

	<h1>User Update</h1> <p>NOVEMBER 25, 2002</p>
<p><u>Feature</u> <u>Topic:</u></p>	<h2>BNL Complies with DOE Order – 12/1/02</h2>

This User Update provides a status report on Brookhaven's compliance with DOE Order 142.1. Starting December 1st, guests will see some changes at Brookhaven, the biggest being the scanning of BNL ID cards at the front gate. Guests will also receive e-mails as they proceed through their registration and check-in process. These messages will contain instructions and useful information on what guests should know and/or address before they arrive at BNL. Guests should be very diligent about reading these messages. Contact the Users' Center at userscenter@bnl.gov for help.

The Users' Center asks for patience as we go through this difficult transition. Every effort has been made to come up with a system that will enable us to come into compliance with the DOE Order that puts the least amount of burden on our guests and our staff. Coming into compliance is a shared responsibility—we must work together.

FOREIGN NATIONALS must bring immigration documentation with them to BNL. See <http://www.bnl.gov/userscenter/identification.htm> for further details.

The information that follows is divided into four categories. Each category outlines the steps a guest needs to address in order to obtain gate access.

1. Foreign nationals **without** a BNL ID card,
2. Foreign nationals **with** a BNL ID card,
3. US citizen **without** a BNL ID card, and
4. US citizen **with** a BNL ID card.

FOREIGN NATIONALS (guest DOES NOT have a BNL ID card)

STEP 1: Guests must complete a guest registration form a minimum of 35 days in advance of their anticipated arrival to BNL. This is a one-time requirement. The registration form can be found at: <https://fsd84.bis.bnl.gov/guest/guest.asp>.

STEP 2: Guests must receive approval to come to BNL. Approval notification will be sent via e-mail. If a guest arrives at BNL without approval, s/he will be denied access.

STEP 3: Guests must notify Brookhaven of their actual arrival and anticipated departure dates. They can do this at <https://fsd84.bis.bnl.gov/guest/guestlog.asp>. A guest number is required to access this system. Guests will receive BNL ID numbers via e-mail.

STEP 4/Arrival at BNL: Guests will be stopped at the front gate, asked to proceed to the visitor trailer, and will be given a temporary pass. First-time visitors to Brookhaven should make accommodations to arrive during working hours, Monday through Friday between the hours of 0830 and 1700, if possible. Guests arriving after hours should anticipate some delay in obtaining gate access.

STEP 5: First-time guests must check-in at the Users' Center. Check-in hours are 0830 to 1600, Monday through Friday, excluding holidays.

FOREIGN NATIONALS (quest HAS a BNL ID card)

STEP 1: Guests must notify Brookhaven of their actual arrival and anticipated departure dates. They can do this at <https://fsd84.bis.bnl.gov/guest/guestlog.asp>. If a guest does not use the web check-in process prior to their arrival to BNL, s/he should anticipate some delay in obtaining gate access.

STEP 2: Guest BNL ID cards will be scanned at the front gate. Guests will either be instructed to check-in at the Users' Center for visa verification or told to proceed to their destination, whichever is appropriate. Check-in at the Users' Center is between the hours of 0830 to 1600, Monday through Friday, excluding holidays.

US CITIZENS (quest DOES NOT have a BNL ID card)

STEP 1: Guests must complete a guest registration form prior to arrival at BNL. This is a one-time requirement. The registration form can be found at: <https://fsd84.bis.bnl.gov/guest/guest.asp>.

STEP 2: Guests must notify Brookhaven of their actual arrival and anticipated departure dates. This is a one-time requirement. They can do this at <https://fsd84.bis.bnl.gov/guest/guestlog.asp>. A guest number is required to access this system. Guests will receive BNL ID numbers via e-mail.

STEP 3/Arrival at BNL: Guests will be stopped at the front gate, asked to go to the trailer, and be given a one-day pass.

STEP 4: Guests must check-in at the Users' Center. Check-in hours are 0830 to 1600, Monday through Friday, excluding holidays. First-time visitors to Brookhaven should make accommodations to arrive during these hours, if possible.

US CITIZENS (quest HAS a BNL ID card)

Guests have no requirements before arrival to BNL.

GATE ACCESS: Guest BNL ID cards will be scanned at the front gate and guest can proceed to their destination.