

# NLSL Contractor / Vendor Orientation Form

For Contractors or Vendors sponsored by the NLSL Department

**Instructions:** NLSL Contact and Training Coordinator to indicate required training. **Send completed form to Eileen Morello (NLSL Guest Administrator), 725B.**

Contractor Employee Name: \_\_\_\_\_ BNL ID Number: \_\_\_\_\_

Employer/Company Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

NLSL Contact: \_\_\_\_\_ Contact's Phone Number: \_\_\_\_\_

## NLSL Contact complete this part

# Days Contractor Expected to be on Site: \_\_\_\_\_

Is the contractor a U.S. Citizen?  NO  YES

NOTE: Contractor MUST register in GIS if more than 3 days on site OR if they are a foreign national.

Will Contractor need access to any Controlled Areas?  NO  YES - select one option below:

\_\_\_\_\_ Contractor will be in a Controlled Area for less than 8 (eight) hours AND will be continuously escorted by trained, badged personnel. Visitor/Escort sign-in sheets at entrances to Controlled Areas will be used. NLSL Contact is responsible for arranging continuous escort.

\_\_\_\_\_ Contractor needs unescorted access to Controlled Areas, or access for more than 8 hours. RADIOLOGICAL TRAINING (and possibly a TLD) IS REQUIRED in PART D below.

\_\_\_\_\_  
NLSL Contact Signature

\_\_\_\_\_  
Date

### A. Contractor/Vendor ID badge application

- Obtain from Eileen Morello, Rm. 2-104, x2145  
 Not required (*no more than 3 days on site*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### B. BNL Site Orientation (*select one*)

- Contractor/Vendor Orientation (CVO) any day (M-F) 8:30 am, bldg 422  
*(for construction and trade contractors, sub-contractors, consultants or vendors)*  
 Guest Site Orientation (TQ-GSO) at <http://training.bnl.gov> under "Web Courses"  
*(all other Guests, and contractors/vendors if administrative/desk/computer work only)*  
 Not required (*3 days or less on site, performing non-hazardous work*)

\_\_\_\_\_  
Completed

\_\_\_\_\_  
Date

### C. NLSL ESH Briefing for Contractors/Vendors

- See E. Morello or User Admin. Office to schedule appt.  
 Not required (*3 days or less on site AND escorted*)

\_\_\_\_\_  
Completed

\_\_\_\_\_  
Date

### D. Radiological Training (*select one*)

- None (*no Controlled Areas, OR escorted for less than 8 hrs.*)  
 General Employee Radiological Training -GERT  
*(at <http://training.bnl.gov> under "Web Courses")*

\_\_\_\_\_  
Completed

\_\_\_\_\_  
Date

BNL ID card can be encoded for access ONLY if ESH Briefing (Part C) AND radiological training (Part D) are both completed. See User Administration office for encoding and to obtain a TLD (if needed).

### E. Other Location Training (check all that apply)

- NLSL Beamline or  SDL BLOSA  
 SDL (Source Development Lab) ESH Briefing  
 None required

\_\_\_\_\_  
Completed

\_\_\_\_\_  
Date

### F. Environmental Aspects Involved

- None.  
 Yes – Training required: \_\_\_\_\_

\_\_\_\_\_  
Training Coord. (or Designee) Signature

\_\_\_\_\_  
Date

### G. Other ESH Training Required? No

- Yes – specify: \_\_\_\_\_

\_\_\_\_\_  
Training Coord. (or Designee) Signature

\_\_\_\_\_  
Date