

SIMES *ON-BOARDING* ORIENTATION PACKET

Welcome!

SIMES MISSION STATEMENT

Our mission is to address grand challenges in the science of energy-related materials. We create knowledge, develop leaders, and seek solutions.

Create Knowledge

Achieve transformational breakthroughs in materials research aimed at gaining a deeper understanding of nature.

Develop a fundamental understanding of phenomena unique to the nanoscale.

Elucidate electron behavior that can give rise to magnetism, superconductivity, and other emergent properties.

Remove simulation bottlenecks and develop new instruments in order to accelerate the pace of scientific discovery.

Provide unique capabilities in ultra-fast and high-resolution X-ray imaging, scattering, and spectroscopy based on Stanford and SLAC facilities and infrastructure.

Develop Leaders

Prepare students to become leaders in academia, national laboratories, and energy-related businesses.

Guide students in research that advances the frontiers of science, contributes to energy security, and stimulates economic growth.

Provide a community of DOE and Stanford mentors who have developed cutting-edge experimental skills, built unique instruments, and gained world-class expertise in theory, synthesis, and characterization.

Seek Solutions

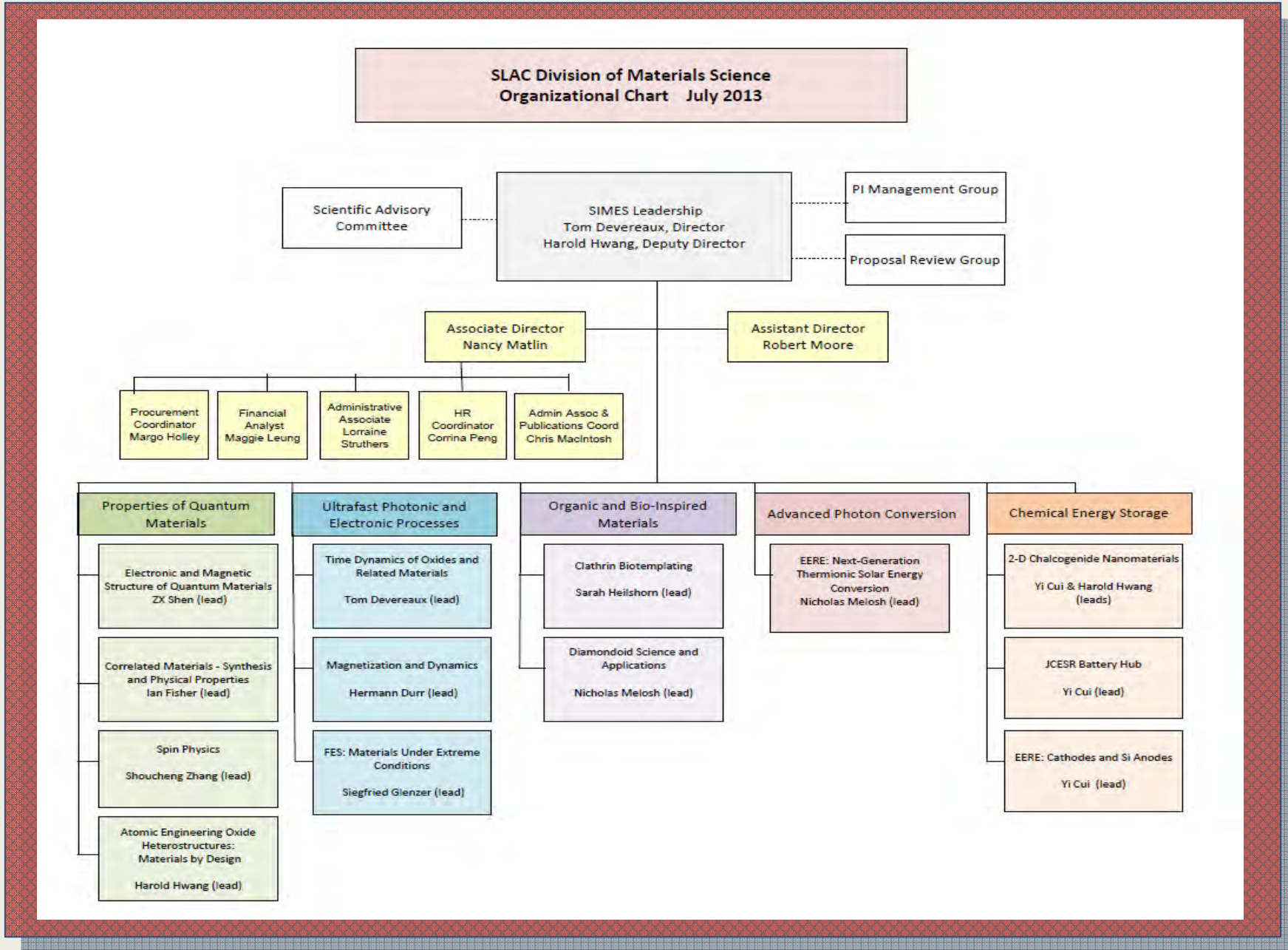
Achieve transformational breakthroughs in materials research that promote DOE mission goals of energy independence and environmental sustainability.

Create materials with targeted properties and functions by designing and synthesizing materials at the nanoscale.

Master the control of energy-relevant complex materials that exhibit collective, cooperative, or adaptive behavior.

Develop new materials and prototype devices that overcome roadblocks to the development of energy technologies.

SIMES ORGANIZATIONAL CHART



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Table of Contents

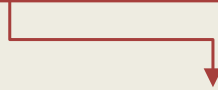
I.	On-Boarding Requirements (SLAC ID and Badge)	
	A. SLAC System - New User Account Request Process Flow.....	Page 8
	B. Detailed Instructions (Part 1) for SLAC New User Account.....	Page 9
II.	SLAC System – Application Access/Support	
	A. SLAC System – Application Access/Support.....	Page 10
	- VPN/Citrix Accounts	
	- Password Resets	
	- SIMES System Support Contact	
III.	Procurement System Access	
	A. Detailed SLAC Procurement Information	
	- Procurement Options.....	Page 11
	B. SLAC Procurement System - New User Acces	
	- eProcurement/eShop Training (Create a Req).....	Page 12
IV.	Travel System Access	
	A. SIMES Travel Process Flow	
	- Conference Attendance System.....	Page 13
	- Travel Authorizations/Reimbursement for Local, Domestic and Foreign Travel System.....	Page 14
	- Conference Registration Reimbursement.....	Page 15
	- Detailed SLAC Travel Information – Part 1.....	Page 16
	- Detailed SLAC Travel Information – Part 2.....	Page 17
	- Detailed SLAC Travel Information – Part 3.....	Page 18
V.	Photon Science Safety	
	A. Photon Science Safety (Part 1)	
	- SLAC’s Staff Resource Page.....	Page 19
	B. Photon Science Safety (Part 2)	
	- Who to Contact for Your Safety Concerns/Questions.....	Page 20
VI.	Emergency Contact Information	
	A. Stanford/SLAC Emergency Contact Info.....	Page 21
	B. 2 nd Floor, Bldg 40 at SLAC Emergency Evacuation Exit PLAN/ Assembly Point... ..	Page 22
	C. 3 rd Floor, Bldg 40 at SLAC Emergency Evacuation Exit PLAN/ Assembly Point... ..	Page 23
	D. Stanford, McCullough Bldg, Emergency Evacuation Exit PLAN/ Assembly Point... ..	Page 24
VII.	Office Space & Keys	
	A. Office Space and New Key Contact.....	Page 25
VIII.	Timecards	
	A. Stanford/SLAC Timecard Links.....	Page 26
IX.	Appendix	
	Appendix A- DoE Facts Form –.....	Page 27
	Appendix B - SU/Affiliate Registration Form –	Page 28
	Appendix C - SLAC Computer Account Form -	Page 29
	Appendix D - Declaration for all users.....	Page 30
	Appendix E - Cyber Training Process.....	Page 31
	Appendix F - EH&S Training.....	Page 32
	Appendix G - SLAC Badging Office – Part 1/Part2.....	Page 33-34
	Appendix H – Key Request Form	Page 35

SLAC System

New User Account Request Process Flow

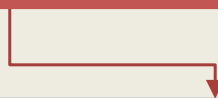
STEP 1

Complete FACT (Foreign Access Central Tracking System) sheet
See Detailed Instruction and Appendix A, page 9, 28



STEP 2

Submit SU registration online web- form
Detailed Instruction and Appendix B, page 9, 29



STEP 3

Submit the SLAC Computer Account & Declaration form.
See Detailed Instruction and Appendix C, D, page 9, 30, 31



STEP 4

Complete Cyber Training.
See Detailed Instruction and Appendix E, page 9, 32



STEP 5

Complete EH&S Online Training.
See Detailed Instruction and Appendix F, page 9, 33



STEP 6

Submit your Badge Request Form/EH&S Certificate to the SLAC badge office to get your SLAC badge.
See Detailed Instruction and Appendix F, page 9, 34

Detailed Instructions for SLAC System New User Account

Step 1.

Complete FACT sheet (Foreign Access Central Tracking System) for ISO (SLAC International Service Office) - http://www-group.slac.stanford.edu/hr/fva/DOE_FACTS_Questionnaire_9-23-11.pdf

If you are an US citizen, please complete the upper part of the form with your signature, the SIMES HR Coordinator can submit the form to ISO for you. Your contact at SLAC is currently Rob Moore.

Step 2.

Submit SU registration web form online to receive a SID number (SLAC system ID).

<https://www-bis2.slac.stanford.edu/suform/> (If you are unable to open the link, please cut and paste.) Your SLAC contact currently is Rob Moore.

Step 3.

Request SLAC window account.

Below are the two links by which you can request a SLAC Windows account; leave SID number blank for now.

Please skip the section on the "Existing account change requests". One of the SIMES administrators will complete the computer czar info. and submit the request for you. The instructional email should be forwarded to you within 24 hours of submittal.

http://www2.slac.stanford.edu/comp/helpdesk/accounts/slac_computer_account_form.htm
<http://www2.slac.stanford.edu/comp/slacwide/account/declare.html>

Your offsite institute should be SIMES at 476 Lomita Mall, Stanford.94305.

Note: It is important to provide an alternate email address, so SLAC Account Services can forward you the instructions for the set-up.

Step 4.

A SID is needed to complete Cyber training. This is a short training with 15 seconds of brief questions.

SLAC requires that anyone with a SLAC computer account must successfully complete the Annual Cyber Security Refresher course - CS200 course. This course is designed to remind you of your security responsibilities

as a cyber citizen of SLAC, and to provide you with actions you can take to protect you and SLAC information resources. The course is updated annually to cover primary threats that SLAC has dealt with over the course of the past year.

You can find information about the course at: <http://www2.slac.stanford.edu/computing/security/education/CS200/description.htm>

Step 5.

In order to request a SLAC badge, please complete EH&S training online. SID number is needed for this training.

Below is the link that will take you to the web-based training portal for the SLAC safety certificate.

<https://slactraining.skillport.com/SkillPortFE/login/login.cfm>

1. Course 219 - Employee Orientation to Environment Safety and Health.
2. Course 115 - GERT

Your SID # can be found on the SLAC directory once you are signed on to SLAC system, and the password is slac2005 (Please do not reset this standard password).

Select "Web training catalog" on the left side of the page, which will take you to "ESH Training - Employee", then select Course 219.

Step 6.

To request SLAC badge.

Please visit the SLAC badge office by the Main Gate (Phone: 926-2551), with a copy of your EH&S training certificate and a badge request form signed by your SLAC contact. Below is the link to the badge form.

<http://www-group.slac.stanford.edu/esh/eshmanual/references/radFormDosimeterRequestA.pdf>

Please feel free to call if you have any questions. Thanks.

SIMES HR Contact for On-Boarding
Corrina Peng
650/723-3458 (at Stanford on Tue, Wed and Fri)
650/926-2818 (at SLAC on Mon and Thu)

SLAC System

Application Access/Support

- For VPN/CITRIX NEIGHBORHOOD Application Account/Install and New Computer Configurations:
 - Place a ticket to the SIMES IT SUPPORT CONTACT by sending an email to: ithelp-simes@slac.stanford.edu. You can also change your SLAC Windows password at: <https://win-password.slac.stanford.edu/>
- For Password Resets call the SLAC IT HELP SUPPORT DESK at:
Phone: [650-926-ACCT \(2228\)](tel:650-926-ACCT(2228)). You can also change your SLAC Windows password at
- SIMES IT SUPPORT CONTACT:
 - Luis Vasquez
 - Phone: 650-926-3017
 - email: lvasquez@slac.stanford.edu

Detailed SLAC Procurement Information

INTRODUCTION

SLAC offers various ways to purchase items. What follows is an overview of these options. Whichever purchasing option is used, be aware that SLAC is tax-exempt. See the Purchasing Department <http://www-group.slac.stanford.edu/ocfo/purchasing/small-business/> for more information. Feel free to contact Margo Holley mculp@slac.stanford.edu if you have questions.

ePROCUREMENT

eShop Easy Requests -> GSS:

A Business-to-Business (B2B) process which offers requesters the ability to quickly and easily place orders directly with a specific list of vendors by shopping the online catalog. In early June, 2011 an expanded eShop became available. There are currently vendors such as: Grainger, MSC, Staples, Fisher Scientific, Lab Safety Supply, Newark, Allied Electronics, Digi-Key, Thorlabs, VWR and many more. Access to eShop is available to all, but there is some training involved. Contact Margo Holley if you are interested.

Purchase Requisition

For purchases that are not through the eShop vendors, requesters can place a conventional purchase requisition which is routed to a buyer in SLAC Procurement. Access to placing a purchase requisition is limited to those with PeopleSoft eProcurement accounts and involves training. Generally, one or two persons within each research group should have this capability.

PCARD

The Purchasing Card (Pcard) is a departmental credit card which can be used for certain types of purchases, such as scientific paper charges, poster printing, lab supplies and components, books, etc. Our departmental purchases are limited to \$3000 per item and \$10K per month. The Pcard is maintained by Margo Holley and stays in her possession. To use the card, email the quote or detailed information of what you want purchased to Margo. After placing the order,

Margo will send a confirmation email.

Notify her after you receive your order and bring/mail/email the paperwork to her. For poster printing, coordinate with Margo prior to having the job done. Afterwards, bring/mail/email the receipt and a webpage printout of the associated conference/meeting to Margo

CHEMICALS

Chemicals are purchased through HAAS, SLAC's chemical management company. To place an order email Margo Holley the detailed information of what, when, where to be delivered, and the quantity needed.

SU SERVICE CENTERS

IR forms (called SU-13 at Stanford) are prepared at the beginning of each fiscal year (October 1), and expire at the end of that fiscal year. Input is gathered from each PI for the service centers needed, and the students authorized to use them. If needs/students change, IRs are added or revised as required throughout the year. Contact Margo Holley for assistance with IRs.

PETTY CASH

SLAC no longer offers Petty Cash reimbursements. Please avoid spending your own funds to make a purchase because reimbursement is difficult. If you have already spent your own funds on a purchase and need reimbursement (remember, SLAC is tax-exempt and will not reimburse sales tax), contact Margo Holley for help.

SPECIAL PAYMENT REQUESTS

[Special Payment Requests](#) are generally used to reimburse an individual/vendor for non-tangible expenses (e.g., phone, mileage, local travel). Special Payment Request forms require access to PeopleSoft and are approved online. If you do not have access to PeopleSoft, bring/mail/email your receipt along with the backup documentation to support the charge, to Margo Holley who will submit it for you (e.g., for mileage, include a web printout showing distance traveled).

SLAC Procurement System

New User Access

Once your SLAC ID and Windows Account have been established you can complete your SLAC Purchasing Training to gain access into SLAC's Procurement system for placing orders.

Note: PLEASE REMEMBER TO PRINT OUT THE CERTIFICATES AT THE END OF EACH TEST BELOW AND TURN THEM IN TO ME SIGNED. ONCE I GET THE CERTIFICATES I WILL PLACE A TICKET FOR YOUR ACCESS.

Please see the below links to begin training. Please see training manuals on pages 10-11.

SLAC now allows people to place orders directly with a specific list of vendors using eShop. If you have a Citrix or VPN account you should be able to access eShop. If you don't have a Citrix or VPN account, send me an email and I'll send you some information on how to apply for an account.

Before you can use eShop, you need to take the UPK eShop training at this website:

<https://www-bis1.slac.stanford.edu/upk/toc.html>

Click on eProcurement for Requestors
eShop Easy Requests (B2B)
Create a New eShop Easy Request
Use the Playback Mode - See It! Try It! Know It?

Once you pass the Know It? module, print out the results and sign it (score of 90% or greater to pass), and bring/send me your test record.

In order to get access to PeopleSoft (P/S) eProcurement you need to take the online training available at this website (you'll need to connect to Citrix/VPN in order for the link to work): <https://www-bis1.slac.stanford.edu/upk/toc.html>

eProcurement for Requestors
Requisitions
Create a New Requisition
Use the Playback Mode - See It! Try It! Know It?

Once you pass the Know It? module, print out the results and sign it (score of 90% or greater to pass), and send/bring me your test record.

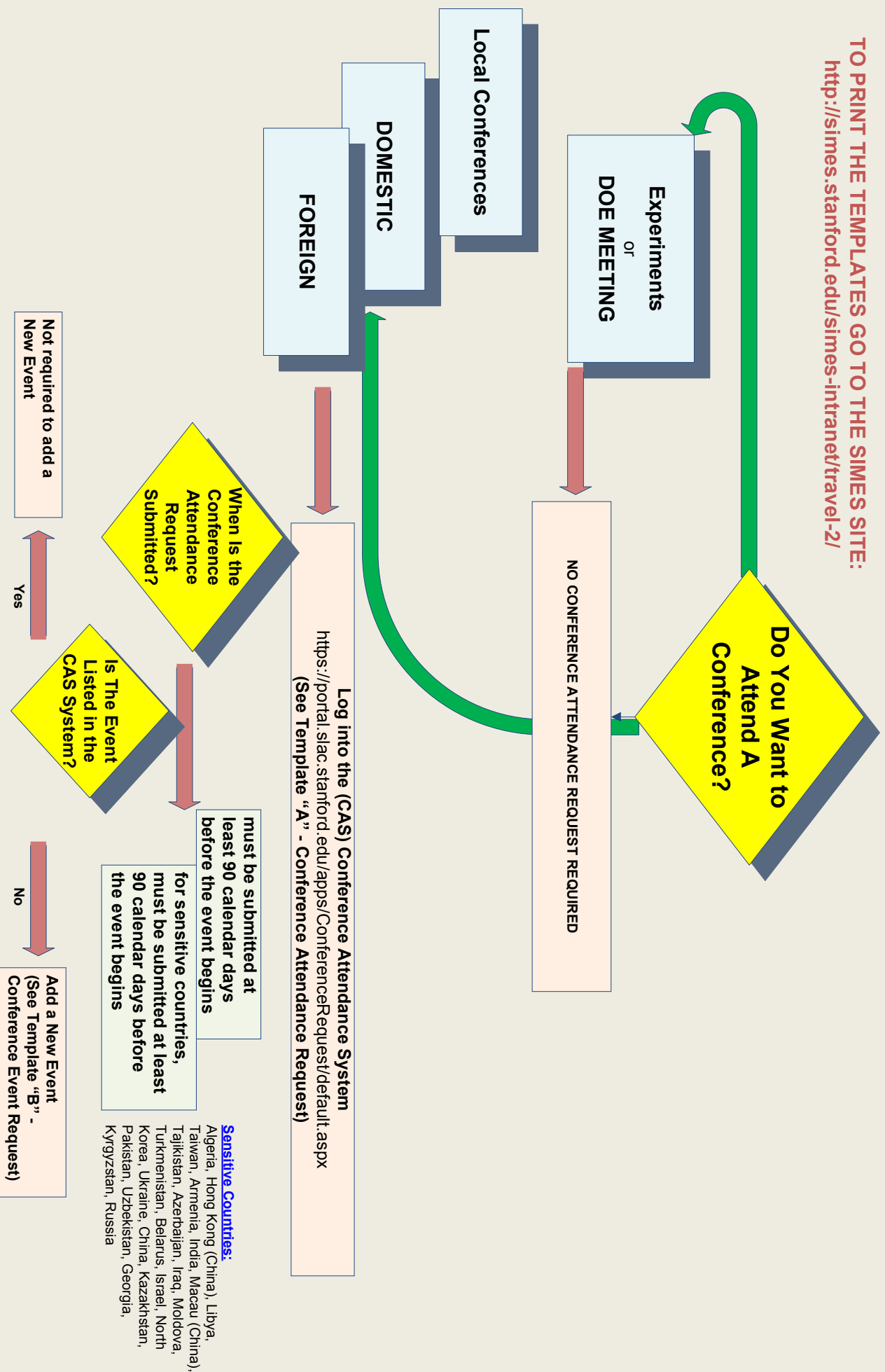
The SIMES Procurement Specialist will submit the request for you to be granted a P/S acct. Once that is in place you'll be able to submit your own purchase reqs.

Please contact the SIMES Procurement Specialist with any questions you may have.

SIMES TRAVEL PROCESS FLOW

Step 1: Conference Attendance

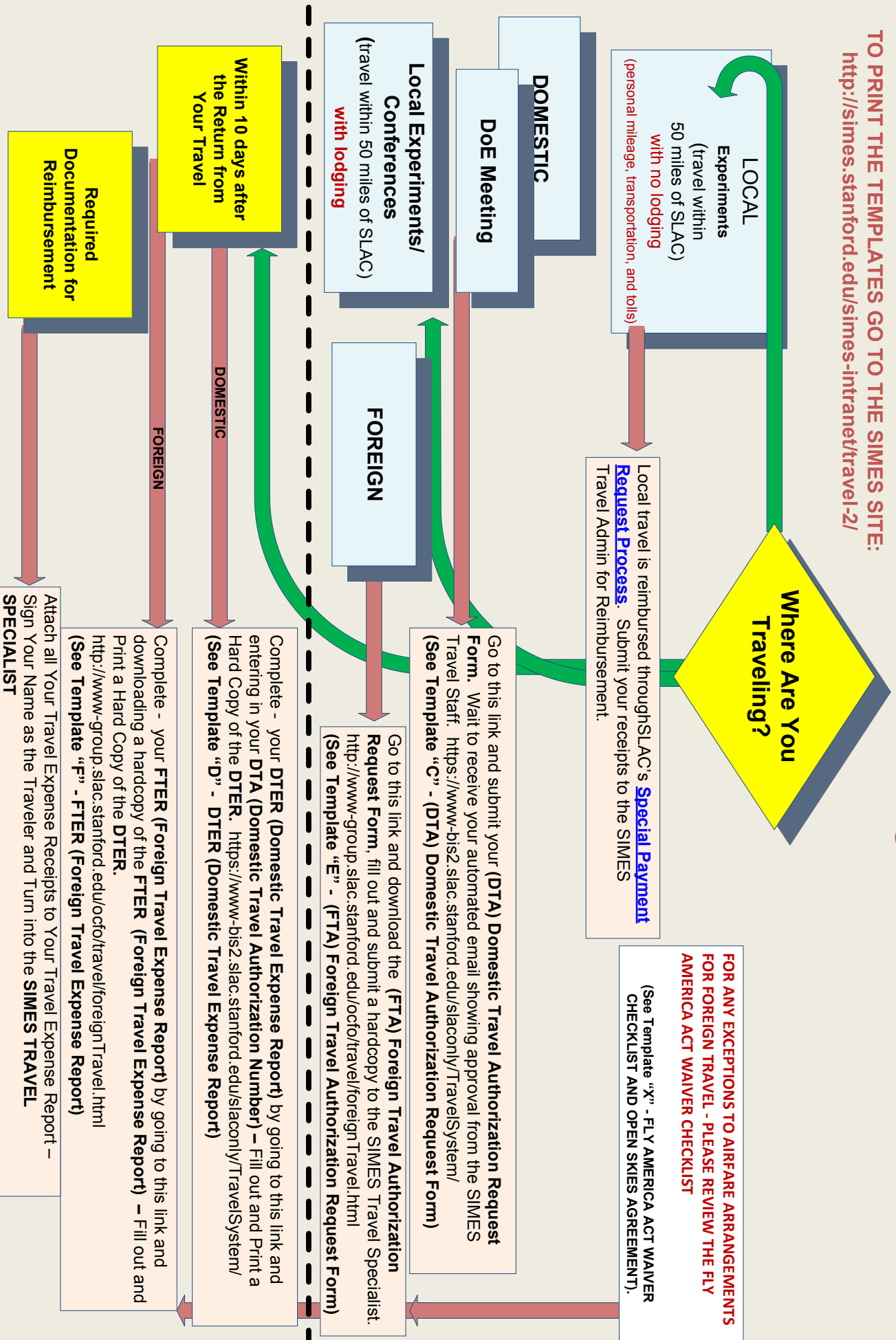
TO PRINT THE TEMPLATES GO TO THE SIMES SITE:
<http://simes.stanford.edu/simes-intranet/travel-2/>



SIMES TRAVEL PROCESS FLOW

Step 2: Travel Authorization/Reimbursement for Local, Domestic, and Foreign Travel

TO PRINT THE TEMPLATES GO TO THE SIMES SITE:
<http://simes.stanford.edu/simes-intranet/travel-2/>



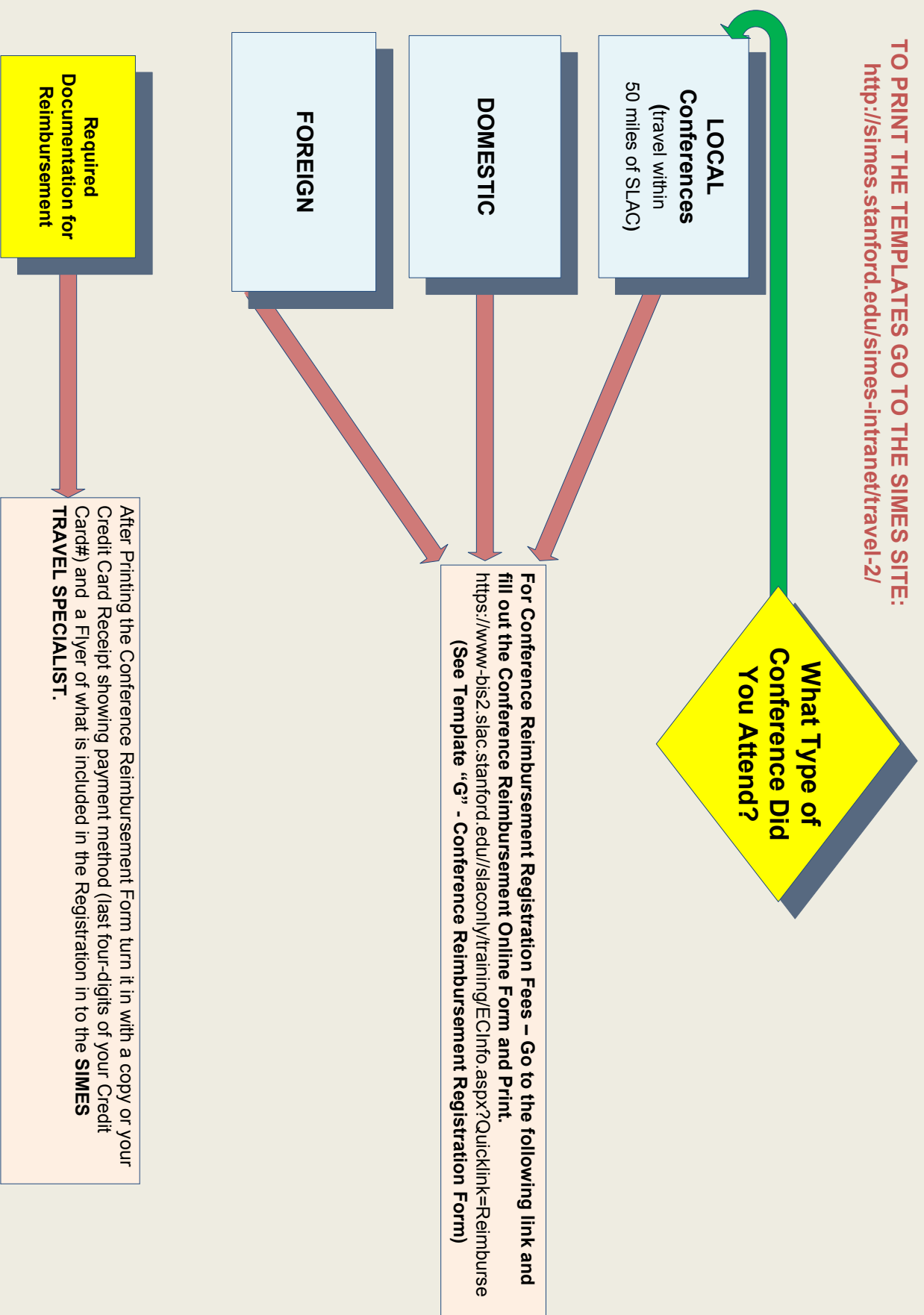
FOR ANY EXCEPTIONS TO AIRFARE ARRANGEMENTS FOR FOREIGN TRAVEL - PLEASE REVIEW THE FLY AMERICA ACT WAIVER CHECKLIST

(See Template "X" - FLY AMERICA ACT WAIVER CHECKLIST AND OPEN SKIES AGREEMENT).

SIMES TRAVEL PROCESS FLOW

Step 3: Conference Registration Reimbursement

TO PRINT THE TEMPLATES GO TO THE SIMES SITE:
<http://simes.stanford.edu/simes-intranet/travel-2/>



Detailed SLAC Travel Information (Part 1)

ATTENTION: *If you are accessing this document within SLAC's internal network, the links will open when clicked. If you are not on SLAC's network, some of the links won't work unless you use either Citrix or VPN to connect to the network. If you don't have a Citrix/VPN account, and wish to open one, send an email to Lorraine Struthers, Istruthe@slac.stanford.edu.*

INTRODUCTION

Traveling for business at SLAC involves many rules due to our DoE funding restrictions. What follows is an overview of these rules. Refer to the Travel Office [website](#) for more information, advice and tips on traveling. Feel free to contact Lorraine Struthers, Istruthe@slac.stanford.edu, if you have questions.

NOTE: All travel authorizations, travel expense reports, and conference approval and reimbursement forms that utilize SIMES account numbers are to be routed through Lorraine Struthers for validation, and approved by Maggie Leung (DTAs only) or Business Manager, Nancy Matlin (all other forms).

It is SLAC policy for travelers not to incur any expenses until they have been fully approved for the conference (if applicable) and the travel. (This is for their protection in case they are not approved. It is acceptable to make reservations that can be canceled without penalty.)

TRAVEL AUTHORIZATIONS

All domestic and foreign travel must be pre-approved. If travel involves a conference, separate conference approval is required. Per diem rates for Lodging and Meals & Incidental Expenses (M&IE) for both domestic and foreign locations are available on the Travel Office [website](#).

Domestic:

The Domestic Travel Authorization (DTA) form is an online form. It gets routed online to the appropriate persons for approval. You will be notified via email as it progresses through the approval process.

Foreign:

The Foreign Travel Authorization (FTA) form is a Word document that you should save locally and complete. Include Istruthe@slac.stanford.edu as your travel administrator's email. Print, sign, and bring/mail/email to Lorraine Struthers. Foreign travel requires 90 days pre-approval; there's no distinction between sensitive and non-sensitive countries.

Conference:

The Conference Approval System (CAS) is an online system. It gets routed online to the appropriate persons for approval. You will be notified via email as it progresses through the approval process. Conferences are defined as a "meeting, seminar, retreat, symposium, or similar event that involves official travel" and requires 90 days pre-approval. If it's a DOE-sponsored, or Experiments, it does not require pre-approval.

NOTE: If your home department is not SIMES, but you are using a SIMES account number for the conference expenses, select SIMES Research as the Home Department, and indicate your actual home department in a comments field.

Local:

Local Travel does require pre-approvals—A Conference Attendance Request is required. Local Travel is defined as travel within 50 miles of SLAC (e.g., LLNL, LBNL, San Francisco). Only transportation costs are reimbursed, not lodging or per diem (meals), unless those expenses are authorized by your PI. Local travel that involves lodging/per diem costs needs a signed memo from the PI and a DTA (see above).

Detailed SLAC Travel Information (Part 2)

TRAVEL ARRANGEMENTS

Once your travel has been approved, you should make your travel arrangements (flight, lodging, etc.). Retain all receipts from your trip (except meals, if you are using per diem) because you will need them for your expense report when you return. Although receipts are not required for expenses under \$75 (exception: airfare, lodging, car rental MUST include receipts), it is preferred to provide the receipts for all dollar amounts.

Receipts to save:

1. Conference Registration Fee: must show the fee has been paid.
2. Airfare: airline itinerary, receipts for airfare, boarding passes.
(TIP: print 2 copies of boarding pass, if one is taken from you when you board.)
3. Hotel: itemized hotel receipt (folio). If you share a room with others, please pay separately and obtain the receipt for your own payment portion.
4. Ground transportation: taxis, shuttles, train, bus. If using a personal car to get to the airport, include the mileage to/from your home/SLAC to the airport (whichever is less).
5. Car Rental: receipts for car rental, gas, parking, etc.

Travel will be reimbursed at the lowest available airfare on coach class ticketed with a U.S. carrier's flight number, to the extent that such service is available.

Car rental should be for a compact car. Stanford University carries insurance coverage for travelers; no additional car insurance will be reimbursed (unless in Hawaii or a foreign country). GPS units are reimbursable (explanation required, e.g., "Needed for help navigating in unfamiliar city").

Lodging and M&IE should stay within per diem rates approved on the Travel Authorization.

For foreign travel, can either provide currency conversion rates using +/- 3% interbank rate and first day of travel as conversion date, or copy of credit card statement (all but last 4 digits of account number crossed out) showing actual amount paid.

If travel includes any personal days, must print airfare comparison showing flights for business days only.

See the Travel Office website for full details.

TRAVEL REIMBURSEMENTS

An expense report should be submitted within 10 business days after travel is completed. There are tax implications if your expense report is submitted after 60 days, unless extenuating circumstances exist. Electronic signatures and receipts are acceptable if legible. If travel plans changed after submitting travel authorization (e.g., switched from flying to driving, added rental car), or if expenses increased by greater than 25% from estimates on travel authorization, need to provide written explanation and submit with expense report. Needs approval from Business Manager (Nancy Matlin).

Domestic:

The Domestic Travel Expense Report (DTER) is accessed through the DTA which was filled out previously. It is filled out online but is not approved online. Print, sign, and bring/mail/email to Lorraine Struthers with the original/electronic receipts.

NOTE: Airfare reimbursement can be submitted as soon as the expense is incurred; it is not necessary to wait until after the travel is completed. To do so, submit a DTER with a note in the "Additional Comments" field that it is for pre-payment of airfare. After the travel is completed, edit the DTER to include the balance of expenses and subtract the pre-paid airfare as a "Cost Adjustment".

Detailed SLAC Travel Information (Part 3)

Foreign:

The Foreign Travel Expense Report (FTER) is an Excel spreadsheet that you should save locally and complete. Print, sign, and bring/mail/email to Lorraine Struthers with the original/electronic receipts.

NOTE: Airfare reimbursement can be submitted as soon as the expense is incurred; it is not necessary to wait until after the travel is completed. To do so, submit a FTER with a comment in the "Notes" field that it is for pre-payment of airfare. After the travel is completed, revise the FTER adding the balance of expenses and noting the airfare was pre-paid.

Conference Registration:

The Conference Registration fee (as well as the registration fee for non-conference events) gets reimbursed using the SLAC Training system, not through the Travel Reimbursement Office on a DTER or FTER. STAP Funds may be used by regular staff employees for conference registration, with approval. Print the online form, and bring/mail/email to Lorraine Struthers. Make certain you include the required documents listed at the bottom of the form (webpage printouts showing a breakdown of what was included in the registration, and a course/conference description). Select Nancy Matlin as the only approver (unless your PI has access to the online form and has requested that he/she also approves).

NOTE: Conference Registration Fees can be submitted for reimbursement immediately after the expense is incurred; it is not necessary to wait until after attending the event, but after the conference approval.

Local:

Local travel is reimbursed through the Special Payment Request in Peoplesoft and is approved online.

If you do not have access to PeopleSoft, bring/mail/email your receipt along with the backup documentation to support the charge, to Lorraine Struthers who will submit it for you (e.g., for mileage, include a web printout showing distance traveled). Local Travel is defined as travel within 50 miles of SLAC.

Helpful Hints when Submitting Reimbursements:

1. Receipts should be taped to an 8½ x 11 piece of paper to help ensure they don't get misplaced.
2. Documents should be single-sided to aid the processing.

TRAVEL REIMBURSEMENTS FOR FOREIGN VISITORS

Foreign visitors that are requesting reimbursement from DoE need to go to the International Services Office (ISO) at SLAC when they arrive, regardless of their length of stay. Please contact Lorraine Struthers for more details on travel reimbursements for visitors.

REFERENCED URLS:

- Conference Approval System (CAS) – <https://portal.slac.stanford.edu/apps/ConferenceRequest/default.aspx>
- Conference registration fee – <https://www-bis1.slac.stanford.edu/slaonly/training/ECInfo.aspx?Quicklink=Reimburse>
- Currency conversion rates – <http://www.oanda.com/currency/converter/>
- Domestic Travel Authorization (DTA) & Domestic Travel Expense Report (DTER) – <https://www-bis2.slac.stanford.edu/slaonly/TravelSystem/default.aspx>
- Foreign Travel Authorization (FTA) & Foreign Travel Expense Report (FTER) – <http://www-group.slac.stanford.edu/ocfo/travel/forms.html>
- Per diem rates – <http://www-group.slac.stanford.edu/ocfo/travel/perDiem.html>
- Special Payment Request – https://psoft-fsys.slac.stanford.edu/psp/FSYS/EMPLOYEE/ERP/c/SL_AP_CUSTOM.SL_SP_RQST_CMP.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_ACCOUNTS_PAYABLE.SL_SP_RQST_FOLDER.SL_SP_RQST_CMP_GBL&IsFolder=false&IgnorePramTempl=FolderPath%2cIsFolder
- Travel agencies – <http://www-group.slac.stanford.edu/ocfo/travel/reservation.html>
- Travel Office – <http://www-group.slac.stanford.edu/ocfo/travel/default.htm>

Photon Science Safety (Part 1)

Go To SLAC's Staff Resources Web Page (<http://www6.slac.stanford.edu/general/staff-resources.aspx>) and click on the below link to find out about the Safety of Photon Science.

SLAC NATIONAL ACCELERATOR LABORATORY

Staff Resources | Research Resources

ABOUT RESEARCH FACILITIES NEWS COMMUNITY VISITING SLAC

[classic view]

Staff Resources

Top Links for Staff

- » BenefitsSU (Stanford)
- » Computing Help Desk
- » Controlled Doc. Mgmt System (CDMS)
- » Directory
- » Flea Market
- » Harvest Cafe Menu
- » Holiday Schedule
- » It's About Time (Time sheets)
- » New Employee Portal
- » Organizational Chart
- » Security
- » Sharepoint SLAC Space
- » SLAC Maps
- » SLAC Online Drawing Access (SODA)
- » SLAC Today
- » SLAC Training Assessment (STA)
- » Travel Reimbursement Office
- » Web Mail (Outlook)

TOP LINKS

- CENTRAL SERVICES
- SAFETY & TRAINING
- POLICIES & PROCEDURES
- HR SERVICES & BENEFITS
- LIFE AT SLAC
- HELPFUL RESOURCES

Organization Index

DIRECTOR'S OFFICE

- » Human Resources
- » Office of Communications
- » Office of the CFO
- » Office of Strategic Planning
- » University Counsel for SLAC
- » Director's Office Home

INFRASTRUCTURE & SAFETY

- » Environment, Safety, Health and Quality
- » Facilities
- » Major Capital Projects Office
- » Computing Division, Office of the CIO
- » Project Management Office
- » Infrastructure & Safety Home

ACCELERATOR

- » Accelerator Operations & Safety
- » Accelerator Research
- » AD Business Office
- » FACET
- » Instrumentation & Controls
- » LCLS-II Project
- » LCLS Accelerator Systems
- » Mechanical Eng. & Technical Support
- » RF Accelerator Research & Eng.
- » S0-20 Accelerator
- » SPEAR3 Accelerator
- » Accelerator Home

PHOTON SCIENCE

- » PULSE
- » SIMES
- » SUNCAT
- » Photon Science Seminar Series
- » SIMES Seminar Series
- » Photon Science Safety
- » Photon Science Home

PPA

- » KIPAC
- » Elementary Particle Physics
- » Scientific Computing Applications
- » PPA Home

LCLS

- » Organization
- » Recent News
- » Machine Status
- » Schedules
- » Instruments
- » LCLS Home

SSRL

- » Organization
- » Machine Status
- » Beamline Map
- » News & Events
- » Newsletter
- » Publications
- » Schedules
- » Science Highlights
- » SSRL Home

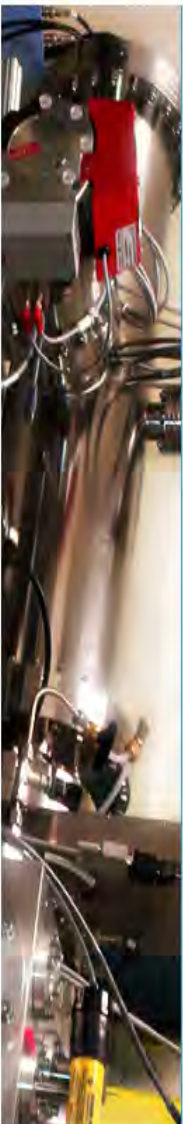
Photon Science Safety (Part 2)

Go to the Photon Science Safety Web Page (<http://home.slac.stanford.edu/PSD-Safety/default-mainpage.html>) to find out who to call with your Safety Concerns/Questions (see below).



PHOTON SCIENCE

[Photon Science Home](#) | [Laboratory Information](#) | [Laboratory Equipment](#) | [Chemical Information](#) | [Training](#) | [Forms and Documentation](#) | [Emergency Information](#) | [Resources](#) |



Safety in the Photon Science Directorate



It is the responsibility of every individual working in the Photon Sciences Directorate (PSD) to be aware of and familiar with the hazards associated with their work and the laboratory environments that they conduct research in. Equally everybody is responsible for following work procedures and protocols and ensuring that resources are available to perform their work in a safe manner.

SLAC's work planning and control (WPC) program is an integral part of ensuring that safety is built in to all of our activities. The expectation from the Associate Laboratory Director for Photon Science and Line Management is that all staff, visitors or users MUST adopt and use work planning and control principles when planning and performing experiments. Refer to the SLAC WPC Program for more details.

Who do I contact for safety questions?

The Safety Coordinators directly support PSD staff and projects and are a primary resource for assistance with all Environment Safety & Health (ESH) matters. They act as the primary interface between you as the PSD customer and institutional ESH programs. Feel free to call on them if you need assistance.



[Nimmi Kovvath \(x3094\)](#)



[Ian Evans \(x2628\)](#)

Who do I call for building/facility related questions?



[Mike Eardley \(x3439\)](#)

The building manager is the main point of contact for all building related issues, including utilities (electrical, compressed air, water, process water etc.) tied into the building. The building manager is also the point of contact for receiving chemicals and gases delivered to the building.

Where can you find us in Bldg 040?

Mike and Nimmi have an office in B040 and Ian's office is in Building 901.

SIMES

Emergency Contacts for SLAC/SU

- **Please call the following Emergency Contacts during an emergency if you are located at one of the two locations listed below:**

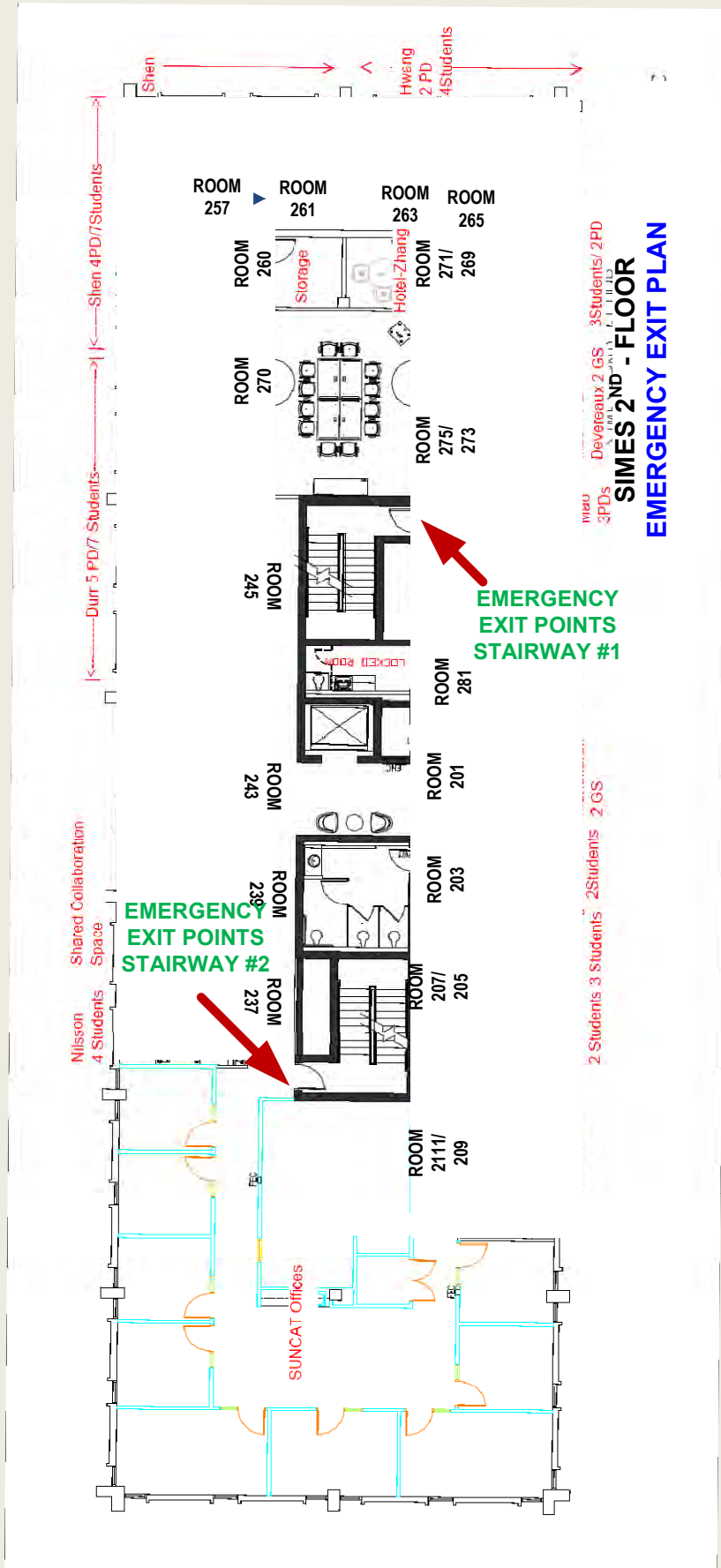
For the Stanford Campus:

Margo Ann Holley
Procurement Specialist
SU Office: 650-721-2574
Email: mculp@slac.stanford.edu
Mail Code (Stanford): MC4045
McCullough Building: Room: 136

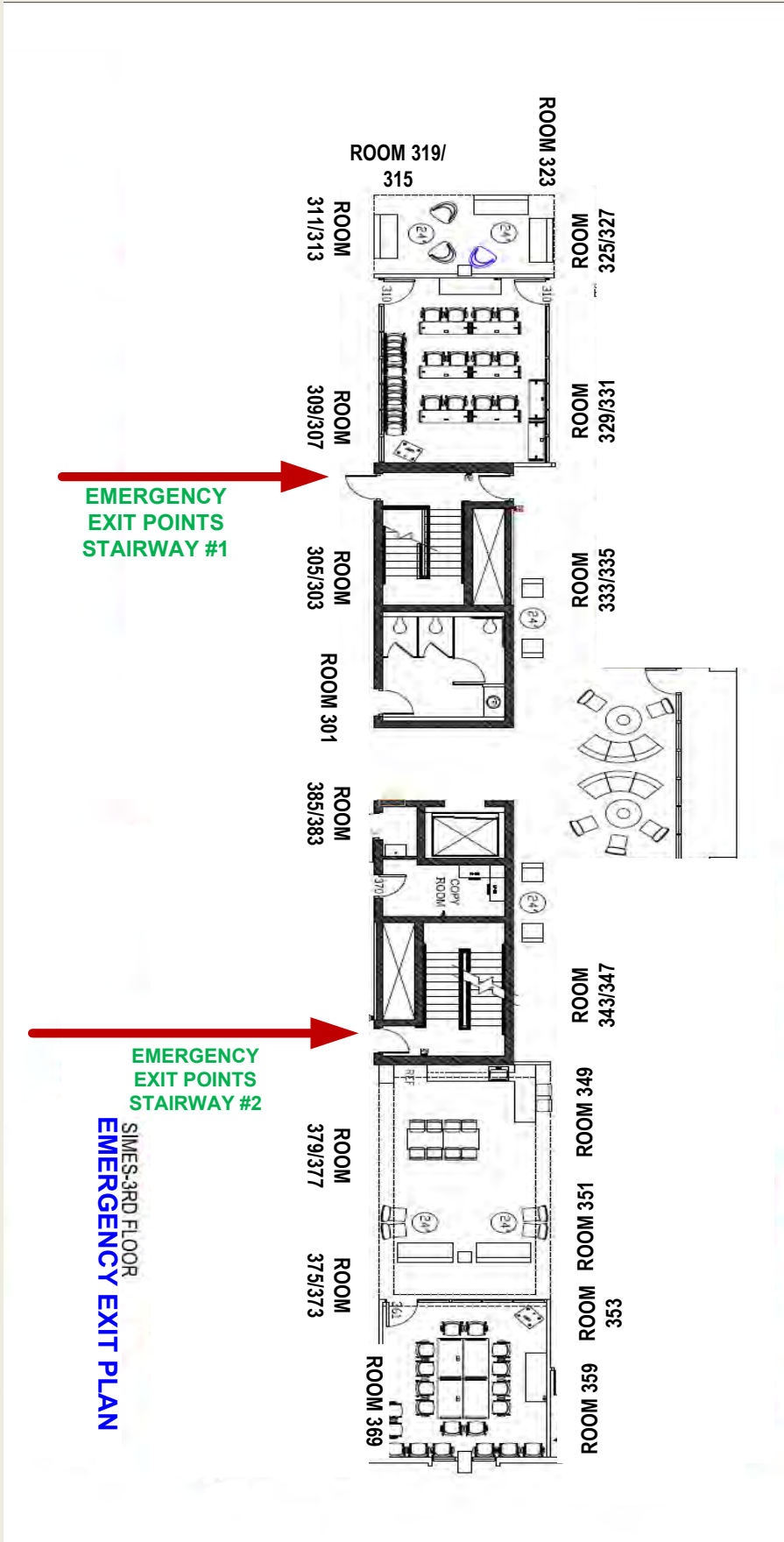
For the SLAC CAMPUS:

Michael Joseph Earley
Department: FAC Operations & Maintenance
SLAC Office: 650-926.3439
E-Mail: mjearley@SLAC.Stanford.EDU
Mail Stop: 22
[Building](#): 243, Room: 108

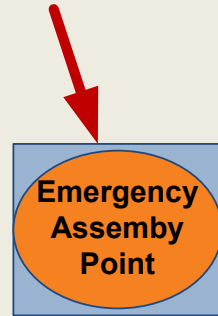
SIMES, 2nd Floor at SLAC, BLDG 40 (CENTRAL LABS) Emergency Exit Plan /Assembly Point



SIMES, 3rd Floor at SLAC, BLDG 40 (CENTRAL LABS) Emergency Exit Plan /Assembly Point



SIMES-3RD FLOOR
EMERGENCY EXIT PLAN



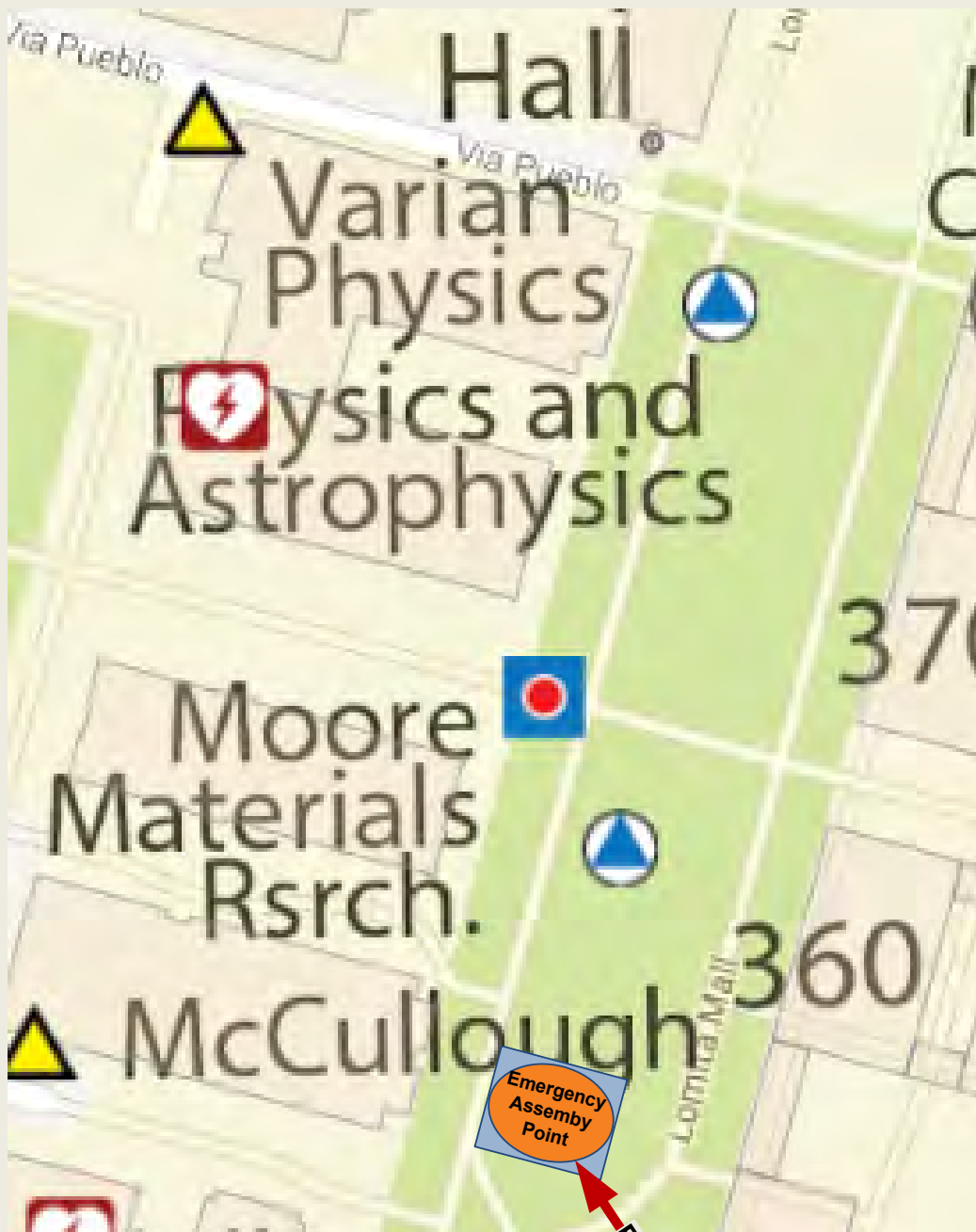
HARVEST
CAFÉ



Bldg 52

Bldg 50

**SIMES, at Stanford, McCullough BLDG
476 Lomit Mall, Stanford
Emergency Exit Plan /Assembly Point**



Emergency Assembly Point

Office Space and Keys

- Your supervisor will work with SIMES Admin. to identify office space for you at either SLAC or Stanford. If you have questions, contact:

Lorraine Struthers

Administrative Associate/Travel Specialist

SIMES (Stanford Institute for Materials and Energy Sciences)

SLAC Campus - On site Monday, Wednesday, Thursday and Friday

Bldg 40, Room 305, Mail Code 72

Voice: 650.926.2762

Stanford Campus - On site Tuesday

McCullough Bldg, Room 136, Mail Code 4045

Voice: 650.723.0423

- If your office is at SLAC, you will need to complete the Key Request Form. (***Appendix H, page 25***).

Timecards

Here is the link to complete your **Stanford Timecard** if you are a Stanford Hire.
<https://axess.sahr.stanford.edu/>

Stanford University UNSUPPORTED BROWSER: INTERNET EXPLORER 7 ON WINDOWS! CLICK HERE FOR MORE INFORMATION

AXESS

System Notice: If this is the first time you've visited the Redesigned Axess, please clear your browser cache. Click [here](#) for instructions on clearing your browser cache.

All Axess Users

Log In Using Your SUNetID & Password

[WHAT IS AXESS?](#) [FORGOT PASSWORD?](#)

Undergraduate Applicants

Check Your Application Status

If you have applied to Stanford, check your application status here.

Parents

Stanford ePay

Authorized users without a SUNetID can pay bills here.

Axess 14 | Phase 1

Welcome to the New Axess! Designed based on your feedback, our goal is for Axess to be simpler and more straightforward for you. We're taking a phased approach, releasing new features for you throughout the next year. Visit [Inside Axess](#) to learn more and check in here for updates on upcoming Axess feature releases.

Here is the link to complete your **SLAC (iAT) "it's About Time" Timecard** if you are a SLAC Hire.

<https://www-internal.slac.stanford.edu/ocfo/iat/>

it's about TIME SLAC National Accelerator Laboratory PROD

SLAC National Accelerator Laboratory PROD

User ID:

Password:

[Forgot Your Password?](#)

English | Español | Français

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DoE FACTS Form

DOE FACTS* Questionnaire

The SLAC National Accelerator Laboratory is operated by Stanford University for the U.S. Department of Energy. The DOE requires that SLAC gather and document selected information on all Non-U.S. Citizens (including Permanent Residents) who perform work and/or research on SLAC premises. If applying for a job, your answers to the following questions will be maintained separately from your application materials and will not be utilized in the determination of qualification or suitability for this or any other job opening at SLAC. Failure to supply SLAC with the requested information will preclude you from consideration for employment or on-site presence.

SLAC Contact Name: _____
(SLAC employee you will visit or work with while at the Lab)

Legal Name: _____
Given Name Middle Name Family Name Suffix

Are you a Citizen of the United States?

Yes Skip the remainder of the form, THEN sign and date below.

No Complete the remainder of this questionnaire, THEN sign and date.

I am a Citizen of: _____
Please list ALL countries in which you currently hold citizenship.

Place of birth: _____
City or Region Country

Do you have or have you previously had any affiliation (employed by, representative of, student, etc.) with an institution or company in any of the following countries?

Yes No If yes, please mark ALL that apply.

- | | | | |
|-------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Algeria | <input type="checkbox"/> Hong Kong | <input type="checkbox"/> Libya | <input type="checkbox"/> Syria |
| <input type="checkbox"/> Armenia | <input type="checkbox"/> India | <input type="checkbox"/> Macau | <input type="checkbox"/> Taiwan |
| <input type="checkbox"/> Azerbaijan | <input type="checkbox"/> Iran | <input type="checkbox"/> Moldova | <input type="checkbox"/> Tajikistan |
| <input type="checkbox"/> Belarus | <input type="checkbox"/> Iraq | <input type="checkbox"/> North Korea | <input type="checkbox"/> Turkmenistan |
| <input type="checkbox"/> China | <input type="checkbox"/> Israel | <input type="checkbox"/> Pakistan | <input type="checkbox"/> Ukraine |
| <input type="checkbox"/> Cuba | <input type="checkbox"/> Kazakhstan | <input type="checkbox"/> Russia | <input type="checkbox"/> Uzbekistan |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Kyrgyzstan | <input type="checkbox"/> Sudan | |

If yes, please provide details below:

Signature _____ Date _____

Signature

Date

SU/Affiliate Registration Form

SLAC

SLAC NATIONAL ACCELERATOR LABORATORY

Operated by Stanford University for the U.S. Dept. of Energy

SU/Affiliate Registration Form

Personal Info

* From Stanford Univ.? Yes, I am. No, I am seeking affiliation.

* Full First Name: E. G. John
 Preferred First Name:
 Middle Name:

* Last Name: E. G. Smith

* Birth Year: Year

* Gender: Male Female

* Country of Citizenship:

Work Info

* SU Category:

SU Building/Room:

Stanford ID:

* Work Phone #:

* Email Address:

* Start Date:

* Est. End Date:

* SLAC Point of Contact:

* At SLAC Before? Yes No

* Will be onsite at SLAC? Yes No

Comments

*Comments:

Submit

SLAC Computer Account Form

To request new computing accounts or request changes or cancellations for existing accounts, please type in the form fields, or fill-in a blank form manually. Once completed, print the form and obtain your department computer czar's authorizing signature. Completed forms only may then be: mailed to Computing Div., Account Services, Mail Stop 97; Faxed to 650-926-4003; or brought to the Account Services office located in the Computing Building (050), Room 107. Please provide an e-mail address and/or phone number where we may contact you.

*** Note: Account requests not signed by a computer czar cannot be processed. Please consult with your group Computer Czar to obtain this signature before submitting this request. Thank you***

Applicant Information:

Name (Last, First, Mid Init) SID#

SLAC Location: Building: Room: Phone Ext.: Mail Stop:

Off-site Location: (Off-site users only)

Institution: Street: City:

State/Prov: Zip: Tele: EMail:

New Account Type: Windows Unix Exchange E-mail Shared Acct (needs special approval)

SLAC e-mailbox (one only) MS Exchange Unix None (forward to above E-mail)

Existing account change requests:

Addl acct Cancel acct

Transfer owner - From To

Requested User ID (3 to 8 characters long)

1st Choice 2nd Choice

Additional instructions or special group requirements: OU (Windows):

Authorization (Please have your group's Computer Czar authorize this account request)**

Computer Czar name (print): Group Code

Computer Czar signature: _____ Date _____

**Important: The above signature must be on the SLAC authorized Computing Czar signatory list for computer accounts at <https://www-internal.slac.stanford.edu/database/pages/czarlist.asp>

For Scientific Computing and Computing Services use only:

UserID: _____ Acct est'd date: _____ Res update date: _____ By: _____

Password to user date: _____ Method: _____ By: _____

UNIX: UID: _____ User group: _____ Date: _____ By: _____

Windows: AD/OU: _____ Exchange serv: _____ Date: _____ By: _____

Declaration to be signed by all users of SLAC Information Resources

I have read and understood the document "[Use of SLAC Information Resources](#)" dated January 2012 and signed by SLAC Director. I agree to use SLAC information resources only in accordance with this document. If I am officially notified of new or additional policies on the use of SLAC information resources, I agree to abide by these policies or immediately cease using SLAC information resources.

Signed: _____

Print Name: _____

Date: _____

SLAC Cyber Security Training
Search for:

[SLAC Home](#) | [Community Home](#) | [Computing Choices](#) | [Help](#)
[Computer Security](#) | [Windows Devices](#) | [Passwords](#) | [User Education](#) | [Policies](#)

Course # CS200 - Cyber Security Awareness Refresher

Description
 This course is designed to cover areas Cyber security has had to deal with recently, including phishing and malware from the Internet. You must successfully answer 3 of 4 questions to get credit for the course.

Who should take this course?
 Anyone who has a SLAC computer account that accesses SLAC computer resources and has completed CS101 - Cyber Security Basics.

Pre-requisites
 Cyber Security Basics (CS101)

Course Objectives
 This course is covers:

- **Risks** with an open network, interconnected systems and being a high profile target with high standards
- **Threats** SLAC has dealt with over the past year, including:
 - Phishing - Social engineering through email
 - The Internet

Note: As this is a REFRESHER course, if you have successfully completed the course previously, upon entering the course you will be presented with a popup to "Restart", "Continue", or "Cancel".

To get credit for the course, you must select **"Restart"**.

This course has been assigned to you on a recurring basis. In order to complete this course again, you must restart it. If you choose to continue, you will return to your previous bookmark, but this progress will not count towards your next completion. Do you want to restart or continue?

Length	.25 hrs (15 min.)
Training Method	Challenge, Web based
Contact:	ESH Email: esh-training@slac.stanford.edu
System Requirements	<p>Pop-up blocker in your browser must be turned off.</p> <ul style="list-style-type: none"> ◦ For Internet Explorer, go to the Tools menu > Pop-up Blocker > Turn off Pop-up Blocker. ◦ For Firefox, go to the Tools menu > Options > click on the content tab in the options window > uncheck the Block pop-up windows check box > click OK. 1. Java must be installed and running. 1. Adobe Flash player must be installed and running. <p>Click here to see if your system is compatible (meets the requirements). Online Training - Web Based Courses</p>

Logon Requirements	<ol style="list-style-type: none"> SLAC Windows username and password on SLAC System ID number and SkillSoft Password <ol style="list-style-type: none"> Your "SLAC System ID number", e.g. 334570 can be found on your SLAC directory page. <div style="border: 1px solid black; padding: 5px; margin: 5px 0; font-size: x-small;"> SLAC Affiliation: Employee/SLAC Department: Computer Security (CA0700) (Org chart) System ID: 334570 Status: Active </div> You can get the "SkillSoft password" by sending an email to esh-training@slac.stanford.edu, with "SkillSoft password request" in the subject field. Include your full name and SLAC system ID # in the body of the message .
Windows user on the SLAC network	<ol style="list-style-type: none"> Click here to use your Windows account to log into SkillSoft. Click the PLAY button. <div style="border: 1px solid black; padding: 5px; margin: 5px 0; text-align: center;"> </div>
All other users and for use with systems not on the SLAC network.	<p>You must meet the system and logon requirements*.</p> <p>Click here to Launch the SkillSoft training portal. (https://slactraining.skillport.com/SkillPort/EI/login/login.cfm)</p> <ul style="list-style-type: none"> ◦ Enter your SLAC system ID and SkillSoft password ◦ Wait for the SkillPort catalog page to load - if you see a blank page with the words "Login in progress" for longer than 40 seconds, please contact ITDS. <ol style="list-style-type: none"> In the Search for dialog box: <ol style="list-style-type: none"> then select "Search". key-in "CS200" or "Cyber Security Awareness", <div style="border: 1px solid gray; padding: 5px; margin: 5px 0; font-size: x-small;"> <p>SEARCH & LEARN (26)</p> <p>Search for: CS200 Category: All Language: English (All) Search</p> </div> As you hover your mouse over "Annual Cyber security Awareness", select [Launch] <div style="border: 1px solid red; padding: 5px; margin: 5px 0; font-size: x-small;"> <p>CS200 - Annual Cyber Security Awareness. [Launch] [Show Details]</p> <p>ID: _scom12_sppubselectra_cs200: The SLAC Annual Cyber Security Awareness course is designed to remind you of your security responsibilities as a cyber citizen of SLAC, and to provide you with actions you can take to protect you and SLAC information resources. ...</p> </div> <p style="font-size: x-small;">Note: * Users with "tailored" Linux systems can go to /usr/local/bin and run Firefox-2.0.0.20 (which has "flash" configured) then navigate to the SLAC SkillSoft Training portal.</p>
Alternate location for *NIX users	<ol style="list-style-type: none"> System requirement: Flash Logon requirement: SLAC account username and password Click on the link: https://web01.slac.stanford.edu/security/cs200/player.html to logon to the alternate location. To get credit you must select "Email results" when you successfully complete the course or do a screen capture of the "Successful Completion" page and send it to esh-training@slac.stanford.edu. <ol style="list-style-type: none"> Add your System ID # to the subject line, e.g. Quiz Results: CSA101_Web_Test_334570 <p style="font-size: x-small;">Note: If you have problems with the "email results" button, please do a screen capture of the "success page" to esh-training@slac.stanford.edu</p>



SLAC web-based training login:

Login instructions: Your SLAC System ID can be found by searching for your name in the [SLAC directory](#). You may request your password by sending an email to esh-training@slac.stanford.edu with the subject 'SkillSoft Password Request'. In the body of the email, please include your full name, SLAC System ID, and SLAC contact person. You should receive a response within minutes.

If you are asked to input your email address as a security measure after log in and you do not have one, input user@slac.com to gain site access.

SLAC System ID #

SkillSoft Password

[Login to SkillPort](#)

[Forgot your password?](#)

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[Privacy Policy](#)

SLAC Badging Office – SLAC ID (Part 1)



SLAC Dosimeter / ID Request Form A

(For applicants who have completed SLAC Environment, Safety, and Health Training)

Sections 1-5 completed by applicant.

Fill Out Section 1 with your info.

Section 1: Contact Information

Last name:		First name:		MI:
<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth year (yyyy):		Job title:	
Contact information/mailling address:				
City:		State:	Zip code:	Country:
Dept/Group:		Phone number:		Mail stop:
Users or non-SLAC employees only: List employer, company, or university :				

Section 2: Identification Badge Request

<input checked="" type="checkbox"/> I am applying for my first SLAC identification badge; I have successfully completed the following ES&H training (Indicate all that apply):
<input type="checkbox"/> SON <input type="checkbox"/> SOC <input checked="" type="checkbox"/> EOESH <input type="checkbox"/> GERT <input type="checkbox"/> RWT I <input type="checkbox"/> RWT II
<input type="checkbox"/> I am applying for a replacement badge because:
<input type="checkbox"/> My badge was lost/damaged <input type="checkbox"/> I forgot my badge <input type="checkbox"/> Retraining has been completed <input type="checkbox"/> Rehire
<input type="checkbox"/> Other (please explain)

Skip This Section

Section 3: Dosimeter Request

<input type="checkbox"/> This is my initial dosimeter; I have successfully completed ES&H training listed above. I need a dosimeter because I work in a radiologically controlled area (RCA) or I am an RWT. (Current RCA map – also available from SLAC Site Security)
<input type="checkbox"/> I need a replacement dosimeter because my dosimeter:
<input type="checkbox"/> Is lost* <input type="checkbox"/> Was damaged/compromised* <input type="checkbox"/> Was forgotten <input type="checkbox"/> Was turned in <input type="checkbox"/> Expired <input type="checkbox"/> Other (please explain)
* Submit a SLAC Lost/Damaged Dosimeter Form (SLAC-I-760-0A07J-003) to the Dosimetry and Radiological Environmental Protection (DREP) Group at Mail Stop 84

Skip This Section

Section 4: Previous Occupational Radiation Exposure (Non-SLAC Exposure Only)

If this is your initial SLAC dosimeter, have you ever been monitored for radiation exposure at a facility other than SLAC?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please complete this entire section.</i>			
Current year-to-date dose estimate (if known):		mrem	
Employment period: From:		To:	
Employer name:			
Address:			
City:	State:	Zip code:	Country:

Section 5: Requirements Acknowledgement

I agree to follow all SLAC ES&H requirements. I agree to return the badge when it expires and to return the dosimeter at the end of the wear period or upon request. If my work at SLAC is completed before these dates, I agree to return the badge and/or dosimeter before I depart.	
Signature:	Date:

Read the Requirements Acknowledgement and Sign

SLAC Badging Office – SLAC ID (Part 2)

SLAC Dosimeter / ID Request Form A

Section 6: Issuance Approval (Completed by SLAC personnel with the authority to approve an ID badge and/or dosimeter request. Required only for initial issue or if an applicant's work assignment changes with resulting changes in required training or dosimeter issuance.)

SLAC Approver		
<input type="checkbox"/> Applicant's Supervisor	<input type="checkbox"/> Field Construction Manager (FCM)	<input type="checkbox"/> Service Manager (SM)
<input checked="" type="checkbox"/> Point of contact (POC)	<input type="checkbox"/> Other (describe):	
I have reviewed the applicable work planning and control requirements and have communicated work group expectations with this applicant. (See ESH Manual Chapter 2, Work Planning and Control.) I approve request for: <input type="checkbox"/> ID Badge <input type="checkbox"/> Dosimeter		
The applicant (check one) <input type="checkbox"/> Is an RWT <input type="checkbox"/> Will be entering an RCA		
Name:	Signature:	Date:
Dept/Group:	Extension:	Mail stop:

Have Your POC fill out this section and sign

Section 7: ES&H Training Verification (Completed by proctor, trainer, or person issuing the badge and dosimeter.)

	Verifying/certification signature (if applicable)	Exam date (if applicable)
<input type="checkbox"/> SON	_____	_____
<input type="checkbox"/> SOC	_____	_____
<input type="checkbox"/> EOESH	_____	_____
<input type="checkbox"/> GERT	_____	_____
<input type="checkbox"/> RWT I	_____	_____
<input type="checkbox"/> RWT II	_____	_____
<input type="checkbox"/> GERT Practical	_____	_____
<input type="checkbox"/> RWT I Practical	_____	_____
<input type="checkbox"/> RWT II Practical	_____	_____
Training transferred from (list institution)		
<input type="checkbox"/> GERT	_____	_____
<input type="checkbox"/> RWT I	_____	_____
<input type="checkbox"/> RWT II	_____	_____

Section 8: ID Badge and Dosimeter Issuance (Completed by person issuing ID badge and/or dosimeter.)


Applicant's SLAC System ID #:		
Badge issued on (mm/dd/yyyy):	Badge expiration (mm/dd/yyyy):	
ID badge type: <input type="checkbox"/> SLAC employee <input type="checkbox"/> Subcontractor <input type="checkbox"/> SSRL user <input type="checkbox"/> LCLS user <input type="checkbox"/> User <input type="checkbox"/> Visitor		
Badge reissue? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, due to: <input type="checkbox"/> Rehire <input type="checkbox"/> Updated training <input type="checkbox"/> Work in RCA <input type="checkbox"/> Other (Please explain):		
Dosimeter issue: <input type="checkbox"/> Initial <input type="checkbox"/> Reissue		
If reissue, previous dosimeter was <input type="checkbox"/> Lost <input type="checkbox"/> Damaged/compromised <input type="checkbox"/> Returned		
Dosimeter type change (if applicable): <input type="checkbox"/> Annual to Quarterly <input type="checkbox"/> Quarterly to Annual <input type="checkbox"/> Other (please explain):		
Dosimeter #:	Issue date: (mm/dd/yyyy)	Expiration date: (mm dd/yyyy)
Type: <input type="checkbox"/> Temporary <input type="checkbox"/> Quarterly <input type="checkbox"/> Annual	As authorized in Section 6 and verified in Section 7, I issued the appropriate ID badge and/or dosimeter to the applicant.	
Name:	Signature:	Date: Time:

Privacy Act Notice

Collection of the information requested is authorized by Public Law 930-438 (42 USC 5814); Public Law 83-703, as amended (42 USC 2201); Public Law 93-409 (42 USC 5901, et seq.); Public Law 93-473 (42 USC 5551, et seq.); Public Law 93-410 (30 USC 1101, et seq.); Public Law 93-557 (42 USC 5901, et seq.); Public Law 86-599 (30 USC 661, et seq.). Compliance with this request is voluntary.

This information is intended to be used to identify individuals who have received an ID badge and/or personnel dosimeter for the purpose of identifying specific training levels and individual monitoring of radiation exposure. All or part of the information collected may be disclosed to the Department of Energy and its contractors and consultants, other contractors and organizations where radiation exposure exceeds established levels, and to various State departments that monitor radiation exposure to personnel. The effect of failure to provide this information may be the inability to issue a badge and/or dosimeter and denial of access to certain SLAC areas.

SLAC KEY REQUEST FORM

	
Please Print or Type Only	
Requestor:	
Last Name:	
First Name :	
MI:	
EXT:	
M/S:	
Group Name:	SIMES
Status of Employment:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Building Access:	40
Room/Area:	
Signature:	
Date:	
Manager:	
First Name:	Nancy
Last Name:	Matlin
M/I:	
Signature:	
Date:	
Bldg Manager/Security Manager:	
Signature:	
Key Office Phone (650) 926-4501	Key:
	Number: