
| <i>Position</i>                            | <i>Name</i>                      | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| ESH Coordinators                           | Mike Zarcone                     | 5890        | 8502         | 7190       | 510A         | 1-43        |
|  | Ron Gill                         | 3987        | 5607         | 7190       | 510A         | 1-171       |
| Experimental Safety Review Committee       | Ron Gill                         | 3987        | 5607         | 7190       | 510A         | 1-171       |
| Radiation Safety Committee                 | Stephen Shapiro                  | 3822        |              | 7190       | 510A         | 2-8         |
| Work Control Manager                       | Robert Liegel                    | 2281        | 5609         | 7190       | 510A         | 1-51        |
| <b>USER SUPPORT SERVICES</b>               |                                  |             |              |            |              |             |
| <i>Position</i>                            | <i>Name</i>                      | <i>Ext.</i> | <i>Pager</i> | <i>Fax</i> | <i>Bldg.</i> | <i>Room</i> |
| Facility Support Representative            | Joe Vignola                      | 3846        | 6160         | 7190       | 510A         | 1-34        |
| Training Coordinator                       | Michael Zarcone                  | 5890        | 8502         | 7190       | 510A         | 1-43        |