

# LANSCCE-NS Student Orientation Checklist

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Student Name: \_\_\_\_\_

Student Home Org: \_\_\_\_\_

LANL Address: MS H855, TA-53, LANL, Los Alamos, NM 87545

LANL Phone: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

Mentor Phone: \_\_\_\_\_

Date of Orientation: \_\_\_\_\_

## 1. ADMINISTRATIVE

- a. Office and lab locations
- b. General work hours and work days
- c. Important phone numbers
  - i. Emergency 911
  - ii. Central Control Room (CCR) (505) 667-5729
  - iii. Radiation Control Techs (RCT) (505) 667-7069
  - iv. Other Phone #'s
    1. Group Office (505) 667-5377
    2. Steve Wender (Group Leader) (505) 667-1344 (office) / (505) 664-2185 (pager)
    3. Ron Nelson (Deputy Group Leader) (505) 667-7107 (office) / (505) 664-2191 (pager)
    4. Leo Bitteker (Operations Team) (505) 667-0333 (office) / (505) 664-7996 (pager)
  - v. Making phone calls
    1. Acceptable and unacceptable phone usage
    2. Use last 5 digits of LANL numbers for on-site calls (e.g. 7-xxxx)
    3. Dial 8 for outside line
- d. Restrooms
- e. Eating
  - i. Location of cafeterias
  - ii. Designated eating areas
    1. No radioactive or other hazardous materials in eating areas
    2. No soldering permitted in eating areas
  - iii. Areas where food is not permitted

## 2. SAFETY

- a. Worker and work authorization
  - i. Stop Work authority and responsibility
  - ii. IWD's
- b. Minimum Training
  - i. TA-53 Employees/Residents Training (Plan 201)
    1. TA53 Facility Specific Training (34095)
    2. Building Emergency Plan (31744)
    3. TA53 Waste Awareness (22162)

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- ii. IWM Worker Training (Plan 6957)
  - 1. IWM Overview (31881)
- iii. Computer Security Briefing – Unclassified (Plan 2368)
  - 1. Initial Information Security Training (9396)
  - 2. Annual Information Security Refresher (47075)
- iv. Other training requirements
  - 1. Radiological Worker II Training (Plan 115)
    - a. Radiological Worker II Classroom (20301)
    - b. Radiological Worker Practical (12910)
    - c. Radiological Worker Exam (12909)
  - 2. Electrical Safety
  - 3. Pressure Safety
  - 4. Cryogen Safety
  - 5. Lead and Cadmium Handling
  - 6. Other
- d. Radiation Control
  - i. Role of RCTs
  - ii. Dosimetry requirements
    - 1. TLD
    - 2. PN-3
  - iii. Radiation levels
    - 1. Typical conditions
    - 2. Postings
    - 3. Do not linger near beam pipes
  - iv. Radioactive materials
    - 1. All radioactive materials must be kept in a controlled area
    - 2. All radioactive materials must be properly labeled
  - v. Transport of radioactive materials
    - 1. On-site – hand carry
    - 2. Off-site – require special shipping procedures and authorization
    - 3. Do not transport by motorized vehicle
  - vi. Removal of items from flight path
    - 1. RCT survey requirements
    - 2. Use of “possibly radioactive” stickers
    - 3. Parts in the flight path EPACS/PSS boundary while beam on must be treated as radioactive until survey confirms otherwise
  - vii. Radiation Safety System (EPACS)
- e. Hazardous Materials
  - i. Use and storage of hazardous materials
    - 1. Store flammables in flammables cabinet when not in use
    - 2. No hazardous materials permitted in designated eating areas
  - ii. Transport of hazardous materials
    - 1. On-site – hand carry
    - 2. Off-site – require special shipping procedures and authorization
    - 3. Do not transport by motorized vehicle

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- f. Waste Generation and Disposal
  - i. Minimize waste generation
  - ii. Segregate waste types
    - 1. Radioactive waste trash cans
    - 2. Disposal of hazardous waste
    - 3. No hazardous or radioactive waste in “clean” trash
- g. Electrical Equipment Checkout
  - i. UL-listed, or equivalent
  - ii. ESO evaluation of unlisted equipment
- h. Emergency procedures
  - i. Evacuate to a safe area
  - ii. Dial 911

### 3. SECURITY

- a. MPF-66 Key Usage and Responsibility
- b. Camera Usage Policy, Notice 184
  - i. Use Group camera
  - ii. Mentor must review photos before releasing
- c. Computer and Electronics Usage
  - i. Acceptable and unacceptable usage
  - ii. Personal electronics
- d. Badges
- e. Guard Gate
- f. After Hours Access
  - i. Gate Operation
    - 1. Everyone must swipe badge for entry
    - 2. Push green button for exit, no need to wait for gate to close before pushing button
  - ii. Badge Readers
  - iii. Building Access
- g. Foreign Nationals
  - i. DIVA approvals complete
  - ii. Building access
  - iii. Sensitive countries checklist
- h. Classified Information and Areas
  - i. Export Control and Proprietary Information
    - i. Work for Homeland Security, DoD, private companies
    - ii. Deemed exports

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_