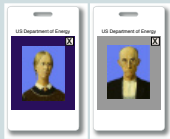


Student Tip Sheet 2007

This is not an all-inclusive list, but it does hit some of the highlights and trouble spots of being at LANL. The #1 thing to remember is, if you don't know, don't be afraid to ask.

Security



Guard posts: You must show your badge to the PTLA security officer every time you approach the guard post on Pajarito Road. An “**OPEN**” sign means **STOP** and show badge.

Badges: You are required to wear your badge while on Lab and leased property. Remove it from sight when you leave the property. Treat your badge like it's your own credit card.

No piggy backing through badge readers: everyone must swipe.

Do not bring these onto Lab property: Firearms, explosives, alcohol and controlled substances.

Information Review: Work presented outside the Lab (e.g., poster sessions, publications) must be reviewed by the Classification Office, S-7 (7-5011). Forms must be completed and signed by your mentor.

Tag your Bag: Untagged bags left in a public place are assumed to be hazardous (and often end up being destroyed). To request a bag tag, call at 667-6211 or e-mail to bagtag@emo.lanl.gov

Personal communication devices: Cell phones, PDAs, Ipods, MP3 players are prohibited within 50 feet of secure areas. They are allowed in open areas, but may not be connected to any Lab computer. You must have permission to take photos with a personal camera when on Lab property (this includes cell phone cameras). See Computers, below, for more.

Questions? Call the Security Help Desk at 5-2002.

Safety



Integrated Safety Management (ISM) is the system that LANL uses to perform work safely and in an environmentally responsible manner. ISM is the 5-Step Process:

1. **Define the work:** do I know and understand my student workplan?
2. **Analyze the hazards:** do I understand the hazards involved in the work and the controls that are in place? Do I have appropriate protective clothing, including eyewear?
3. **Develop controls:** do I understand how work is authorized and which Integrated Work Documents my work is authorized under?
4. **Perform the work.**
5. **Ensure performance** (process improvement): Can the work process or safety systems be improved? Am I regularly meeting my mentor?

All work you do should follow this basic process. If a task you're performing doesn't seem to, stop and ask why.

Personal Responsibility



You are responsible for your own safety and for that of others around you. Wear proper clothing for your work environment (e.g., no open-toed shoes or shorts in the lab). Properly manage any wastes you produce. Follow all signs and postings – do **NOT** enter taped off areas, and stop working if you encounter unsafe conditions or if you see others performing work you believe to be unsafe!

Questions? Ask your mentor, student liaison, group leader, or the division office.

Computer Use



- E-mail is for work use only and is analyzed by CTN for inappropriate use patterns.
- Web is for work, some incidental use is allowed. Details at http://int.lanl.gov/projects/iatool/documents.php?action=Document_Read&intId=381
- No instant messaging (e.g. Yahoo, MSN) except for LANL-approved apps (<http://jabber.lanl.gov/>).
- Must have a registered IP address obtained from the Computer Support Team.
- System must be in WIN domain and have SMS installed.
- Access to shared resources over the network requires a cryptocard.
- System must be protected with LANL-compliant password
- Don't bring your personal computer to work without calling computer support for guidance.

Questions? Call the Computer Help Desk at 7-HELP.

Incidents and Abnormal Events



Call 911 in an emergency. If you're hurt, have a co-worker transport you to HSR-2 (Occupational Medicine). Don't drive yourself!

Be conservative in your estimation of "incident" or "injury." Always notify your mentor about any out of the ordinary event.

Know the alarms and responses, evacuation routes, and assembly areas where you work.

This one is worth repeating: **if anything "abnormal" happens, contact your group office!** If you can't get the group office, call the division office or your AD's office. (AD for Chemistry Life, and Earth Sciences is 6-2266).

Contacts



B Division student liaison: Kathy Kelly, 5-8595. B Division Office: 7-2690

C Division student liaison: Elaine Roybal, 7-4457. C Division Office: 7-4457.

EES Division student liaisons: Sebastien Darteville (7-6815) and Aviva Sussman (7-1495). EES Division Office: 7-3644