

# Safety and Security Overview for NLCTA Users (Nov. 1<sup>st</sup> 2010)

Each person who works at the NLCTA is required to be familiar with and identify in advance the hazards associated with his/her work, the hazards associated with work areas, and to properly implement all necessary procedures and protocols for mitigation of those hazards. Each person is required to observe all federal, state, local and SLAC/NLCTA workplace safety regulations as well as [Integrated Safety & Environmental Management System \(ISEMS\)](#).

## Safety Training

NLCTA users must complete the following web based training courses:

- Course 101 - Cyber Security Basics
- Course 396 - Safety Orientation for Non-Employees (SON)
- Course 115 - General Employee Radiation Training (GERT)
- Course 116 - Radiological Worker I Training (RWT I)
- Course 120 - Work Planning and Control Overview (WPC)

and the following training at SLAC:

- Course 116PRA - Radiological Worker I Training Practical

Additional training requirements may be identified for NLCTA users who plan to perform particular types of hazardous work while they are SLAC. Additional supplemental safety training courses will be identified by your host, or the Test Facilities Safety officer (Keith Jobe).

Before beginning any experiments at the NLCTA, users must complete an orientation tour and practical dos and don'ts for End Station.

Users are encouraged to complete web based training before arrival. To complete training, log in to <https://slactraining.skillport.com/SkillPortFE/login/login.cfm>, enter you system ID# and slac2005. When the course is completed, credit for completing the course will be downloaded into the SLAC training database. There is a test at the end of this course, and typically a passing grade of 80% or better is required to receive credit.

NOTE: We are seeing unpredictable behavior with various browsers on different platforms. We recommend you use Internet Explorer on a Windows computer.

## SLAC Computing Account

Please apply for a SLAC computing account well before you plan to start working at SLAC.

- Read the [SLAC Information Resources Guide](#)
- Sign the [Declaration Form](#)
- Complete the [Applicant Information section](#) (user sections coded in blue)

- Fax completed forms to 650-926-5484 or email completed forms to your host.

## **Arrival Procedure**

Upon arriving at SLAC, show your photo identification to Security at the Main Gate and contact your host to help you to get signed in and properly badged.