

Guidebook For Guests Conducting Research

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Last updated 3/22/2006

BROOKHAVEN
NATIONAL LABORATORY

managed by Brookhaven Science Associates
for the U.S. Department of Energy

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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, Brookhaven is a multiprogram 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. It 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 RHIC, the National Synchrotron Light Source (NSLS), and the AGS. These have user committees and program advisory committees. For further details contact:

- RHIC & AGS Users' Center [BNL, Building 355A, Upton, NY 11973, 631-344-5975 or via e-mail at userscenter@bnl.gov or www.bnl.gov/userscenter/].
- NSLS User Administration Office [BNL, Building 725, Upton, NY 11973, 631-344-7976 or via e-mail at nslsuser@bnl.gov or 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 RHIC & AGS Users' Center [BNL Building 355, Upton, NY 11973, 631-344-7959 or via e-mail at userscenter@bnl.gov or <http://www.bnl.gov/atf/default.html>].
- BAF: This program is under construction. For information, please contact the Collider-Accelerator Department at 631-344-4611.
- Tandem Van de Graaff: Contact <http://www.bnl.gov/bnlweb/facilities/TVdG.asp>
- STEM: Biology User Coordinator [BNL, Building 463, Upton NY 11973 631-344-5055 or 3415 fax or via e-mail at kranz@bnl.gov].

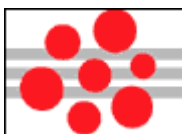
In-house facilities that are operated by BNL scientists for in-house programs are available on a case-by-case basis to outside users, mostly for collaborative work with BNL scientists. These include the Deep Ultraviolet Free Electron Laser (DUV-FEL), the Electron Microscope, the Laser-Electron Accelerator 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



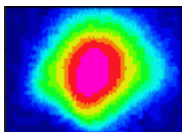
Center for Accelerator Physics (CAP)

This Center is an interdepartmental unit with a mission to promote research and education in Accelerator Physics. The Center fosters new ideas and teamwork among physicists worldwide for projects that will steer accelerator physics into the next generation.



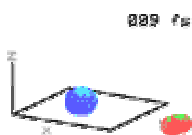
Center for Functional Nanomaterials (CFN)

This Center will provide researchers with state-of-the-art capabilities to fabricate and study nanoscale materials. The Center's focus is to achieve a basic understanding of how these materials respond when in nanoscale form. Nanomaterials offer different chemical and physical properties than bulk materials, and have the potential to form the basis of new technologies.



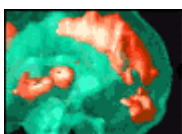
Center for Radiation Chemistry Research (CRCR)

This Center exploits 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. The Center includes the new picosecond Laser-Electron Accelerator Facility, a 2 MeV Van de Graaff accelerator, and a cobalt-60 source.



Center for Spectroscopy in Molecular Science

This Center 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 SUNY-Stony Brook and Columbia University.



Center for Translational Neuroimaging

Scientists have made great advances in understanding how the brain works at the cellular level. But translating this knowledge to understanding human behavior and treating brain diseases such as drug addiction, eating disorders, attention deficit disorder, and neurodegenerative disorders has lagged behind. The Center for Translational Neuroimaging aims to bridge this gap using a network of complementary brain-imaging tools including positron emission tomography (PET) and magnetic resonance imaging (MRI).



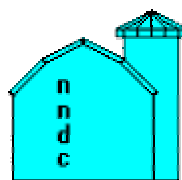
Computational Science Center

The purpose of the CSC is to provide computational science capabilities through the use of powerful, state-of-the-art computers for researchers in biology, chemistry, physics, applied mathematics, medicine, and nanoscience. Sponsored by the U.S. Department of Energy's Office of Science, the Center features Large Linux clusters and two QCDOC computers with 12,288 processors each.



Environmental Waste Technology Center

This Center 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 & decommissioning.



National Nuclear Data Center

This Center provides information services in the fields of low and medium energy nuclear physics to users in the United States and Canada. 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, established by the Institute of Physical and Chemical Research, Japan (RIKEN) at Brookhaven National Laboratory, focuses on the physics program of the Relativistic Heavy Ion Collider, hard Quantum Chromodynamic (QCD) / spin physics, lattice QCD and relativistic heavy ion physics.

Scientific Departments

Biology Department

Brookhaven's Biology Department has an extraordinary combination of strengths in molecular genetics, structural biology, genomics, enzymology, and biotechnology. Department researchers study a diverse set of problems in plant, microbial, and mammalian biology. Current areas of investigation include DNA damage recognition and repair, plant and microbial genomics and proteomics, enzyme engineering, the regulation of gene expression, and the exploration of complex biological structures. See the [historic achievements](#) of this department.

Chemistry Department

The Chemistry Department focuses on PET studies of the human brain, heterogeneous and homogeneous catalysis, studies of gas phase dynamics of reactive species, solar photoconversion and other chemistries.

Collider-Accelerator Department

The Collider-Accelerator Department includes the staff who work to improve the [Relativistic Heavy Ion Collider](#), the [Alternating Gradient Synchrotron](#), and the [Tandem Van de Graaff](#) accelerators, and the physicists who use these tools in their research.

Energy Sciences & Technology Department

The Energy Sciences & Technology Department conducts basic and applied science, research and development, and technology implementation and deployment to support the DOE objectives of assuring adequate supplies of clean/affordable energy, reducing U.S. vulnerability to supply disruptions, advancing alternative and renewable energy technologies, and increasing energy choices, maintaining U.S. leadership in energy supply and use; and educating new generations of scientists.

Environmental Sciences Department

Explores our natural environment, and turns scientific ideas into practical applications. The image shown is of the [Free Air CO₂ Enrichment 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.

Materials Science Department

Major efforts of this department include the investigation of properties of superconducting oxides; methods of superconductor characterization and fabrication; the properties of advanced permanent-magnet materials; the synthesis of materials for advanced battery and fuel-cell applications; the investigation of mechanisms of metal passivation and localized corrosion; development and investigation of the properties of cementitious and glassy materials; and advanced methods of electron microscopy to characterize the nanoscale structure of advanced materials.

Medical Department

BNL physicians work with chemists in the Center for Imaging & Neurosciences 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.

National Synchrotron Light Source (NSLS) Department

The NSLS provides one of the world's brightest continuous sources of x-ray and UV radiation for scientific research. This light is a beacon for more than 2,300 scientists from BNL, academia and industry annually, who use it to shed light on everything from the structure of molecules to microchips.

Nonproliferation & National Security

The mission of The Nonproliferation and National Security Department is to carry out research and development, provide technical support, and build prototype systems in order to further U.S. Government initiatives and policies in Nuclear materials safeguards and security, Arms control treaty verification, Nonproliferation of weapons of mass destruction, Material Protection Control and Accountability initiatives for nuclear materials in Russia and the NIS, and related national security areas.

Physics Department

BNL physicists pursue experimental and theoretical discoveries in high-energy, nuclear and solid-state physics, and help design and build many of the world's foremost physics facilities, both at Brookhaven and around the globe.

Scientific Divisions

Information Technology Division (ITD)

ITD provides expertise in computing hardware and software support, as well as telecommunications services for the entire Laboratory. Current research ranges from three-dimensional visualization to aid scientific research, to advanced networking initiatives.

Instrumentation Division

The Division develops state-of-the-art instrumentation required for experimental research programs at BNL and maintains the expertise and facilities in specialized high technology areas essential for this work. Major areas of effort include semiconductor, gas, and cryogenic detectors, microelectronics, data acquisition hardware, micro and nano-fabrication, optical metrology, and laser and electro-optics. The Division also engages in collaborative research and technology transfer with selected industrial partners.

Superconducting Magnet Division

The BNL Superconducting Magnet Division constructs magnets for use in particle accelerators such as the Relativistic Heavy Ion Collider. Superconducting magnets which must be cooled to temperatures near absolute zero produce stronger magnetic fields and consume less energy than conventional copper wire electromagnets. Building on the magnet designs and construction methods developed for RHIC, this Division is building magnets for use in Europe's Large Hadron Collider and HERA accelerators.

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 can be performed at Brookhaven. Extensive discussions with the appropriate Department Chairman 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/sbmsearch/subjarea/50/50_SA.cfm?parentID=50 .

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/standperf.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 Guest and Visitor can be found at https://sbms.bnl.gov/sbmsearch/subjarea/50/50_SA.cfm?parentID=50 .

Foreign Nationals have special requirements to be given access onto Brookhaven's site. Foreign national must registered using BNL's Guest Information System (GIS), must have received approval from DOE's Foreign Visits and Assignments Office to visit Brookhaven, and must have notified Brookhaven of their arrival date before access on-site can be given. Brookhaven recommends that guest registration occur 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 30 days in advance of a visit. Guests are asked to pay close attention to the e-mail instructions provided after registration and after arrival notification are completed.

Arrival Notification Form. All guests must notify Brookhaven of their actual arrival date to be given gate access to BNL. You can do this by going to <http://130.199.76.181/guest/guestlog.asp>. If a guest fails to this, 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 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 resident of the United States (previously called permanent resident aliens) must bring their Green Card or passport with a valid I-551 stamp AND, in addition, 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 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 (VWP) Participants: All VWP travelers must present machine-readable passports (MRP) for entry into the United States. A MRP has two lines of text as letters, numbers and chevrons (<<<) at the bottom of the personal information page with your picture.

As of October 26, 2005, VWP travelers will be required to present machine-readable passports containing a **digital photograph** of the traveler's face in order to make visa-free entries to the United States, **though only if the traveler's passport is issued on or after October 26, 2005.** VWP travelers whose MRP passports were issued before October 26, 2005 will not be required to comply with the digital photograph requirement. A digital photo is one that is printed on the page, not a photo that is glued or laminated into the passport.

If you are a traveler from a VWP country and your passport does not meet these requirements, you must either:

- obtain a visa in your valid passport for entry into the United States, or
- contact your country's passport issuing agency or authority for a new passport.

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.

Further Instructions: 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.

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

Foreign nationals must have medical insurance that is valid while in the US. 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.

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.

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.

Make Transportation Arrangements to BNL. Commercial limousine services are available from local airports, JF Kennedy, 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 and taxis are not recommended. If you need assistance, please contact your host.

Transportation While 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 entitled the Bulletin advertises cars for sale.

Car Rentals. Enterprise Car Rental has an office at Brookhaven. It is located just behind the RHIC & AGS Users' Center in Bldg. 355. Enterprise offers full-day 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.

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

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

A courtesy shuttle operates continually on Saturdays between the hours on 8:30 and noon between Brookhaven and the Southport Shopping Mall. Schedules can be found at http://www.bnl.gov/visitorinfo/#Courtesy_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.

Guest Intellectual Property Agreement (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 Intellectual Property Agreement. The appropriate user form or the Guest Intellectual Property Agreement (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, etc., 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.

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

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.

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/> 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 pm.

Travelers' checks, in US 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 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 NSRL 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*.

Guest Intellectual Property Agreement (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, these include the: Brookhaven Center, Post Office, Research Library, Housing Office, apartment and dormitory area, and the Cafeteria. It is important to recognize that you have not been trained and therefore, cannot work in a scientific facilities or Departments 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 Guest Intellectual Property Agreement (Patent Agreement)/User Facility 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 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, click on http://www.bnl.gov/bsd/main_e.asp . Some information at this site can not be accessed from off-site.

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 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/course/CyberSecurity> .

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 sixteen (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 Environmental Safety and Health (ESH) Standard 1.3.5, Planning and Control of Experiments, and ESH Standard 1.3.6, Work Planning and Control for Operations. 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. These courses are available on the web at <http://training.bnl.gov/>. 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 a 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>.

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 Guest Intellectual Property Agreement (Patent Agreement)/User Facility Agreement, Commitments and Expectations Statement, and Guest Guide

APPENDIX A: BIOLOGY DEPARTMENT

GUEST ADMINISTRATION						
<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
DEPARTMENT ADMINISTRATION						
<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
SAFETY STAFF						
<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	831-4647	8441	490	9-93
Experimental Safety Review Committee	Ann Emrick	5756		6398	463	B206
Work Control Manager	Ann Emrick	5756		6398	463	B206
Work Control Coordinator/Building Manager	Rich Sautkulis	3386	0210 (voice)	6398	463	109
USER SUPPORT SERVICES						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Pager</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Facility Support Representative	Lori Stiegler	3556	484-1729	5311	490	9-205
Training Coordinator	Ann Emrick	5756		6398	463	B206

APPENDIX B: CHEMISTRY DEPARTMENT

GUEST ADMINISTRATION						
<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	
DEPARTMENT ADMINISTRATION						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Pager</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Department Chair	Alexander L. Harris	4301		7993	555A	200C
Administrative Assistant to Chair	Jean Petterson	4302		5815	555A	200
SAFETY STAFF						
<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
ALARA Committee	J. Wishart D. Schlyer	4327 4587		5815	555A 901	160
Work Control Manager	Daine Cabelli	4361	7608	5815	555A	170
USER SUPPORT SERVICES						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Pager</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Facility Support Representative	Nate Foster	5496	6158	5815	555A	104
Training Coordinator	Jean Logan	4391		5815	555A	392

APPENDIX C: COLLIDER-ACCELERATOR DEPARTMENT

GUEST ADMINISTRATION						
<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	Pamela Manning	4072		5954	911B	A-240
Guest Administrator-User Facilities Guests	Susan White-DePace	7959		8686	355A	
DEPARTMENT ADMINISTRATION						
<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	Stephanie Lamontagne	7141		3674	911A	A-133
SAFETY STAFF						
http://www.rhichome.bnl.gov/AGS/Accel/SND						
<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	Paul Bergh, Chair	5992	631/453-4536		911A	
Associate Chair for ESHQ	Ed Lessard	4250	631/441-6682	5954	911B	A-224
Environmental Compliance Representative	Mel Van Essendelft	2905	631/278-7186	5676	911A	
Environmental Coordinator	Joel Scott	6291		5676	911A	A-130
ESH Coordinators	Asher Etkin	7200	5605	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
USER SUPPORT SERVICES						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Pager</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Facility Support Representative	Paul Bergh	5992	631/453-4536		911A	
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 or requalify each year by taking a challenge exam. Challenge exams can be administered at the RHIC & AGS Users' Center, Building 355A or at the AGS Training Office, Building 911A.

APPENDIX D: COMPUTATIONAL SCIENCE CENTER

GUEST ADMINISTRATION						
<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	C. Herbst	5304		3211	515	2-46
DEPARTMENT ADMINISTRATION						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Pager</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Department Chair	J. Davenport	3789		5751	463B	255-C
Administrative Assistant to Chair	C. Lamberti	3051		5751	463B	255
SAFETY STAFF						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Pager</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
ESH Coordinator	M. Heinrich	7796		3211	515	1-54
Work Control Manager	M. Heinrich	7796		3211	515	1-54
USER SUPPORT SERVICES						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Pager</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Facility Support Representative	M. Heinrich	7796		3211	515	1-54
Training Coordinator	M. Swiss	4120		3211	515`	1-34

APPENDIX E: ENERGY SCIENCES AND TECHNOLOGY DEPARTMENT
 (the Sponsor is the primary contact - additional Department/Directorate contacts are listed below)

DIRECTORATE GUEST ADMINISTRATION						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>		<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Guest Administrator-Department Guests	Pat Fox	2939		5230	179A	11
DEPARTMENT ADMINISTRATION						
<i>Position</i>	<i>Name</i>	<i>Ext.</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
DIRECTORATE ENVIRONMENT, SAFETY & HEALTH STAFF						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Cell</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Environment, Safety, & Health (ESH) SH Coordinator	P. Carr	7192	631-291-6096	4900	130	2-12
Training Coordinator	P. Carr	7192	631-291-6096	4900	130	2-12
Alternate Training Coordinator	J. Madaia	7125				2-30
Environmental Management System (EMS) Rep.	P. Carr	7192	631-291-6096	4900	130	2-12
Occupational Safety and Health Assessment Series (OHSAS) Rep.	P. Carr	7192	631-291-6096	4900	130	2-12
Experimental Safety Review Coordinator	J. Boccio	7690	631-291-6097	4900	130	2-4
Alt. Experimental Safety Review Coordinator	R. Doty	5259	631-291-6098	4900	130	2-15
Work Control Manager	R. Doty	5259	631-291-6098	4900	130	2-15
Alternate Work Control Manager	P. Carr	7192	631-291-6096			2-12
Facility Support Representative	N. Contos	3205	631-291-6097	4900	130	2-20
Environmental Compliance Representative (ECR)	S. Ferrone	5531	631-278-7188	5812	490	8-12
Onsite Transportation Safety Coordinator	R. Doty	5259	631-291-6098	4900	130	2-15
EENS Occupational Safety & Health Committee Chair	R. Webster	2845		5266	197C	1-23C

For assistance contacting the above Environment, Safety, & Health Staff or alternates call Ext. 7125.

APPENDIX F: ENVIRONMENTAL SCIENCES DEPARTMENT

(the Sponsor is the primary contact - additional Department/Directorate contacts are listed below)

DIRECTORATE GUEST ADMINISTRATION						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>		<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Guest Administrator-Department Guests	Pat Fox	2939		5230	179A	11
DEPARTMENT ADMINISTRATION						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>		<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Department Chair	Creighton D. Wirick	3063		2887	815E	1-04
Administrative Assistant to Chair	Barbara Roland	5656		2887	815E	1-05
DIRECTORATE ENVIRONMENT, SAFETY & HEALTH STAFF						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Cell</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Environment, Safety, & Health (ESH) SH Coordinator	P. Carr	7192	631-291-6096	4900	130	2-12
Training Coordinator	P. Carr	7192	631-291-6096	4900	130	2-12
Alternate Training Coordinator	J. Madaia	7125				2-30
Environmental Management System (EMS) Rep.	P. Carr	7192	631-291-6096	4900	130	2-12
Occupational Safety and Health Assessment Series (OHSAS) Rep.	P. Carr	7192	631-291-6096	4900	130	2-12
Experimental Safety Review Coordinator	J. Boccio	7690	631-291-6097	4900	130	2-4
Alt. Experimental Safety Review Coordinator	R. Doty	5259	631-291-6098	4900	130	2-15
Work Control Manager	R. Doty	5259	631-291-6098	4900	130	2-15
Alternate Work Control Manager	P. Carr	7192	631-291-6096			2-12
Facility Support Representative	N. Contos	3205	631-291-6097	4900	130	2-20
Environmental Compliance Representative (ECR)	S. Ferrone	5531	631-278-7188	5812	490	8-12
Onsite Transportation Safety Coordinator	R. Doty	5259	631-291-6098	4900	130	2-15
EENS Occupational Safety & Health Committee Chair	R. Webster	2845		5266	197C	1-23Cc

For assistance contacting the above Environment, Safety, & Health Staff or alternates call Ext. 7125.

APPENDIX G: MEDICAL DEPARTMENT

GUEST ADMINISTRATION						
<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	Maria Apelskog	3715		2358	490	8-5
DEPARTMENT ADMINISTRATION						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Pager</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Department Chair	Gene-Jack Wang	3608		2358	490	8-5
Administrative Assistant to Chair	Maria Apelskog	3715		2358	490	8-5
SAFETY STAFF						
<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	631/831-4647	8441	490	9-949-93
Experimental Safety Review Committee	Ann Emrick	5756		6398	463	B206
Work Control Manager	Ann Emrick	5756		6398	463	B206
USER SUPPORT SERVICES						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Pager</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Facility Support Representative	Lori Stiegler	3556	484-1729	5311	490	9-205
Training Coordinator	Ann Emrick	5756		6398	463	B206

APPENDIX H: NONPROLIFERATION & NATIONAL SECURITY DEPARTMENT
 (the Sponsor is the primary contact - additional Department/Directorate contacts are listed below)

DIRECTORATE GUEST ADMINISTRATION						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>		<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Guest Administrator-Department Guests	Pat Fox	2939		5230	179A	11
DEPARTMENT ADMINISTRATION						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>		<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Department Chair	Joseph P. Indusi	2975		5266	197C	1-1
Administrative Assistant to Chair	Linda Hanlon	7517		5266	197C	1-2
DIRECTORATE ENVIRONMENT, SAFETY & HEALTH STAFF						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Cell</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
ESH Coordinator	P. Carr	7192	631-291-6096	4900	130	2-12
Training Coordinator Alternate Training Coordinator	P. Carr J. Madaia	7192 7125	631-291-6096	4900	130	2-12 2-30
Environmental Management System (EMS) Rep.	P. Carr	7192	631-291-6096	4900	130	2-12
Occupational Safety and Health Assessment Series (OHSAS) Rep.	P. Carr	7192	631-291-6096	4900	130	2-12
Experimental Safety Review Coordinator Alt. Experimental Safety Review Coordinator	J. Boccio R. Doty	7690 5259	631-291-6097 631-291-6098	4900 4900	130 130	2-4 2-15
Work Control Manager Alternate Work Control Manager	R. Doty P. Carr	5259 7192	631-291-6098 631-291-6096	4900	130	2-15 2-12
Facility Support Representative	N. Contos	3205	631-291-6097	4900	130	2-20
Environmental Compliance Representative (ECR)	S. Ferrone	5531	631-278-7188	5812	490	8-12
On-site Transportation Safety Coordinator	R. Doty	5259	631-291-6098	4900	130	2-15
EENS Occupational Safety & Health Committee Chair	R. Webster	2845		5266	197C	1-23C

For assistance contacting the above Environment, Safety, & Health Staff or alternates call Ext. 7125.

APPENDIX I: NATIONAL SYNCHROTRON LIGHT SOURCE DEPARTMENT

GUEST ADMINISTRATION						
<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
DEPARTMENT ADMINISTRATION						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Pager</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Department Chair	Steven Dierker	4966		5842	725B	2-127
Administrative Assistant to Chair	Frank Terrano	3963		5842	725B	2-126
<u>SAFETY STAFF</u>						
<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 Gmür	2490	5324	3029	725C	2-159
Safety Officer	Andrew Ackerman	5431	8244	3238	725D	2-179
Experimental Safety Review Coordinator	Andrew Ackerman	5431	8244	3238	725D	2-179
ESH Specialist & Deputy Safety Officer	John Aloï	7018	5212	3238	725A	1-178
Safety Engineer	Robert Chmiel	8141	8243	4745	725A	1-177
Facility Support Representative	Nate Foster	5496	631/252-8178	7618	725A	1-175
Radiological Control Technician	Earle Edwards	6389	631/453-6286	7618	725A	1-174
Radiological Control Technician	Rudy Zantopp	5565	6210	7618	725A	1-173

Work Control Manager	Al Boerner	5990	8240		725B?	
Environmental Compliance Rep.	Debbie Bauer	5664	631/278-7189	5815	555	
USER SUPPORT SERVICES						
NSLS USERS' GUIDE WEB SITE... http://nslsweb.nsls.bnl.gov/nsls/manuals/usersguide.pdf						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Pager</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
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 - DUV-FEL	SDL Staff	5350	646 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 or DUV-FEL through the NSLS User Administration Office (x7976) must complete facility specific and radiological training, and be issued an encoded BNL ID badge prior to unescorted access to the experimental floors (TLD for DUV-FEL is required; TLD for NSLS depends on length of stay and nature of research). 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 is 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). One exception to this is 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 - do you want to add more info about foreign nationals?.

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

For personnel lacking training, visits for tours or consultation of up to 8 hours to the NSLS and DUV-FEL Controlled Areas are permitted, but absolutely no experimental work will be allowed. These individuals must be escorted by a trained person. Reading and signing the Visitor/Escort form is a prerequisite to entry. Prior to entry, persons under 18 must, in addition, make arrangements with either Nick Gmür or Andrew Ackerman.

APPENDIX J: PHYSICS DEPARTMENT

GUEST ADMINISTRATION						
<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	Sabrina Parrish <i>(Scientific Guests)</i>	4901		7142	510A	1-42
	Breffni Medcalf <i>(non-Scientific)</i>	7215		7190	510A	1-60
Guest Administrator-User Facilities Guests	Susan White-DePace	7659		8686	355A	
DEPARTMENT ADMINISTRATION						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Pager</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
Acting Department Chair	Sally Dawson	3854		7142	510A	1-44
Administrative Assistant to Chair	Jackie Mooney	3717		7142	510A	1-44
SAFETY STAFF						
<i>Position</i>	<i>Name</i>	<i>Ext.</i>	<i>Pager</i>	<i>Fax</i>	<i>Bldg.</i>	<i>Room</i>
ES&H Coordinators	Mike Zarcone	5890	8502	7190	510A	1-43
	Ron Gill	3987	5607	1334	510D	2-212
Experimental Safety Review Committee	Ron Gill	3987	5607	1334	510D	2-212
ES&H Committee	Stephen Shapiro	3822		2918	510A	2-8
Work Control Manager	Robert Liegel	2281	5609	7190	510A	1-51
USER SUPPORT SERVICES						
<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	510B	1-134
Training Coordinators	Michael Zarcone	5890	8502	7190	510A	1-43
	Barbara Moebes	2585		7190	510A	1-41