User Updates

RHIC AGS users' center

Introduction

This electronic bulletin is being provided to you by the RHIC & AGS Users' Center. It is intended as a vehicle to communicate with the user community on issues of importance to Users and any developments at Brookhaven that might affect Users. These updates will be distributed periodically, as a need arises. What will be provided are news excerpts and not lengthy news articles. As you will see by some of the news below, there is a lot going on, and a lot to tell you about.

The Users' Center welcomes feedback from the community on the concept, the content, as well as feedback on the items addressed within the newsletter. Please feel free to contact Susan White-DePace at swd@bnl.gov with your suggestions and comments.

BNL Unveils Guest Information System

Over the past two years, Brookhaven has developed a Laboratory-wide Human Resources database. When complete, the database will include all guests, contractors, and employees. On January 8th, the Guest Information System (GIS) portion of this database will officially become available for use by off-site guests.

The GIS has a web front-end that will enable guests to pre-register before arriving at Brookhaven. This will simplify the procedures for processing guest appointments for Brookhaven and simplify the check-in process for guests when they arrive at Brookhaven. The database also has a feature that will generate IA-473s for foreign nationals, which will make life easier for all concerned.

All guests coming to Brookhaven for their first visit should go to the following web site and register as soon as they know they will be visiting Brookhaven. The web site is https://fsd84.bis.bnl.gov/guest/guest.asp. If you have any problems, contact Angela Melocoton at 631-344-5975 or via email at userscenter@bnl.gov.

First-time guests of the Laboratory, individuals who do not hold a BNL ID card, must also notify BNL of their arrival date. The Users' Center has put an Arrival Notification Form on the web, http://www.phy.bnl.gov/users/usersCenter/arrivalForm.html to make this easier for guests of the RHIC & AGS facilities. We request that notifications be made 48 hours prior to your arrival at Brookhaven.

Guidebook for Guests

Guidebook for Guests Conducting Research. This BNL Guidebook was developed to familiarize individuals coming to Brookhaven to conduct research at a research department, user facility, or research center. A PDF version is available at https://sbms.bnl.gov/standard/13/1306e011.htm.

The Guidebook provides information on issues that Guests should address before arrival, upon arrival, and when leaving Brookhaven. Environmental, health and safety issues are addressed throughout the Guide, and facility-specific contact personnel are referenced throughout and listed in an appendix.

There is a lot of useful and helpful information contained in the Guidebook and guests are encouraged to read it before coming to Brookhaven. Users should take note of the following:

✱ Although identification has always been required to obtain a BNL ID card, the types of identification that are acceptable have been defined in the Guidebook. US citizens are asked to bring one of the following: a driver's license, a pictured government ID card, a passport, or a social security card. Foreign nationals are asked to bring their passports and visas.

✱ Guests will be asked to sign a Commitments and Expectations Statement *each* time they are issued an ID card. This statement is a simple one-page document that outlines what a guest can expect from Brookhaven and what Brookhaven expects of its guests. A copy of this statement can be found in in PDF format at https://sbms.bnl.gov/standard/13/1306e011.htm.

Housing Upgrades

- For those who may not have already heard, the dormitories now have Ethernet capability. Ethernet connections in the apartments are scheduled to be available in 2001.

- VCRs are available from the Housing Office for three-day use by guests of Brookhaven. Machines are available on a first-come, first-serve basis.

- Battelle Memorial Institute and SUNY @ Stony Brook provided funding for the installation of TV satellite receivers for the apartments, Guest House, each of the four dormitories, the Recreation Building, and the Brookhaven Center. They also purchased five large-screen TVs that now reside in the Brookhaven Center and the lobbies of the dormitories.

- On-site dairy delivery is now available in the apartment area. Guests can order milk, eggs, butter, cheese, yogurt, juice, soda, breads and muffins and have it delivered to their apartments, on Mondays and Thursdays. Details are available from Housing or the Users' Center.

Housing Request via the Web

Brookhaven's Staff Services Division, which administers Brookhaven's on-site housing, now has an on-line reservation request form. The web site provides general information about housing accommodations, rates, and policies. The housing requests form can be found at **http://www.bnl.gov/ss/housing.htm**. Guests are encouraged to use this system to make housing requests.

Computer Security

Brookhaven has made a number of changes to improve the cyber security position of the Lab. One of the first changes was to severely restrict the use of clear text passwords protocols, such as telnet and ftp. Specific questions should be addressed to the system administrator you work with or to the Cyber Security Officer, Carl Eyler, extension 7793 or eyler @bnl.gov.

The Users' Executive Committee has posted cyber security information on their web pages. The addresses are:

http://www.phy.bnl.gov/users/bnl/CyberUpdate3.txt,
http://secops1.itd.bnl.gov/PDN/, and
https://sbms.bnl.gov/ld/ld16/ld16d421.htm.

Submitted by Peter Bond

Message from the UEC

The RHIC and AGS Users Group elected three new members to the Users Executive Committee (UEC). The new members are:

Richard Seto	(Univ. of CA @ Riverside)
Berndt Bassalleck	(Univ. of New Mexico)
Steve Kettell	(BNL)

The goal of the UEC is to facilitate communication between the user community and BNL management. Users are encouraged to contact a committee member and suggest items for discussion at our monthly meeting with the BNL management team. The UEC is especially

interested in ways to enhance the productivity of the Users while conducting research at BNL's facilities. The next UEC meeting will be held on Friday, January 12th at noon in Berkner Hall.

For a complete list of the UEC committee, see the Users homepage http://www.phy.bnl.gov/users. There are also several useful links on the homepage, including employment opportunities for young scientists, the Program Advisory Committee meeting schedule, and information about the BNL cyber security plan.

Submitted by Jim Thomas

Training

Collider-Accelerator Users' Training is now being held on Mondays at 1:00 p.m. in Building 911. This enables adequate time to complete check-in at the Users' Center, as well as, provide time for the Users to check-in with the experimental offices and get their Job Training Assessment completed prior to attending the Collider-Accelerator Users' Training.

AGS Special Users' Training is now called AGS Fixed-Target Training. This training course now provides equivalency for ODH (0), Stop Work, Emergency Planning, High Radiation Module, ET, and reciprocity for DOE-trained Radiation Worker I. It is scheduled on an as-needed basis.

Brookhaven has a new cyber security training course. It is a read and acknowledge training that should take less than 15 minutes to complete. Users can complete this from their home institutions by clicking on http://training123.bnl.gov/training/courses/ComputerSecurity/index.htm.

BNL Shuttle

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. If you find yourself stranded at the RHIC or AGS rings, and need a ride after hours call Security and ask for assistance.

Monday Memos

An electronic newsletter entitled the Monday Memo is published bi-weekly by Brookhaven's Director, Dr. John Marburger. Each Monday Memo includes a message from the Director, articles on management topics and topics of current interest, upcoming events, science highlights, and a section devoted to answering questions raised by its audience. Guests of Brookhaven can now subscribe to this list, if they wish. To subscribe to the Monday Morning Memos, click http://lists.bnl.gov/mailman/listinfo/mondaymemo-l.

Credit Cards for Users

An electronic mall was established at BNL to provide an on-line vendor that provides items previously, but no longer, available in the central stockroom. Credit cards are required to use this system. Orders can be made on the web or via phone and deliveries are made to the Departments by Brookhaven's Shipping and Receiving Department. In response to User requests, BNL will issue credit cards to Users. Interested parties should contact Rosalie Piccione at 631-344-3160.

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