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1.0 PURPOSE/SCOPE

The purpose of the Photon Sciences (PS) Training Program is to define and implement training requirements and procedures in accordance with Brookhaven National Laboratory (BNL) policies and standards to ensure that employees, guests, users, and contractors are trained and qualified to access and work in PS facilities.

This Program is in accordance with the Standards Based Management System (SBMS), the Management System for Training and Qualifications, the Training and Qualifications Subject Area, and the Environmental, Safety, Security and Health (ESSH) Policy. Photon Sciences adheres to these policies and standards.

2.0 RESPONSIBILITIES

2.1 PS Business Division Director

- Ensures implementation of the PS Training Program.
- Designates a Training Manager to act as the directorate contact for training activities.

2.2 PS Environment, Safety & Health (ESH) Manager

- Has primary responsibility for establishing training requirements for PS.

2.3 PS Environment, Safety & Health (ESH) Staff

- Notifies the PS Training Manager of new positions, tasks, assignments, requirements, facility modifications, or areas to be accessed that need to be assessed for training requirements.
- Notifies the PS Training Manager of any changes needed to training documentation for directorate ESH program areas, and review revised training course material for approval.

2.4 PS Training Manager

- Manages the Photon Sciences Training Office, serving as liaison in representing directorate training needs and priorities, and is responsible for the development, direction and oversight of the PS Training Program.
- Consults with staff to define, prioritize, and coordinate directorate training goals and initiatives.
- Develops and maintains PS training procedures, requirements, and materials.
- Performs assessments to identify training requirements for hazards and risks associated with jobs, tasks, and facility access, and assigns requirements to employees, guests, users, and contractors.
- Assists in implementing and evaluating directorate environmental management system (EMS) and occupational safety and health (OSH) training initiatives.

2.5 PS Managers and Supervisors

- Ensure workers are trained and qualified (including required on-the-job training) to perform assigned tasks unsupervised.
- Suspend qualifications for individuals who are unable to re-qualify until successful performance is demonstrated and ensure that employees with lapsed qualifications do not perform tasks without a qualified employee present.

- Notify the PS Training Manager of new positions, tasks, assignments, requirements, facility modifications, or areas to be accessed that need to be assessed for training requirements.

2.6 PS Employees, Guests, Users, and Contractors

- Complete and maintain all training assigned and required for task performance or facility access.
- Maintain a level of knowledge required for safe and efficient performance of assigned duties.
- Refrain from performing procedures or tasks for which the worker is not trained or qualified.
- Provide the PS Training Manager with proof of any job-related training courses or certifications completed outside the Laboratory.
- Identify new training and qualification needs to supervisor, host, or PS Training Manager for assigned work.
- Provide feedback on the adequacy or quality of training to course instructors, the BNL Training Office, and/or the PS Training Manager.

2.7 On-the-Job Training (OJT) Trainers

- Qualified in a specific area of expertise to provide OJT and evaluate trainees.
- Provide and evaluate trainee using the latest revision of pertinent procedures or reference materials and ensure trainees have acquired the necessary knowledge and skills to successfully perform the procedures or tasks unsupervised.
- Document proof of training.

2.8 On-the-Job Training (OJT) Trainees

- Study for On-the-Job Training (OJT) evaluations using the latest version of pertinent procedures or reference materials supplied by the OJT Trainer.
- Complete and maintain all OJT training and qualifications required for performance of procedures or tasks.
- Refrain from unsupervised performance of any procedure or task requiring OJT for which the trainee has not been successfully evaluated.

3.0 DEFINITIONS

Beamline Staff: Staff members consist of employees and guest users from BNL directorates and external organizations who serve as Spokespersons, Local Contacts, Scientific and Technical Staff to provide long-term scientific or technical support for one or more NSLS or NSLS-II beamlines.

Job Training Assessment (JTA): A method used to assign training courses to employees, guests, users, and contractors based on hazards that may be encountered, job duties and tasks, or site access requirements. BNL JTAs (usually prefaced with “GE” or “TQ”) are developed by the BNL Training Office based on criteria defined in the SBMS. PS JTAs (prefaced with “PS”) are developed by the PS Training Office to assign training requirements for access to PS facilities and for the performance of PS tasks and roles. All JTAs and associated training courses are listed in the BNL JTA List.

On-the-Job Training (OJT): Practical training that provides workers with job-related knowledge and skills to ensure specific tasks are performed as expected. Training includes review of pertinent procedures and an evaluation to ensure the trainee has acquired the necessary knowledge and skills and has performed the task or procedure successfully. If applicable, training will include hands-on learning, safety implications, walkthroughs, and/or Technical Safety Requirements.

Qualified Escort: An escort must be either a BNL employee or a Beamline Staff member and must be a citizen of a non-sensitive country. When escorting visitors in radiological controlled areas (e.g., NSLS and SDL), escorts must be trained and qualified in General Employee Radiological Training

(GERT) and all other Training Requirements for Building Access. Escorts and any person under escort in radiological controlled areas must sign the Visitor/Escort forms at the entrance to the area.

Qualified Worker: A worker who has successfully completed education, experience, training, and any special requirements (e.g., medical exams, external certifications, on-the-job training) necessary for unescorted, unsupervised and competent performance of assigned responsibilities and tasks.

4.0 TRAINING REQUIREMENTS FOR BUILDING AND FACILITY ACCESS

The Job Training Assessments (JTAs) listed below are assigned to employees, users, guests, and contractors for access to facilities and buildings in the PS complex.

Refer to the BNL JTA List for associated training requirements.
For course locations or instructors, refer to: BNL web courses PS web courses PS OJT courses.
Refer to Encoding BNL ID Badges for access to facilities with card reader access.

Location	JTA
PS Employees and Building Occupants	PS-01
NSLS-II Facility (Bldg 740/747)	PS-01A to PS-01Z
NSLS Facility (Bldg 725)	PS-03A to PS-03Z
SDL Facility (Bldg 729)	PS-04A to PS-04Z
All other PS Buildings	PS-02A to PS-02Z

5.0 TRAINING REQUIREMENTS AND INSTRUCTIONS FOR CONTRACTORS

Work-related training requirements for contractors are determined by the hazards associated with the contractor's work. The BNL Contact (or Host) assists in identifying the hazards, determines whether the contractor is a construction contractor or a non-construction contractor, and informs the contractor to follow the applicable instructions provided in this section.

If the contractor will be permitted to have unescorted access to buildings where the work will be performed, refer to Training Requirements for Building Access for additional training requirements.

For work involving installation, repair, or servicing of electrical equipment, systems, or components, refer to the Instructions for Working on Electrical Equipment prior to starting work.

5.1 Construction Contractors

Construction Contractors perform the following work:

- Construction of infrastructure, buildings, or internal building components (including hutches)
- Open flame operations (cutting, welding, brazing, soldering)
- Use of cranes, forklifts, or rigging equipment
- Construct or modify electrically-powered equipment
- Work "on or near" energized, exposed components or parts (equal to or greater than 50 volts)
- Confined space entry
- Perform excavation activities or work in trenches
- Perform work requiring use of a respirator
- Class 3B or 4 laser use
- Entry into HAZWOPER exclusion areas
- Entry into Noise Areas
- Entry into Asbestos remediation areas
- Any other hazardous operations defined by work planning

Instructions for Construction Contractors:

1. Complete the Guest Registration Form and wait for a permanent 5-digit guest number to be issued, which is required for training and site access.
2. After receiving the guest number, complete the Photon Sciences ESH Briefing online.
3. Complete any other applicable online training requirements determined by the BNL Contact, Host, or the PS Training Manager.
4. Prior to arrival, ensure that your BNL Contract (or Host) has submitted your name to BNL Security for a Main Gate access pass.
5. Check in at the BNL Security Main Gate by 8:00 a.m. on the first day of work to attend Contractor Vendor Orientation (CVO). Training is provided onsite every working weekday starting promptly at 8:30 a.m.; class is 2 hours.
6. Obtain a badge application form from the CVO trainer with proof of CVO training.
7. Proceed to Human Resources in Bldg 400 to activate the contractor appointment.
8. Proceed to the Badging Office in Bldg 400 to receive a BNL ID badge if one is being issued.
9. Before starting work, review pre-job requirements with your BNL Contact (or Host) and also with the Research Space Manager (RSM):
    - RSM for Buildings 725 and 729
    - RSM for all Other PS Buildings

5.2 Non-Construction Contractors

Non-Construction Contractors are technical contractors, consultants, vendors, and sales people who:

- Stock food vending machines
- Perform maintenance, repair, service, installation, or warranty repair work on equipment, or
- Have a scheduled appointment with a specified BNL Contact (or Host) to discuss purchases

Instructions for Non-Construction Contractors:

1. Complete the Guest Registration Form and wait for a permanent guest number to be issued, which is required for training and site access.
2. After receiving the guest number, complete the online training: Guest Site Orientation and Photon Sciences ESH Briefing.
3. Complete any other applicable online training requirements determined by the BNL Contact, Host, or the PS Training Manager.
4. Review the Instructions for Working Electrical Equipment if installing, servicing or repairing equipment.
5. Prior to arrival, ensure that your BNL Contract (or Host) has submitted your name to BNL Security for a Main Gate access pass.
6. Check in at the BNL Security Main Gate on arrival at BNL.
7. Proceed to Human Resources Bldg 400 to activate your BNL appointment.
8. Proceed to the Badging Office Bldg 400 to receive a BNL ID badge if one is being issued.
10. Before starting work, review pre-job requirements with your BNL Contact (or Host) and also with the Research Space Manager (RSM):
    - RSM for Buildings 725 and 729
    - RSM for all Other PS Buildings

Exemption: Non-Construction Contractors onsite for three days or less in a one-year period are exempt from these requirements provided all of the following are adhered to:

- No construction type work is performed
- The contractor is a US citizen
- The contractor is escorted by a qualified escort at all times

5.3 Instructions for Working on Electrical Equipment

If the contractor is bringing any electrically-powered equipment that is not approved by a Nationally Recognized Testing Laboratory (NRTL), the contractor and BNL Contact (or Host) must read the NRTL Guidelines.

If the contractor's work involves installation, repair, or servicing of electrical equipment, systems or components, the contractor must follow these instructions:

- All equipment must be unplugged before any work is started.
- The plug must be in contractor's full view at all times.
- All work must be performed in a de-energized state (no work is permitted on exposed, energized parts or components).
- After the work has been completed, all parts must be properly re-installed, in their proper functional state, and the cover must be replaced before energizing the equipment.
- If additional work, servicing, or repair is needed after the equipment is re-energized, repeat the steps listed above.
- Contact the PS Power Distribution Engineer with any electrical questions.

6.0 TRAINING REQUIREMENTS FOR VISITORS

6.1 Visitors, Meetings, and Tours (except in Controlled Areas): Training is not required for casual visits, meetings, or tours, provided all of the following requirements are adhered to:

- No hands-on work is performed.
- The visitor is escorted by a qualified escort at all times
- The visit is three days or less.

6.2 Visitors to Controlled Areas: This section is not applicable for minors, vendors, contractors, or any person who is required to but has not received approval under the foreign visits and assignments program. Training is not required for experimental observers and other visitors who access radiological controlled areas (e.g., the NSLS facility) provided all of the following requirements are adhered to:

- The visitor is escorted by a qualified escort at all times
- The visitor will not be in the controlled area for more than three days in a year and no more than a total of eight hours on each day.
- The visitor is not performing any type of hands-on experiments, work, or service.
- The visitor is permitted to observe and consult.

7.0 TRAINING REQUIREMENTS FOR ASSIGNED STAFF ROLES

The Job Training Assessments (JTAs) provided below are assigned for PS roles.

Refer to the BNL JTA List for associated training requirements.
For course locations or instructors, refer to: BNL web courses PS web courses PS OJT courses.
Refer to Encoding BNL ID Badges for access to facilities with card reader access.

JTA Family	**JTA**
PS Managers and Supervisors	PS-100 to PS-199
PS Engineers	PS-200 to PS-299

PS Technical Staff	PS-300 to PS-399
PS ESH Staff	PS-400 to PS-499
PS Operations and other facility staff	PS-500 to PS-599
PS Scientific Staff	PS-600 to PS-699

8.0 TRAINING REQUIREMENTS FOR EXPERIMENTAL WORK

The Job Training Assessments (JTAs) provided below are assigned to users and experimenters working at PS facilities.

Refer to the BNL JTA List for associated training requirements.
For course locations or instructors, refer to: BNL web courses PS web courses PS OJT courses.
Refer to Encoding BNL ID Badges for access to facilities with card reader access.

Type of Experimenter	**JTA**
NSLS Facility Users (onsite 60 days or less in a year)	GE-53L or PS-03U
NSLS Beamline Staff	PS-X05 or PS-X06
NSLS Beamline Assistant (onsite 60+ days in a year)	PS-X09
SDL Facility Users	PS-04U
PS Laser Users	PS-L00 to PS-L99
All other experimental work	PS-X01 to PS-X99

9.0 TRAINING REQUIREMENTS FOR TECHNICAL WORK

The Job Training Assessments (JTAs) provided below are assigned for technical work and tasks at PS facilities, except for machine shop access and use.

Refer to the BNL JTA List for associated training requirements.
For course locations or instructors, refer to: BNL web courses PS web courses PS OJT courses.
Refer to Encoding BNL ID Badges for access to facilities with card reader access.

JTA Family	**JTA**
PS Work Permits	PS-70A to PS-79Z
PS Area Managers and Stewards	PS-A00 to PS-A99
PS Cranes	PS-C00 to PS-C99
PS Material Handling equipment and tasks	PS-D00 to PS-D99
PS Other Technical Work (including EMS tasks)	PS-T00 to PS-T99
PS Work Planning	PS-W00 to PS-W99

10.0 TRAINING REQUIREMENTS FOR USE OF PS MACHINE SHOPS

Minimum training requirements for access to PS machine shops and use of machine shop equipment are provided in JTAs PS-M00 through PS-M99. JTAs are assigned according to location and the skill levels defined below. Prior to using machine shop equipment, users must first satisfy the requirements of JTA PS-M30 (assigned to students and guests) or JTA PS-M31, PS-M32, or PS-M33 (assigned to employees and NSLS users with valid User Agreement Acknowledgement Forms on file with BNL) for their appropriate skill level.

Refer to the BNL JTA List for associated training requirements.
For course locations or instructors, refer to: BNL web courses PS web courses PS OJT courses.
Refer to Encoding BNL ID Badges for access to facilities with card reader access.

Skill Levels and Use of Machine Shop Tools and Equipment

- **Level 0** users may use only handheld tools (e.g., hand drills, dremels, battery impact drivers, and handheld saws) and are prohibited from using stationary machine shop tools and equipment.
- **Level 1** users may use Level 0 tools and light machine shop equipment but may not use belt sanders, band saws, drill presses, grinders, lathes, or milling machines unless successfully evaluated for the specific equipment.
- **Level 2** users may use tools for Level 0, Level 1, and Level 2 (belt sanders, band saws, and drill presses) but may not use grinders, lathes, or milling machines unless successfully evaluated for the specific equipment. Users are assigned a key by the Machine Shop Manager for access to Level 2 tools.
- **Level 3** users may use tools for Level 0, Level 1, Level 2, and Level 3 (grinders, lathes, and milling machines) and are assigned a master key by the Machine Shop Manager for use of Level 2 and 3 tools.

11.0 PROCEDURES AND REQUIREMENTS FOR TRAINING COURSES

This section provides directorate-specific procedures and requirements related to training courses assigned for access to PS facilities or performance of PS-specific tasks. This section is not inclusive of all training requirements and is not intended to define all minimum requirements.

For course locations or instructors, refer to: BNL web courses PS web courses PS OJT courses.

11.1 **General Employee Radiological Training** (GERT) is one of the minimum training requirements for any person who requires unescorted access to radiological controlled areas in the PS complex (e.g., the NSLS and SDL Facilities)

11.1.1 **GERT Reciprocity** may be granted to guest facility users for radiological completed at another DOE facility provided the user has successfully completed the online NSLS Safety Module.

Reciprocal Credit is requested through User Administration after the NSLS Safety Module has been completed. Reciprocity will not be granted if training qualifications are due to expire within three months.

Non-users may be request exemption from the BNL Training Office for GERT course content but must complete the GERT web-based Challenge Exam.

11.1.2 **GERT Remedial Training** is available for those who are unable to successfully pass the GERT exam**.** This section applies only to guest facility users; all other trainees must contact the BNL Training Office for assistance. After the third attempt to pass the exam, users must follow the procedures below for remediation:

- User's training requirements for the NSLS Safety Module must be in status before requesting remediation.
- User reviews the GERT study guide.

- User requests a proctor (in the following order) to review course content:
  - Jim Nemeth
  - Jay Adams
  - Frank Zafonte
  - Dennis Ryan
  - BNL Training Office
- An interpreter may be enlisted to review the subject matter with the trainee. Discussing exam questions during this review is not permitted.
- After remediation, the study guide is removed from the exam location, and the proctor contacts the BNL Training Office to re-open the course for one additional attempt to pass the exam.

If the user is unable to pass the exam on the fourth attempt, the requirements below must be followed:

- User may be issued a BNL badge, but the badge cannot be encoded for access to any radiological controlled area.
- User is not to be issued a temporary access card for access to any radiological controlled area.
- The Local Contact at the beamline where the user is assigned must be informed of user's restrictions.
- The PS Training Manager is to be notified to remove the JTA for user access and apply a JTA for guests.
- User must follow all of the requirements for Visitors to Controlled Areas.

11.2 **The NSLS Safety Module** is one of the minimum training requirements for guest facility users and for scientific and technical workers assigned to perform work at the NSLS facility.

11.2.1 **NSLS Safety Module Remedial Training** is available for those who are unable to successfully pass the NSLS Safety Module exam**.** This section applies only to facility users. All other trainees must contact the PS ESH Coordinator for assistance. Users who are unable to pass the exam on the third attempt must follow the procedures below for remediation:

- Contact the first available PS ESH group member below to review course content:
  - PS ESH Coordinator
  - PS ESH Engineer
  - PS Deputy ESH Manager
- After remediation, the proctor contacts the BNL Training Office to re-open the course for one additional attempt to pass the exam.

If the user is unable to pass the exam on the fourth attempt, the requirements below must be followed:

- User cannot be issued a BNL badge (since this module carries an equivalency for guest site orientation which is a minimum training requirement for issuance of a guest badge), OR user must complete Guest Site Orientation to receive a guest badge but the badge cannot be encoded for access to the NSLS facility.
- User is not to be issued a temporary access card to the NSLS.
- The Local Contact at the beamline where the user is assigned must be informed of user's restrictions.

- The PS Training Manager is to be notified to remove the JTA for user access and apply a JTA for guests.
- User must follow all of the requirements for Visitors to Controlled Areas.

11.3 BLOSA: BeamLine Operations Safety Awareness (BLOSA) training is required by all facility users for each beamline where the user will perform experiments. BLOSA provides users with an awareness of important operational information and safety issues specific to the beamline.

11.3.1 BLOSA Training: BLOSA is conducted at the beamline and is valid for two years. Some beamlines, at their discretion, may require more frequent training intervals. All users are expected to complete BLOSA training at the time they arrive at the beamline unless training is already in status. Each beamline may decide how to provide the BLOSA training to users, including for those who begin experiments during off-hours. The Safety Approval Form (SAF) for each experiment provides the BLOSA training status for each user.

11.3.2 BLOSA Training Forms: All operational beamlines, except those used for machine diagnostics, must have a BLOSA form. Completed forms are to be deposited into a folder attached to the beamline's Yellow Safety Board. BLOSA forms are formal training records and are collected by Operations Coordinators (OPCOs) for entry into user training records. Beamline staff members are responsible for reviewing the BLOSA form template at least annually and should contact the PS Training Manager to request new or updated BLOSA forms for their beamline.

11.3.3 BLOSA Trainers: Each beamline designates trainers to provide BLOSA training. Trainers must be trained by another designated trainer when possible. Trainers should avoid self-training unless special circumstances exist.

11.4 Environmental Awareness Training may be required for one or more of the following activities that involve environmental aspects:

- Crystal Cutting is required by any person who performs crystal cutting.
- Crystal Etching is required by the Shop Manager of the crystal etching facility and any person who performs crystal etching.
- Lead work is required by Shop Managers of designated lead machining shops and by any person machining lead (e.g., cutting bricks).
- Machine Shop Operations is required by all PS Machine Shop Managers and users.
- Mechanical and Electrical Maintenance is required by mechanical engineers, electrical engineers, and all technicians.
- Photographic Darkroom Operations is required by the Darkroom Manager and all users of PS darkrooms.
- Satellite Accumulation Area (SAA) Manager is required by the 90-Day Area Manager and all SAA managers.
- Vacuum Systems is required by vacuum engineers and technicians.
- Water Systems (Regeneration of Mixed Bed De-ionizer for Process Water Systems) is required by utilities engineers and all staff members of the PS Utilities Group.

11.5 Laser System Training: System-specific laser training is required for all laser system operators and users. Prior to using Class 3B or 4 lasers, users must be in status with the following requirements:

- A baseline laser medical eye examination performed by a qualified ophthalmologist. Users may satisfy exam requirements through their own ophthalmologist.
- BNL's Laser Safety training module.
- System-specific laser OJT training provided by the laser system owner or operator.

11.6 **Photon Sciences Environment, Safety & Health (ESH) Briefing** is one of the minimum training requirements for any person (except facility users) who performs work in any PS building.

- Access to Building 725: For PS employees whose primary work location is Building 725 and for NSLS Facility Beamline Staff, training is required only once. For all others, training is valid for two years.
- Access to all other PS buildings: Training is required only once.

11.7 **NSLS-II (B740/747) Environmental, Safety & Health Tour** is one of the minimum training requirements for any person who performs work in or requires access to the NSLS-II Facility in Buildings 740 and 747. Contact the PS Training Manager for training.

- After successful completion of the training requirement, workers are provided with access stickers which must be placed on the right side of the trainee's hard hat. The hard hat must be worn when working in or visiting the NSLS-II Facility.
- Training is required only once; however, trainees are required to maintain qualifications by completing brief online modules showing revised access points and assembly areas as new sections of the building are opened for occupancy.

11.8 **On-the-Job Training (OJT)** may be necessary to provide workers with job-related knowledge and skills for :
- Procedures related to task performance
- Steps involved with tasks
- Equipment and operations information

To avoid potential risks and consequences involved with improper task performance and to provide structured and consistent OJT training, completion of BNL's On-the-Job Training web course by OJT Trainers is recommended.

The OJT Trainer is responsible for any documentation that will be used to provide on-the-job training. Documentation, preferably in checklist format, should be based on written procedures or work instructions that detail proper task performance.

Proof of on-the-job training must be recorded and must contain:
- Trainee's name and life number
- Date of training
- Course objective
- Trainer's name
- Description of task
- Equipment used
- Task elements and procedural steps, or applicable procedure number, or document number
- Statement of satisfactory completion of training, signed by the trainer and trainee

A Job Performance Measure (JPM) form may be used to document proof of training.

Proof of on-the-job training must be retained either by the OJT trainer, the trainee's supervisor, or by the owner of the system for which the training is provided. Alternatively, the OJT trainer may forward proof of training to the PS Training Manager for inclusion in the trainee's permanent training record.

After a supervisor is confident that a new worker is knowledgeable and competent, the supervisor can deem that the worker is qualified to perform the task unsupervised.

11.9 Other Training: Additional training may be required as determined in safety approval forms, experimental safety reviews, beamline hazards analysis forms, or as required by the PS ESH Group, the PS Training Manager, or the Beamline Staff where the experiment is performed.

12.0 ENCODING BNL ID BADGES FOR BUILDING AND FACILITY ACCESS

User Administration oversees the process of encoding and un-encoding BNL ID badges to the facilities with card reader access listed below. Encodings for badges with timed access will terminate when training qualifications in the assigned JTA expire.

12.1 NSLS Facility: BNL ID badges for PS employees whose offices are located in Building 725 will be encoded for access to the NSLS Facility without timed-access restrictions after successful completion of the training requirements in JTA PS-03A. All other ID badges will be encoded for timed access to the NSLS Facility after successful completion of an appropriate JTA that specifies encoded access to the NSLS is permitted. For a list of JTAs, refer to Training Requirements for Building Access.

12.2 SDL Facility: BNL ID badges will be encoded for timed access to the SDL Facility after successful completion of an appropriate JTA which specifies encoded access to the SDL is permitted. For a list of JTAs, refer to Training Requirements for Building Access.

12.3 NSLS User Machine Shop: Access to the NSLS User Machine Shop is restricted to Control Room staff and designated ESH staff for emergency purposes, and to qualified machine shop managers and users as follows:

- **Level 0 users** (assigned JTA PS-M30) are not permitted to have their BNL ID badges encoded for access to any machine shop.
- **Level 1, 2, and 3 users** (assigned JTA PS-M31, PS-M32, or PS-M33) may make a request to User Administration to have their BNL ID badges encoded for timed access to the NSLS User Machine Shop after all training requirements for the assigned machine shop JTA are in compliance.

PHOTON SCIENCES DIRECTORATE REVISION LOG			
Document Number:	PS-TRN-REQ-0001	**Review Frequency**	
Subject:	**Photon Sciences Training Program**	**1**	Year
Review signatures on file with master copy of controlled document			

Rev	Description	Date
A	Initial Document entered in the PS Controlled Documents system. This document replaces LS-ESH-PRM-8.0.0, LS-ESH-PRM-8.1.0, and LS-ESH-PRM-8.2.0. This is a major revision to incorporate responsibilities, definitions, and PS re-numbered and re-titled JTAs and to move previously-approved PS specific training requirements and access information from the NSLS Training website to this Training Program document.	11/30/2011