

Training Requirements and Needs Assessment Target Audience Descriptions for Required Training

(Risk Job/Hazard Training Needs Assessment Tool)

To locate information about a specific course quickly, use your browser's "Find" function. For PC's, press **CTRL-F**, then enter a keyword from the course title or the course number.

Chemicals and Hazardous Materials	Computer Software Courses
Contract Administration	Electrical
Emergency Response/Security	Environmental Safety
Facility Access	Machine and Construction Hazards / Elevated Work Areas
Management/Supervisory Courses	Material Handling
Professional Development	Quality/Records Management
Radiological Courses	Respirator Use
Site Requirements	Work Planning/Accident Investigation
Workplace Safety (Industrial Hygiene/Safety)	

[JTA Listing with Required Course Data](#)

[Printable version of Target Audience table](#)

Note: You must have the Adobe Acrobat Reader software installed in order to view and print them. Click here to [obtain the Reader](#), or [troubleshoot](#) common technical problems.

Requirements and Needs Assessment

Site Access

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Contractor/Vendor Orientation (HP-Q-006) (12 months) Driver(s): DOE O 440.1	This course (CVO) is required for construction and trade contractors, sub-contractors, consultants or vendors who perform work or provide a service to the	Course schedule available here .

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<p>29 CFR 1910.38(a)(b) 29 CFR 1910.145 29 CFR 1910.165</p>	<p>Laboratory. (Needed for individuals who will be on site for more than three days and who need unescorted access.) For administrative contractors/drivers, the Guests Site Orientation web ccourse may be taken instead, but a CVO instructor signature will be needed to renew badge application. Once the web course is completed, this signature can be obtained from the Training Office in Bldg. 703.</p>	
<p>Guest Site Orientation (TQ-GSO) (Initial Train) Driver(s): DOE O 440.1 29 CFR 1910.38(a)(b) 29 CFR 1910.145 29 CFR 1910.165</p>	<p>This course (GSO) is required for guests and users who perform work at the Laboratory. (Needed for individuals who will be on site for more than three days and who need unescorted access.)</p>	<p>Web course available here.</p>
<p>General Employee Training (HP-V-001) (Initial Train) Driver(s): DOE O 440.1 29 CFR 1910.38(a)(b) 29 CFR 1910.145 29 CFR 1910.165</p>	<p>This course (GET) is required for all BNL permanent employees. Required before you can work unescorted in a lab or factory area.</p>	<p>Course schedule available here.</p>
<p>Counterintelligence Awareness (GE-CIA) (Initial Train) Driver(s): DOE O 5670.3</p>	<p>Required for all permanent employees. This course will enable participants to recognize and properly respond to situations that may involve espionage, sabotage,7 and other intelligence activities conducted for or on behalf of foreign powers, organizations, or persons.</p>	<p>Web course available here.</p>
<p>Cyber Security (GE-CYBERSEC) (Initial Train) Driver(s): DOE Notice 205.1</p>	<p>Required for all BNL employees, visitors, guests, and contractors who are given access to the BNL network or computing resources.</p>	<p>Web course available here.</p>
<p>Emergency Planning and Response (GE-EMERGPLAN) (Initial Train) Driver(s): 29 CFR 1910.38(a)</p>	<p>Required for all BNL employees. (Contractors receive in CVO training and Guests receive in GSO.)</p>	<p>Web course available here or approved departmental equivalent course can be provided.</p>
<p>Environmental Protection Training (GE-ENV-GET) (Initial Train) Driver(s): BMP</p>	<p>Required for all BNL employees. For guests and contractor staff, environmental training is administered in CVO and GSO. Job-specific environmental training is required for those who have the potential to cause significant</p>	<p>Web course available here.</p>

Target Audience Descriptions for Required Training

	impact to the environment because of their work activities.	
Stop Work Procedure Training (GE-STOPWORK) (Initial Train) Driver(s): BMP	Required for all BNL staff hired before February 1, 1999. (Equivalent training is now incorporated into General Employee Training, CVO and GSO offered to new employees.)	Web course available here .

Radiological		
COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Benchtop/Dispersibles (HP-RWT-500) (24 months) Driver(s): 10 CFR 835	Required for employees who work with dispersible radioactive material in a laboratory bench top setting. Prerequisite: Radiological Worker I is prerequisite. Note: The biannual refresher for this course is a practical evaluation conducted in the workplace.	To request, contact training@bnl.gov .
GE-66 - Benchtop Dispersible-Qualified		
Contamination/Airborne course and practical (HP-RWT-300/A) (24 months) Driver(s): 10 CFR 835	Required for employees who need unescorted access to Contamination, High Contamination and/or Airborne Radioactivity Areas. Radiological Worker I is prerequisite. May also require respirator training. Note: The "practical" is a separate session and must be taken in order for the trainee to receive qualification.	Course schedule available here .
GE-61B - Whole Body Count Qualified GE-64 - Contamination/Airborne Qualified		
Criticality Safety Indoctrination by BNL Criticality Safety Officer (NE-CRITICAL) (12 months)	Required for anyone who may potentially handle fissile or fissionable materials. Required for Waste Management operations personnel and technicians.	Available upon request. To request, contact training@bnl.gov .
GE-65 - Criticality Training Qualified		
General Employee Radiation Training (HP-RWT001) (24 months) Driver(s): 10 CFR 835	Required for employees who need unescorted access to Controlled Areas. For those who will receive less than 100 mrem/year.	Course schedule available here .
GE-61A - GERT-Qualified		

Target Audience Descriptions for Required Training

Material Control Accountability Training (SE-MCA1) (24 months)	Required for personnel who use or control accountable nuclear materials, which include special nuclear material, source material and other materials.	To schedule training, contact ext. 5241.
<u>GE-65A - Material Control and Accountability Qualified</u>		
Price-Anderson Amendments Act Training (TQ-PAAA) (Initial Train) Driver(s): 10 CFR 835	Recommended for personnel involved in assessment, reporting and evaluating deficiencies such as noncompliances, occurrence reports and audit findings.	Web course available here
Rad Buffer Area Access Training (HP-RWT002A) (24 months) Driver(s): 10 CFR 835	This is a practical training exercise add-on for radiological workers who require unescorted access to Rad Buffer Areas.	To schedule the training, which can be performed in your work area, contact training@bnl.gov .
<u>GE-64A - Rad Buffer Area Access Qualified</u>		
Radioactive Waste Generator (HP-RADIGEN) (24 months) Driver(s): 10 CFR 835	Required for employees who work with or dispose of radioactive waste.	Web course available here .
<u>GE-67 - Radioactive Waste Generator</u> <u>GE-67A - Radioactive Waste Generators - GERT Qualified</u>		
Radiological Control Technician Courses See BTMS Course List		For more information, contact G. Rawn at ext. 7095.
Radiological Worker I (HP-RWT002) (24 months) Driver(s): 10 CFR 835	Required for employees who need unescorted access to Radiological Buffer Areas, Radioactive Material Areas and Radiation Areas or who use radioactive materials. For those who could be exposed in excess of 100 mrem/year. Material now includes information required for access to High Radiation Areas that was formerly included in HP-RWT-400. Note: Course is available as a two-part web/classroom session. You must complete the part 1 web course before you can attend the part 2 classroom session. (Note: Material now includes information required for access to High Radiation Areas that was formerly included in HP-RWT-400.)	Course schedule available here . Web course available here .
<u>GE-61 - RadWorker I-Qualified</u>		
Sealed Rad Source Control for Source Custodians (HP-RWT-600) (24 months) Driver(s): 10 CFR 835	Required for personnel who have radioactive sealed sources assigned to them. Radiological Worker I is prerequisite.	Web course available here .

Target Audience Descriptions for Required Training

GE-76 - Source Custodian

Chemicals/Hazardous Materials

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILA
<p>Asbestos Awareness (EP-AS004)</p> <p>Operations and Maintenance (EP-AS005)</p> <p>Restricted Handler Allied Trades (EP-AS006)</p> <p>Asbestos Worker Handler 40-hour (EP-AS007)</p> <p>Driver(s): 40 CFR 61.145</p>	<p>Courses required for Plant Engineering asbestos workers. Restricted Handler Allied Trades may also be required for Air Sampling Technicians.</p> <p>Required for all workers who might come in contact with materials containing asbestos, such as during building construction, renovation, and demolition operations; general industrial activities, such as working with automotive or heating-system components; and any experimental work with the potential for exposure.</p>	<p>To request</p>
<p><u>GE-04E - Asbestos Medical Surveillance II Qualified</u></p>		
<p>Beryllium Use at BNL (TQ-BERYLLIUM1) (initial train)</p> <p>Driver(s): 10 CFR 850</p>	<p>Recommended for all who work with beryllium and beryllium articles</p>	<p>Web cours</p>
<p><u>GE-70H - Beryllium Use Qualified</u></p>		
<p>Cadmium Training for HazCom Operations (TQ-CADMIUM) (initial train)</p> <p>Driver(s): 29 CFR 1910 Subpart Z</p>	<p>Required for all who work with cadmium.</p>	<p>Web cours</p>
<p><u>GE-70I - Cadmium Qualified</u></p>		
<p>Chemical Protective Clothing User Training (HP-OSH-157) (initial train)</p> <p>Driver(s): 29 CFR 1910 Subpart Z</p>	<p>Recommended for all who are required to wear chemical protective clothing on the job.</p>	<p>Web cours</p>
<p><u>GE-70E - Chemical Protective Clothing User</u></p>		
<p>Chlorine Safety (HP-IND-121) (12 months)</p> <p>Driver(s): 29 CFR 1910.119</p>	<p>Required for employees who work with chlorine products and/or in chlorine areas.</p>	<p>To request</p>
<p><u>GE-70J - Chlorine Safety Qualified</u></p>		

Target Audience Descriptions for Required Training

<p>Cryogen Safety (HP-OSH-025) (Initial Train)</p> <p>Driver(s): 29 CFR 1910 Subpart Z</p>	<p>Required for anyone who handles, stores, or transports cryogenes.</p>	<p>Web cours</p>
<p>GE-58 Cryogen-Qualified Worker</p>		
<p>Hazard Communication (HP-IND-200) (24 months)</p> <p>Driver(s): 29 CFR 1910 Subpart Z</p>	<p>Required for personnel who handle or work near chemicals, such as solvents, oil, solder, paint, epoxy, gases (exceeds normal consumer exposure) and where exposure may occur under normal conditions or in a foreseeable emergency.</p>	<p>Web cours</p>
<p>GE-70A - Hazard Communication-Qualified</p>		
<p>Hazardous Materials Technician Training for Emergency Response-24 Hour (HP-EP-017) (12 months)</p>	<p>Required for employees involved in the emergency response to releases or potential releases of hazardous substances. After initial 24-hour course a yearly abbreviated refresher course is required (HP-EP-018).</p>	<p>To request 5851.</p>
<p>Hazardous Waste Generator (HP-RCRIGEN3) (12 months)</p> <p>Driver(s): 40 CFR 262.11 6 NYCRR Part 371</p>	<p>Required for anyone generating any quantity of hazardous waste--or any chemical that could cause harm to human health or the environment. Examples include solvents; oil w/metal shavings; oil mixed with solvents; strong bases; ignitable, flammable and toxic materials; dangerous metals (lead, mercury, zinc cadmium); carcinogens; irritants; and corrosives.</p>	<p>Web cours</p>
<p>GE-71 - Haz Waste Generator - Non-lab Worker</p>		
<p>GE-71B - Haz Waste Generator - Lab Worker</p>		
<p>HAZWOPER - 40 Hour (HP-EP-030) (12 months)</p> <p>Driver(s): 29 CFR 1910.120(e)</p>	<p>Required for employees involved in investigation or clean-up operations at a hazardous waste site and for Waste Management Employees, except as noted in GE-HWM-HW24. After initial 40-hour course a yearly 8-hour refresher course is required (HP-EP-035).</p>	<p>To request 5851.</p>
<p>GE-71F - HAZWOPER Work Qualified</p>		
<p>GE-71E - HAZWOPER 40-hour Trained</p>		
<p>GE-71H - HAZWOPER Med Surveillance Qualified</p>		
<p>HAZWOPER for Supervisors-8 Hour (HP-EP-040) (Initial Train)</p> <p>Driver(s): 29 CFR 1910.120(e)</p>	<p>Required for supervisors who oversee employees who are involved in investigation or clean-up operations at a hazardous waste site, or hazardous waste operations. HAZWOPER 40-hour (HP-EP-030) or HAZWOPER 24-hour (GE-HWM-HW24) is prerequisite for this course.</p>	<p>To request 5851.</p>
<p>GE-71G - HAZWOPER Supervisor Qualified</p>		
<p>GE-71H - HAZWOPER Med Surveillance Qualified</p>		
<p>Laboratory Standard (HP-IND-220) (24 months)</p> <p>Driver(s): 29 CFR 1910 Subpart Z</p>	<p>Required for personnel who work with chemicals in a laboratory setting.</p>	<p>Web cours</p>
<p>GE-70 - Laboratory Standard-Qualified Worker</p>		
<p>Lead in the Workplace (TQ-LEAD1 or</p>	<p>Required for those will be those who work with</p>	<p>Web cours</p>

Target Audience Descriptions for Required Training

<p>TQ-LEAD1-ANNUAL) (Initial Train or 12 months)</p> <p>Yearly re-qualification is needed for individuals whose exposure exceeds the action levels. Contact your ESH Coordinator to aid in this determination and exposure levels.</p> <p>Driver(s): 29 CFR 1910.1025 29 CFR 1926.02</p>	<p>metallic lead, all inorganic lead compounds and organic lead soaps, paints and coatings, and radiation shielding materials. Some large soldering operations such as those done with propane torches may have the potential for exposure and therefore require this training, as well. Contact your ESH Coordinator to aid in this determination.</p>	
<p><u>GE-85 - Lead Use Trained - Awareness Level - Initial Train</u> <u>GE-85A - Lead Use Trained - Exposure - Action Level - 12 - Month Re-qualification</u> <u>GE-85B - Lead Medical Surveillance Baseline</u> <u>GE-85C - Lead OSHA Medical Surveillance</u></p>		
<p>Methylene Chloride Training for HazCom Operations (TQ-MCAT) (12 months)</p> <p>Driver(s): 29 CFR 1910.1052 29 CFR 1926.1152</p>	<p>Required for all who work with Methylene Chloride.</p>	<p>Web courses</p>
<p><u>GE-70G - Methylene Chloride Qualified</u></p>		
<p>RCRA 90-Day Area Managers (HP-90DAY) (12 months)</p> <p>Driver(s): 40 CFR 262.11 6 NYCRR Part 371</p>	<p>Required for 90-Day Area Managers, Waste Management Division Technicians, and Waste Management Representatives.</p>	<p>To request</p>
<p><u>GE-01 - 90-Day Area Coordinator</u></p>		
<p>Transportation of Hazardous Material General Awareness (TQ-HAZMAT-A) (36 months)</p> <p>Hazmat Transportation Security Awareness Training (TQ-HMT-SECURITY) (36 months)</p> <p>Driver(s): 29 CFR 172.101 29 CFR 173.6</p>	<p>Required for any DOT Hazmat Employee</p> <p>The DOT defines a "Hazmat Employee" as a person, who in the course of employment directly affects hazardous materials transportation safety. This includes:</p> <ul style="list-style-type: none"> • Loading, unloading, or handling hazardous materials • Manufacturing, testing, reconditioning, repairing, modifying, marking, or otherwise representing containers, drums, or packaging as qualified for use in transporting hazmats • Preparing hazmats for transportation; is responsible for safety of transporting hazmats • Operating a vehicle used to transport hazardous materials 	<p>Web courses</p>

Target Audience Descriptions for Required Training

		Any employee who loads, unloads, or handles hazardous materials is a Hazmat Employee if that hazmat will be shipped off-site.
GE-70D - Haz Mat Transport - DOT HazMat Employee		
Transportation of Hazardous Material General Awareness (TQ-HAZMAT-B) (Initial train only) Driver(s): 29 CFR 172.101 29 CFR 173.6	Required for individuals involved in HazMat Transportation, but are not DOT HazMat Employees.	Web cours
GE-70C - Haz Mat Transport - Awareness Level		

Respirator Use		
COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Air-Purifying Respirator and Powered Air-Purifying Respirator (HP-IND-301-W) (12 months) Driver(s): 29 CFR 1910.134	Required for all personnel who work in environments requiring them to wear an air-purifying respirator or a powered air-purifying respirator. This course must be taken prior to HP-IND-317, Respirator Fit Test. In addition, all personnel are required to pass a physical exam given by the Occupational Medicine Clinic (ext. 3670) prior to attending HP-IND-317.	Web course available here .
GE-55A - APR/PAPR Respirator-Qualified Worker GE-55C - Respirator Medical Surveillance Qualified		
Respirator Fit Test (HP-IND-317) (12 months) Driver(s): 29 CFR 1910.134	Required for all personnel to become qualified to wear tight fitting facepiece design respiratory protection equipment (i.e., half-face and full-face masks). Prerequisite: HP-IND-301 or HP-IND-309. All personnel are also required to pass a physical exam given by the Occupational Medicine Clinic (ext. 3670) prior to being fit tested.	Fit tests are conducted one-on-one by appointment only. To request, contact Wadman@bnl.gov or call extension 3542.
Respirator Issuer (HP-IND-313) (12 months) Driver(s): 29 CFR 1910.134	Required for all personnel who are involved in the decision process for matching respiratory-protection equipment with job requirements.	Course schedule available here .
Self-Contained Breathing Apparatus(HP-IND-309) (12 months)	Required for all personnel who work in environments requiring them to be qualified to wear self-contained breathing apparatus.	All personnel are required to pass a physical exam given by the Occupational

Target Audience Descriptions for Required Training

	Medicine Clinic (ext. 3670) prior to attending this course.
GE-55B - SCBA Respirator-Qualified Worker GE-55C - Respirator Medical Surveillance Qualified	

Electrical		
COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Basic Electrical Safety (HP-OSH-150A) (Initial Train) Driver(s): 29 CFR 1910.300	Required for non-electrical workers who may work with, or come in contact with, de-energized, electrically powered devices. Required for anyone performing work where there is a potential for electrical injury. Prerequisite for LOTO Authorized Level. Examples of operations that do NOT require this training include: <ul style="list-style-type: none"> • Plugging a cord into a wall outlet, • Operating power tools, appliances or office equipment, • Connecting signal or computer cables, and • Bench-top troubleshooting of electrical devices where all ac or dc exposed voltages are less than 50 volts and there is less than 10 milliamps of available current. 	Web course available here .
GE-69A - Basic Elect Safety-Qualified Worker		
Electrical Safety I (HP-OSH-150B) (24 months) Driver(s): 29 CFR 1910.300	Required for electrical workers who work with electrical or energy storage systems. This is a prerequisite for anyone who will need to lock and tag or to work hot. Required for anyone performing work where	Web course available here .

Target Audience Descriptions for Required Training

	<p>there is a potential for electrical injury--anyone who repairs, designs or modifies electrically powered equipment -- where they may themselves encounter a hazard or create such a hazard for someone else.</p> <p>Prerequisite for LOTO Authorized Level [unless the equipment is not subject to LOTO requirements (e.g., hydraulic, pneumatic)].</p> <p>Examples of operations that require this training - replacement of line cords and plugs, construction of line powered electrical devices, setup of high voltage systems.</p>	
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GE-69B - Elect Safety I-Qualified Worker

<p>Lockout/Tagout Affected Worker (HP-OSH-151A-W) (Initial Train)</p> <p>Driver(s): 29 CFR 1910.147</p>	<p>Required for personnel who work in the vicinity of locked/tagged equipment or who operate machinery on which maintenance, services or construction is being performed under Lockout or Tagout. An Affected employee cannot add or remove a lock or tag.</p>	<p>Web course available here.</p>
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GE-68A - LOTO Affected Worker

<p>Lockout/Tagout Authorized Worker (HP-OSH-151B-W) (12 months)</p> <p>Driver(s): 29 CFR 1910.147</p>	<p>Required for anyone who needs to lock and tag energy sources. In addition, they must complete department-specific training. Electrical Safety I is prerequisite for this course, unless the equipment being locked/tagged is not electrical (e.g., hydraulic, pneumatic).</p>	<p>Web course available here.</p>
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GE-68B - LOTO Authorized Worker

Workplace Safety (Industrial Hygiene/Industrial Safety)		
COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
<p>Back Injury Prevention (TQ-BACKSAFE) (36 months)</p> <p>Driver(s): BMP</p>	<p>Required for anyone who regularly lifts more than 30-40 lbs. or whose job requires repetitive bending/stretching. Recommended for people who have a history of back trouble.</p>	<p>Web course available here.</p>

Target Audience Descriptions for Required Training

GE-73 - Basic Safety-Qualified Worker

<p>Bloodborne Pathogens Training (HP-IND-102) (12 months)</p> <p>Driver(s): 29 CFR 1910.1030</p>	<p>Required for anyone who handles any human fluids or tissues.</p>	<p>Web course available here.</p>
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GE-83 - Bloodborne Pathogen-Qualified
GE-83A - Bloodborne Pathogens Med Surveillance Qualified

<p>Cardiopulmonary Resuscitation (CPR) (HP-D005) (24 months)</p> <p>Driver(s): 29 CFR 1910.269</p>	<p>Required for or employees who work on High Hazard Operations (AC voltages about 600VAC rms; or DC voltages above 6000VDC; with greater than 10 mA of available current or capable of an instantaneous release of greater than 10 Joules of energy).</p> <p>Required for Health Care Workers and researchers who work with Human Subjects.</p>	<p>Course schedule available here.</p>
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GE-54 - CPR-Qualified Position

<p>Compressed Gas Safety (TQ-COMPGAS1) (Initial Train)</p> <p>Driver(s): 29 CFR 1910.101</p>	<p>Required for anyone who moves, handles, stores and uses gas cylinders and for those that select or connect regulators and design manifolds.</p>	<p>Web course available here.</p>
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GE-59 - Compressed Gas-Qualified Worker

<p>Confined Space Entry (HP-OSH-016) (12 months)</p> <p>Driver(s): 29 CFR 1910.146</p>	<p>Required for employees who may potentially be exposed to Class 2 confined spaces.</p> <p>Definition of Confined Space: a space that has the following three characteristics: 1) it is large enough and so configured that an employee can bodily enter and perform tasks; 2) it has limited or restricted means for entry or exit, (i.e., tanks, vessels, silos, storage bins, hoppers, vaults, pits); 3) it is not designed for continuous employee occupancy.</p> <p>A Class 2 Confined Space is a confined space that has any one or more of the following characteristics: 1) It contains or has a potential to contain a hazardous atmosphere; 2) it contains a material that has the potential for engulfing an entrant; 3) it is internally configured such that an entrant could be</p>	<p>Course schedule available here.</p>
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Target Audience Descriptions for Required Training

	trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section; 4) it contains any other recognized serious physical health hazard. Entry into Class 2C Confined Spaces also requires a permit.	
<u>GE-60 - Confined Space-Qualified Worker</u>		
Defensive Driving	Required for employees whose primary job function is driving, (e.g., Staff Services Chauffeurs, Supply and Materiel Drivers).	Consultant delivered. To request, contact training@bnl.gov .
Ethics and Research Training	Required for all employees who work with human subjects.	Web course available here .
Fire Watch (HP-FRF-202) (36 months) Driver(s): 29 CFR 1910.252	This course stresses the importance and responsibilities of Fire Watch Duty. Specifically, it address how the Fire watch ties into the Cutting/Welding Program, specific responsibilities, actions to be taken during a fire, and the limitations of fire extinguishers. This course meets the requirements of OSHA 1910. Prerequisite: Practical Fire Extinguisher (HP-FRF-101)	Web course available here .
<u>GE-22 - Welding, Cutting, Brazing & Fire Watch Qualified</u>		
Practical Fire Extinguisher (HP-FRF-101) (36 months) Driver(s): 29 CFR 1910.157	Required for individuals who may use fire extinguishers in the normal course of their jobs such as cutting and welding activities, fire watch positions, and emergency-services positions. (May be required for some control room operators.) BNL Fire protection engineer recommends this course for heavy users of flammable liquids (more than five gallons). ESH Coordinators should make this determination for these users within their organizations.	To request, contact chief@bnl.gov .
<u>GE-79 - Practical Fire Extinguisher-Qualified</u>		
Hearing Conservation (TQ-NOISE) (12 months) Driver(s): 29 CFR 1910.95	Required for anyone working in posted High Noise Operations/Areas with exposure of 1-30 days per year. Examples include posted pump rooms, compressor rooms, machining equipment, street cleaner.	Web course available here .
<u>GE-52B - High noise Area/Ops Exposure-Training Requal Need</u> <u>GE-52C - High noise Area/Ops Exp-Train & Med Surv Required</u> <u>GE-52D - Noise Medical Surveillance Only</u>		
Hearing Conservation - Awareness	Required for anyone who works around,	Course schedule available

Target Audience Descriptions for Required Training

Level (HP-IND-008A) (Initial Train)	but not directly in, High Noise Operations/Areas.	here.
GE-52A - Noise & Hearing Awareness-No Training Requal Need		
Heat-Stress Prevention (TQ-HEATSTRESS) (Initial Train) Driver(s): ACGIH	Required for supervisors who oversee employees who are at risk of high heat conditions. Recommended for workers who perform work in areas subject to high temperatures.	Web course available here.
GE-46A - Supervisors of Staff at Risk from Heat Exposure		
Laser Safety Awareness (TQ-LASER) (24 months) Driver(s): ANSI Z136.1-2000	Required for anyone who has access to a class IIIB or class IV laser controlled area. Required for all operators of class IIIB and IV lasers. Required for personnel who have access to areas where an open beam of a class IIIB or class IV laser is present. An eye exam is required for class IIIB and class IV users and user names must be given to the Laboratory Laser Safety Officer.	Web course available here.
GE-74 - Laser-Qualified Worker GE-74A - Laser Medical Surv Qualified - Authorized Worker		
Lyme and Tick-borne Disease Prevention (TQ-LYME1) (Initial Train) Driver(s): BMP	Required for employees whose work assignments occur in areas where there is the potential to encounter deer ticks for 50% or more of their time. Recommended for employees at risk of occupational exposure, e.g., those who routinely frequent wooded areas, or areas with high grass as part of their work assignment. Lyme Disease vaccine is available from OMC for employees whose work assignments occur in areas where there is the potential to encounter deer ticks for 50% or more of their time.	Web course available here.
GE-87 - Occupational Lyme Exposure-Qualified		
Non-Ionizing Radiation (HP-OSH-004)	Recommended for Technical Supervisors who oversee work performed in areas posted for non-ionizing radiation hazards. Course and/or expert assistance is available upon request.	To request, contact training@bnl.gov .
GE-78B - OSHA Sup Non-ionizing Radiation Qualified		
Oxygen Deficiency Hazard Class 0	Required for anyone who may be	Web course available here.

Target Audience Descriptions for Required Training

<p>(TQ-ODH) (12 months) Driver(s): 29 CFR 1910.134</p>	<p>required to enter a space with the potential for an ODH 0 hazard</p>	
<p>GE-86A - ODH Area Access Qualified GE-86C - ODH Medical Surveillance Qualified</p>		
<p>Oxygen Deficiency Hazard Class 1 (TQ-ODH1) (12 months) Driver(s): 29 CFR 1910.134</p>	<p>Required for anyone who may be required to enter a space with the potential for an ODH 1 hazard</p>	<p>Web course available here.</p>
<p>GE-86B - ODH Class 1 Area Access Qualified GE-86C - ODH Medical Surveillance Qualified</p>		
<p>Pressure Seminar for Engineers (GE-HS5060) Pressure Safety Re-qualification (GE-HS5031) Intermediate Pressure Safety (GE-HS5040)</p>	<p>Recommended for employees, guests and contractors who may design, build, or modify pressurized systems.</p>	<p>These web-based courses are offered through Lawrence Livermore National Laboratory. When taking the courses, allow adequate time for their completion.</p> <p>Click here for GE-HS5060.</p> <p>Click here for GE-HS5031.</p> <p>Click here for GE-HS5040.</p> <p>Upon completion of the course and exam, print the certificate, and submit to the Training & Qualifications Program Office, Building 703 for incorporation into the BTMS database.</p> <p>Contact training@bnl.gov or call ext. 7854 with any questions.</p>
<p>Regulated Medical Waste Management (TQ-RMWM) (Initial train) Driver(s): 40 CFR 262.11 6 NYCRR Part 371</p>	<p>Required for Medical Personnel who handle Regulated Medical Waste Briefing (MO-003)</p>	<p>Web course available here.</p>
<p>GE-71A - Regulated Medical Waste Generator</p>		
<p>Static Magnetic Fields (TQ-SMF) (Initial Train) Driver(s): ACGIH</p>	<p>Required for all workers exposed to fields greater than or equal to 60 mT (600 G). This course is also required for all who supervise anyone wearing Medical Electronic Devices in areas where magnetic fields are present, as well as all ES&H Coordinators, Facility Support Representatives, Process</p>	<p>Web course available here.</p>

Target Audience Descriptions for Required Training

	Owners, and Work Control Coordinators who work in areas where static magnetic field exposure is greater than or equal to the BNL exposure limit of 0.5 mT.	
GE-12 - Static Magnetic Field-Qualified GE-12A - Static Field Medical Surveillance Qualified		
Video Display Terminal Safety (HP-IND-004) (Initial Train) Driver(s): BMP	Recommended for anyone who spends more than 20 hours per week at a VDT.	Course schedule available here .
GE-75 - VDT Safety - Trained Worker		
Work Control Coordinator Training (GE-WORKCONTROL1) Driver(s): BMP	Required for Work Control Coordinators	To request, contact training@bnl.gov .
GE-10A - Work Control Coord./Mgr - Level I Non-Rad GE-10B - Work Control Coord./Mgr - Level II-Rad (GERT) GE-10C - Work Control Coord./Mgr - Level III (RW-I) GE-10D Work Control Coord./Mgr - Level IV (RW-I/Contam)		

<h2>Material Handling</h2>		
COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Basic Rigging for Crane Operators (HP-GST-155) (36 months) Driver(s): DOE-STD-1090-2001	Required for Crane Operators who do not know the weight or center of gravity for loads that they will be lifting--for rigging that necessitates any calculations this class is mandatory.	Course schedule available here .
GE-56B - Basic Rigging-Qualified GE-56C - Material Handling Med Surveillance Qualified		
Overhead Crane Operator and Practical (HP-Q-010-W) (36 months) Driver(s): DOE-STD-1090-2001 29 CFR 1910.179	Required for anyone who operates a crane or hoist (even once). For rigging that requires any calculations, the Basic Rigging Course is mandatory.	Web course available here . To arrange for practical check-out, contact training@bnl.gov .
GE-56 - Overhead Crane Operator GE-56A - Small Crane Operator (Research Use) GE-56C - Material Handling Med Surveillance Qualified		
Forklift Operator and Practical (TQ-FORKLIFT) (36 months)	Required for anyone who needs to operate a forklift (even once).	Web course available here .

Target Audience Descriptions for Required Training

Driver(s): DOE-STD-1090-2001 29 CFR 1910.178		To arrange for practical check-out, contact training@bnl.gov .
GE-57 - Forklift Operator		
GE-56C - Material Handling Med Surveillance Qualified		
Manlift or Aerial Lift - (GE-MANLIFT, GE-AERIAL) (36 months) Driver(s): DOE-STD-1090-2001 29 CFR 1910.67(c)	Required for anyone who needs to operate a manlift or aerial lift (even once).	To request, contact training@bnl.gov .
GE-80 - Manlift Operator		

Machine and Construction Hazards / Elevated Work Areas

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION
Fall Protection Equipment-specific OJT course available upon request (GE-FALLPROTECT) (12 months) Driver(s): 29 CFR 1926.503	Required for all employees who work on elevated areas (6 feet or above), such as scaffolds, roofs, elevated equipment or work platforms where exposed to fall hazards. Anyone who performs work more than six feet above a lower level must be protected by either a guard rail system or personal fall arrest system and training is required.
GE-81 - Fall Protection-Qualified	
Machine Shop Safety (GE-MACHINE) (Initial Train) Driver(s): 29 CFR 1910 Subpart O	Required for anyone who operates machine tools unescorted. Training isn't required if tools are operated under constant supervision of a qualified machine shop evaluator.
GE-72 - Machine Shop-Qualified Worker	
Machine Shop Safety Train-the-Trainer (GE-SHOPTRAIN) (Initial Train) Driver(s): 29 CFR 1910 Subpart O	Required for: machine shop workers who will be evaluating practices of other shop users to authorize them to use equipment unsupervised. Course includes tools and checklists to deliver OJT on machine tools.
Hand and Power Tool Safety (TQ-TOOLS SAFE)	This course is recommended for technician and craft personnel who work with hand and power tools.
Scaffolding - Department-specific OJT course available (GE-SCAFFOLD) Driver(s): 29 CFR 1926.451	Required for individuals who erect, disassemble, move, operate, repair, maintain, or inspect scaffolds. New OSHA regulation requires that if you use scaffolds you must have one of two levels of training--worker training or training for those who erect, disassemble, move, operate, repair, maintain, or inspect scaffolds.
Welding, Cutting, and Brazing (HP-OSH-006)	Required for Technical Supervisors who oversee hot work.

Target Audience Descriptions for Required Training

Driver(s): 29 CFR 1910 Subpart Q
 29 CFR 1926
 29 CFR 1910.252

[GE-22 - Welding, Cutting, Brazing & Fire Watch Qualified](#)
[GE-22A - Welding, Cutting, Brazing Oversight](#)

Facility Access

Facility-specific training required for access to locations.

GE-77C NSLS Non-User/Support Access

Course Number	Course Title
HP-RWT001	General Employee Radiation Training
LS-ESH-LSSTAFF	ESH Orientation for New NSLS Staff

GE-77D NSLS Scientific/User Access-Qualified

Course Number	Course Title
LS-ESH-ORIENTATION	NSLS User Safety Module
LS-RAD-FACILITY	NSLS Radiological Access Module

GE-77E C-A Access - Qualified

Course Number	Course Title
AD-CA_ACCESS	Collider-Accelerator Access Training

GE-77H RHIC User

Course Number	Course Title
AD-CA_COLLIDER_EXAM	Collider User Challenge Exam
AD-CA_COLLIDER_USER	Collider User Training

GE-77I AGS Access-Qualified

Course Number	Course Title
AD-CA_ACCESS	Collider-Accelerator Access Training
HP-RWT002	Radiological Worker I

GE-77J NSLS Source Development Lab Access-Qualified

Course Number	Course Title

Contact the Facility's Training Coordinator for further information.

CAD/RHIC/AGS: [J. Maraviglia](#), ext. 7343 or [Susan White-Depace](#) ext. 959

NSLS: [E. Rothman](#), ext. 2295

BGRR: [B. Lein](#), ext. 2188

Target Audience Descriptions for Required Training

LS-ESH-SDL	SDL Facility-Specific Safety Orientation	
LS-RAD-FACILITY	NSLS Radiological Access Module	
GE-77K C-A Radiobiology User		
<u>Course Number</u>	<u>Course Title</u>	
AD-USER-RADBIO	C-A Radiobiology Users Training	
HP-RWT002	Radiological Worker I	
BGRR Access		
<u>Course Number</u>	<u>Course Title</u>	
Various courses based on assignment		
Contact ext. 2188		

Emergency Response/Security

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Cyber Security Overview for System Administrators (AO-CYBSEC)	Required for Network System Administrators.	Contact K. Hauser , ext. 2223
GE-23 - Network System Administrator		
Duress Alarm Training (SE-D05)	Required for personnel who work in vicinity of duress alarms.	
Security Refresher Course for Q Clearance (SE-ACCESSREF) (12 months)	Required for those with security clearance needs. Annual training refresher is implemented and communicated each year.	Web course available here .
Emergency Response Organization Training (EM-ERO)	Required for all designated emergency response personnel.	Web course available here .
Emergency Response Procedure Training (All Position Procedures)	Required for all designated emergency response personnel.	Web course available here .
Incident Command Training (TQ-EP-015) (Initial train)	Required for all members of the Emergency Response Organization, as well as Local Emergency Coordinators and alternates. Recommended for Building Managers and others involved with emergency response.	Web course available here .
Local Emergency Coordinator (LEC) Course (GE-LEC)	Required for all designated Local Emergency Coordinators and alternates. Recommended for Building Managers and	Web course available here .

Target Audience Descriptions for Required Training

others involved with emergency response.

GE-47 - Local Emergency Coordinator

Environmental Safety

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Drinking Water, Hazardous Materials Storage and Transportation, Oils & PCB Management (ES-ENV-FSER4) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	Required reading material. For further information, contact G. Goode .
EMS Gap Analysis/Technical Assistance Workshop (GE-ENV-GAP) (Initial Train)	Required for departmental EMS implementation team members (7 hours). Audience must attend this course or EMS Implementation Workshop (GE-ENV-EMSIMP)	To request, contact training@bnl.gov .
<u>GE-45B - EMS Implementation Team Member</u>		
EMS Implementation Workshop (GE-ENV-EMSIMP) (Initial Train)	Required for departmental EMS implementation team members (14 hours). Audience must attend this course or EMS Gap Analysis/Technical Assistance Workshop (GE-ENV-GAP)	To request, contact training@bnl.gov .
Env. Monitoring, Non-Rad & Rad Air Emissions (ES-ENV-FSER2) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	Required reading material. For further information, contact G. Goode .
Environmental Laws and Regulations (GE-ENV-WM1) (Initial Train)	FS Representative, Internal Environmental Auditors, Environmental Compliance Representatives, Waste Management Representatives. Consultant delivered Environmental Laws (24 hours)	To request, contact training@bnl.gov .
Environmental Laws Overview (GE-ENV-WM2) (Initial Train)	ESH Coordinators and FS Technicians. Required reading material covering Environmental Laws and Regulations for DOE Federal Employees and Contractors (4 hours)	Required reading material. For further information, contact G. Goode .
Internal EMS Auditor Training (GE-ENV-AUDIT) (Initial Train)	Required for BNL Internal Environmental Auditors and recommended for departmental personnel involved in self assessment activities (24 hours)	For further information, contact G. Goode .
<u>GE-45C - Internal Environmental Auditor</u>		
Introduction to Roles, Responsibilities for EMS, NEPA	FS Representative, Environmental Compliance Representatives, Waste	Required reading material. For further information,

Target Audience Descriptions for Required Training

and Pollution Prevention (ES-ENV-FSER1) (Initial Train)	Management Representatives, ESH Coordinators, Select Line Managers	contact G. Goode .
Lessons Learned through Implementation of an EMS (GE-ENV-NETO1)	Recommended for EMS implementation team members. (2 hour videotape of DOE satellite broadcast)	To request, contact training@bnl.gov .
Liquid Effluents, Underground Injection Control, Spill Response (ES-ENV-FSER3) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	Required reading material. For further information, contact G. Goode .
Environmental Management System ISO 14001 Overview (TQ-EMS-1) Environmental Objectives and Targets (TQ-EMS-2) Environmental Management System Audits and Compliance Inspection How to Survive (TQ-EMS-3)	Required for Level 1,2,3 Managers	Web course available here .
RCRA Waste Identification, Hazardous, Mixed, and Radioactive Waste Management (ES-ENV-FSER5) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	Required reading material. For further information, contact G. Goode .

Work Planning/Accident Investigation

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Accident Investigation (TQ-OSH-019W)	Required for Technical and Administrative Supervisors who are involved in Accident Investigation.	Web course available here .
GE-24 - Accident Investigation Participant		
Job Safety Analysis (HP-OSH-017)	Available for Technical Supervisors who are involved in the work planning processes for potentially hazardous work (e.g., electrical work, construction, waste management).	To request, contact training@bnl.gov .
Work Planning and Control for Science and Technology (TQ-WORKPLAN-ST) (Initial train)	Required for Work Control Coordinators and recommended for technical and scientific supervisors who are involved in the work planning processes for potentially hazardous work.	Web course available here .
Work Planning and Control for Site Infrastructure Maintenance and Operation (TQ-WORKPLAN-MO)	Required for Work Control Coordinators involved with site infrastructure maintenance and operations and recommended	Web course available here .

Target Audience Descriptions for Required Training

(Initial train)	Maintenance and Operation supervisors who are involved in the work planning processes for potentially hazardous work.	
GE-10A - Work Control Coord./Mgr. - Level I Non-Rad GE-10B - Work Control Coord./Mgr. - Level II-Rad (GERT) GE-10C - Work Control Coord./Mgr. - Level III (RW-I) GE-10D - Work Control Coord./Mgr. - Level IV (RW-I/Contam) GE-10E - Work Control Staff		

Quality/Records Management Training Courses

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
BNL Quality Program Overview (QA-QP-001)	Quality representatives and departmental quality management personnel.	Web course available here .
GE-27 - Quality Representative		
Procurement and Quality Related Requirements (QA-QP-002)	Quality representatives and departmental quality management personnel.	To request, contact the Quality Programs & Services Office .
GE-27 - Quality Representative		
Vital Records Training (ID-VITALREC1) (Initial train)	Recommended for Departmental Vital Records Coordinators.	Web course available here .
GE-28A - Vital Records Custodian		

Management/Supervisory Courses

Click [here](#) for schedule of classes.

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Conducting an Effective Interview (PE-PE146)	Recommended for supervisors and managers to help prepare them to conduct a legal and effective selection interview.	This course consists of one half-day session.
Conflict Management (PE-PE141S)	Recommended for supervisors and managers who have had a basic communication course such as PE-PE102S - Interpersonal Managing Skills or PE-PE102T Team	This one-day workshop is conducted by an outside consultant.

Target Audience Descriptions for Required Training

	Interpersonal Skills. The course is designed to explore, develop, and practice conflict management techniques.	
Effective Supervision (PE-PE103S)	Highly recommended for new supervisors, this course provides a thorough understanding of the supervisory role and required leadership skills. Participants learn how their supervisory style impacts employee motivation toward work.	This course consists of four half-day sessions.
Goal Planning and Appraising Job Performance (PE-PE104S)	Highly recommended for supervisors who conduct performance appraisals. This course prepares supervisors to complete the written form and to conduct the appraisal discussion with the employee.	This course is offered annually and consists of two half-day sessions or one full-day session.
Interpersonal Communication Skills (PE-PE147)	Recommended for employees to help develop good working relationships. Participants will learn how to: communicate effectively with those whose styles differ from their own, build more productive relationships with their managers, develop action strategies for building stronger work relationships, and resolve conflict.	This one-day course is presented by an outside consultant.
Interpersonal Managing Skills (PE-PE102S)	Recommended for supervisors, this course provides participants with the interpersonal skills to communicate in a manner to gain the commitment and cooperation of others.	This course consists of three half-day sessions. This course is an equivalent course for PE-PE102T -Team Interpersonal Skills.
Intervention (PE-PE105S)	Required for managers and supervisors, this course provides participants with the awareness and skills to recognize and deal with the problem of substance abuse as it impacts job performance.	This is a mandatory one-day course. This course is an equivalent for PE-PE105 - Substance Abuse in the Workplace.
GE-02 - Administrator Manager GE-03 - Supervisor GE-16A - Level 1 Manager GE-16B - Level 2 Manager GE-16C - Level 3 Manager GE-31 - Technical Supervisor		
Introduction to EEO, AA, and Diversity Management (PE-PE119S)	Required for supervisors and managers, this course provides information on compliance with Equal Employment Opportunity Laws, Affirmative Action, and an overview of Diversity Management.	This is a mandatory three-hour course. Click here for current course schedule or contact Staff Development .
GE-02 - Administrator Manager		

Target Audience Descriptions for Required Training

GE-03 - Supervisor GE-16A - Level I Manager GE-16B - Level 2 Manager GE-16C - Level 3 Manager GE-31 - Technical Supervisor		
Labor Relations Seminars (PE-PE106S)	Recommended on an as needed basis for supervisors to provide information and guidance on handling of grievances, absenteeism and the disciplinary process.	This seminar consists of one half-day session.
Leading/Managing Technical People (PE-PE142S)	Recommended for technical supervisors to help build a solid foundation for managing leadership in a technical environment.	This one and one half-day workshop is conducted by an outside consultant.
Managing Communication and Conflict (PE-PE127)	Recommended for supervisors and managers for development of communication skills and conflict management techniques. The program focuses on why communication fails and how to improve it; and on why interpersonal conflict develops, and how to defuse it.	This two-day course is presented by an outside consultant.
Managing Effective Meetings (PE-PE118)	Recommended for managers and professionals who are responsible for planning results-oriented meetings. Participants identify the strengths and weaknesses of their communication styles through videotaped skill practice.	This one-day course is presented by an outside consultant.
Managing the Media (PE-PE126)	Recommended for managers who represent BNL to the media. Participants learn how to prepare for and answer the media's toughest questions, and know what to do if an investigative journalist calls.	This one-day workshop is presented by an outside consultant.
New Supervisor Orientation (PE-PE101S)	Highly recommended for newly promoted or hired supervisors and managers, this course provides an orientation to Laboratory support functions. Supervisors are informed of their administrative responsibilities for each of these functions.	This course is conducted annually and consists of six half-day sessions.
Project Management Professional (PMP) Certification Course (PE-OMS145)	Recommended for experienced project managers. Prerequisites for this course are: PE-OMS139 and PE-OMS140.	This course consists of six full-day sessions and is conducted using internal audit exercises.
Project Management: The Foundations Course (PE-OMS139)	Recommended for scientists and professionals who lead projects. This course provides the basic skills needed to organize, plan, resource	This two and one-half day course is conducted using internal audit exercises.

Target Audience Descriptions for Required Training

	load, and schedule a project. Includes simulation exercise for managing and controlling work in progress as the project plan is implemented.	
Project Management: The Leadership Course (PE-OMS140)	Recommended for scientists and professionals who manage projects and supporting functional workgroups. This course provides advanced skills for managing projects/personnel within defined constraints.	This course consists of three full-day sessions and requires that a project simulation be completed in class.
Salary Review Workshop for Supervisors (PE-PE122S)	Highly recommended for supervisors and managers who will conduct salary discussions with their staff. This workshop provides information on BNL's salary administration philosophy, and the skills to conduct salary review discussions.	This two-hour workshop is conducted annually.
Sexual Harassment Supervisory Awareness (PE-PE108S)	Required equivalent course for managers and supervisors. This course provides participants with the definitions, issues and clarifies their responsibility in handling sexual harassment complaints. Topics include BNL Policy and the preventive action managers and supervisors can take to deter sexual harassment.	This two-hour seminar is an equivalent course for PE-PE108SI - What Supervisors Need to Know about Sexual Harassment.
GE-02 - Administrator Manager GE-03 - Supervisor GE-16A - Level 1 Manager GE-16B - Level 2 Manager GE-16C - Level 3 Manager GE-31 - Technical Supervisor		
Supervisors Refresher (PE-PE138S)	Recommended for supervisors in order to review policies and practices and any changes in those policies and practices which affect work practices and supervisory judgment.	This one to two hour class is given upon request of a department/division.
Time Management (PE-PE112)	Recommended for professional staff who have multiple, concurrent projects of two or three month's duration and whose work requires time management planning tools beyond the daily "to do" list. Participants learn to set goals and manage time according to pre-set goals.	This one day session is presented by an outside consultant.
What Supervisors Need to Know about Sexual Harassment (PE-PE108SI)	Required for managers and supervisors, completing this interactive CD-ROM satisfies the requirements of both Title VII and BNL Policy for supervisory education on the subject of	This 45-minute training can be taken at the supervisor's own PC. It is an equivalent course for PE-PE108S. Either course will satisfy the mandatory requirements

Target Audience Descriptions for Required Training

	Sexual Harassment. The purpose of this program is to sensitize supervisors to the issues and their responsibility in handling Sexual Harassment complaints.	for supervisory education. To enroll, contact Staff Development .
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Professional Development

Click [here](#) for schedule of classes.

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Clear Business Communications (PE-PE115)	Recommended for those who write letters, memos and reports. Participants learn to produce clear, concise written communications using job-related assignments.	This two-day course is presented by an outside vendor.
Community Roundtable (PE-PE124)	Recommended for Laboratory representatives who present technical information regarding the Lab's activities to local residents, environmentalists and media representatives.	This two-day course is presented by an outside vendor.
Conducting an Effective Interview (PE-PE146)	Recommended for supervisors and managers to help prepare them to conduct a legal and effective selection interview.	This course consists of one half-day session.
Conflict Management (PE-PE141S)	Recommended for supervisors and managers who have had a basic communication course such as PE-PE102S - Interpersonal Managing Skills or PE-PE102T Team Interpersonal Skills. The course is designed to explore, develop, and practice conflict management techniques.	This one-day workshop is conducted by an outside consultant.
Effective Facilitator (PE-PE116)	Recommended for those responsible for facilitating focus groups, quality workshops and team meetings. Participants learn to increase their effectiveness as both meeting leaders and contributors.	This two-day course is presented by an outside consultant.
Effective Presentations/Public Speaking (PE-PE114)	Recommended for scientific and professional staff who make oral presentations. Participants determine objectives, organize presentations with the audience in mind and make videotaped presentations.	This two-day course is conducted by an outside consultant.
The Effective Presenter: Communicating with Confidence and Credibility (PE-PE137)	Recommended for individuals who will be representing BNL to the community. Participants will learn to create rapport with	This one-day course is conducted by an outside consultant.

Target Audience Descriptions for Required Training

	their audiences; manage stage fright; stay centered, in control and respectful.	
Employee Performance Goal Planning (PE-PE134)	Recommended for exempt employees who participate in the performance goal planning process with their supervisors.	This course is a two-hour overview.
English as a Second Language (PE-PEESL)	Recommended for employees, visitors, guests and spouses who need to improve their conversational English. It is offered for beginner and intermediate levels on Thursday evenings.	Adults can join the class at any time. There is no charge.
Exceptional Customer Service (PE-PE123)	Recommended for service groups at BNL who work with internal and/or external customers. Participants learn to break the understanding barrier and must develop an action plan to improve customer communications.	This one-day course is presented by an outside consultant.
Facilitating Problem Solving (PE-PE131)	Recommended for employees who participate on problem solving teams and focus groups. Through this workshop, participants learn to apply problem solving and decision-making tools and techniques in a team environment.	This one-day course is presented by an outside consultant.
Advanced Facilitating Problem Solving (PE-PE132)	Recommended for those who will become facilitators of problem solving teams and focus groups at the Laboratory. This course is a detailed review and application of many problem solving and decision-making tools and techniques.	This two-day course is presented by an outside consultant.
How to Arrange and Maintain Files and Records (PE-PE133)	Recommended for employees to help keep files and records organized. Topics include: types of files and uses of each, how to conduct an audit, records management, the document life cycle, and the hierarchical system of electronic storage and retrieval.	This one-day course is presented by an outside consultant.
Interpersonal Communication Skills (PE-PE147)	Recommended for employees to help develop good working relationships. Participants will learn how to: communicate effectively with those whose styles differ from their own, build more productive relationships with their managers, develop action strategies for building stronger work relationships, and resolve conflict.	This one-day course is presented by an outside consultant.
Managing Diversity Through Communication (PE-PE117)	Recommended for working groups at the request of their management. This course will enable participants to understand what diversity is, recognize biases which develop from differences, and identify obstacles that could be encountered.	This 90-minute session is presented by the Diversity Manager.
On-the-Job Training (TQ-OJT1)	Recommended for those who present	Web course available here .

Target Audience Descriptions for Required Training

(Initial train)	on-the-job training.	
Partners in Productivity (PE-PE121)	Recommended for secretaries, administrative secretaries and administrative assistants. Topics include organizing the work environment, task management, effective communication and working with multiple bosses.	This two-day course is conducted by an outside consultant.
Presenting to the Public (PE-PE125)	Recommended for Laboratory representatives who must communicate to audiences with diverse interests, in a manner that addresses public concerns and appropriately represents the Laboratory.	This one-day course is conducted by an outside consultant.
Prevention and Eradication of Employee Harassment in the BNL Workplace (PE-PE135)	Recommended for employees and their supervisors. This course will enable participants to recognize and properly respond to situations, which may be considered employee harassment.	This is a three-hour video/discussion course presented by the Diversity Manager
Risk Communication (PE-PE130)	Recommended for scientific and professional staff members who represent BNL at public meetings. Topics include the components of public meetings, key community concerns, key risk communication messages and guidelines.	This two-day course is conducted by an outside consultant.
Sexual Harassment Awareness (PE-PE108)	Strongly recommended for all employees. This course includes the definitions of sex discrimination, sexual harassment, an overview of BNL Policy and how to deter sexual harassment.	This one-hour video/discussion course is presented by the Diversity Office.
Stress Awareness (PE-PE109)	Recommended for working groups at the request of their management. This program explains stress management programs currently available, as well as the warning signs and the effect stress can have on one's well being.	This is a one-hour program presented by the Employee Assistance Program Office.
Substance Abuse in the Workplace (PE-PE105)	Required for all employees, this mandatory course provides education on the dangers of substance abuse, BNL Policy and the support services available.	This 30-minute video/discussion course is presented by the Employee Assistance Program Office.
Team Interpersonal Skills (PE-PE102T)	Recommended for team members to enhance their ability to gain commitment and the cooperation of others. Participants learn to increase their understanding of the contributions and concerns of others and how to resolve team conflicts.	This one-day course uses video examples and tailored case studies.
Technical Writing (PE-PE110)	Recommended for scientific and professional staff who write and edit technical papers and reports. This course provides an overview of the technical writing	This one-day course is followed by an individual counseling session and is conducted by an outside

Target Audience Descriptions for Required Training

	process through classroom instruction and exercises.	consultant.
Technical Writing for English as a Second Language Students (PE-PE110E)	Recommended for scientific and professional staff who have English as a second language, this course is similar to the Technical Writing course with emphasis on those areas that cause greatest difficulty in ESL students.	This two-day course is presented by an outside consultant.
Writing Effective Procedures (PE-PE111)	Recommended for scientific and professional staff who write and revise instructional procedures. Participants learn procedural prose and different formatting techniques for presentation. The course provides both classroom instruction and individual counseling.	This two-day course is presented by an outside consultant.

Computer Software Courses

Click [here](#) for schedule of classes.

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION
Database: Microsoft Access	Recommended for those who create and/or maintain databases.
Design: Microsoft Front Page	Recommended for all who create and/or maintain web sites.
Presentation: Microsoft PowerPoint	Recommended for those who create and/or give presentations.
Project Management: Microsoft Project	Recommended for those involved in the creation and/or tracking of project plans and schedules.
Spreadsheet: Microsoft Excel	Recommended for those who create spreadsheet documents.
Word Processing: Microsoft Word	Recommended for those who frequently must create and type their own documents.

Contract Administration Courses

To request, contact the [Procurement and Property Management Office](#).

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Contracts Administration for Technical Representatives (PR-CONTRACT-R2A2) - 4 hour classroom - 3-year requalification period	Definition of a Technical Representative is as follows: The technical representative is the individual named in a contract as the Lab's technical liaison with the	Course schedule available here .

Target Audience Descriptions for Required Training

	<p>contractor. In many cases, this is the original requisitioner for the goods/services covered under the contract. Responsibilities include monitoring the contractor's performance to ensure that the technical and schedule requirements of the contract are met, receipt of all deliverables, inspection and accepting of supplies or services under the contract, identification of supplier non-conformance issues, reporting of substantial or deficient supplier performance to procurement personnel, identification of the need for technical changes, and reviewing and approving invoices.</p> <p>*Please note that there is no longer a continuing education program required for this role.</p>	
<p><u>GE-25 - Technical Representative for Contracts</u></p>		
<p>Advanced Contract Administration (PR-CONTRACT) - 4 hour classroom course - 3-year requalification period</p>	<p>Definition of Contract Administrators: Organizational administrators and other staff members who are responsible for reviewing/approving invoices, monitoring contractor performance, and receipt of deliverables.</p> <p>*Please note that there is no longer a continuing education program required for this role.</p>	<p>To request, contact guadagni@bnl.gov.</p>
<p><u>GE-25A - Contract Administrator</u></p>		

Last update May 13, 2004 by [M. Manning](#).