

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.

Last update August 12, 2014
by [M. Jackson](#).

The only official copy of this Target Audience Descriptions for Required Training is the one on-line. Before using a printed copy, verify that it is the most current version by checking the document effective date on the web-site

Chemicals and Hazardous Materials	Computer Software Courses
Contract Administration	Electrical
Emergency Response/Security	Environmental Safety
Ergonomics	Facility Access
Machine and Construction Hazards / Elevated Work Areas	Management/Supervisory Courses
Material Handling	Professional Development
Quality/Records Management	Radiological Courses
Research	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 29 CFR 1910.38(a)(b) 29 CFR 1910.145 29 CFR 1910.165	This course (CVO) is required for construction and trade contractors, sub-contractors, consultants or vendors who are contracted to perform work or provide a service to the Laboratory. (Needed for Brookhaven contractor employees who will be on site for more than three days and who need unescorted access.) For	Course schedule available here .

Training Requirements and Needs

	administrative contractors/drivers, the Guests Site Orientation web course 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. 400.	
Environment, Safety, Health and Security Briefing Checklist (TQ-ESHBRIF)	If administrative-type visitors (such as meeting attendees, guest speakers, auditors, instructors) or “transient guests” need access to the site for a one-time effort, a departmental ESSH briefing can be provided in lieu of Guest Site Orientation training. For assistance in making this determination, please contact training@bnl.gov .	Briefing is available here here .
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	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.)	Web course available here .
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	This course (GET) is required for all BNL permanent employees. Required before you can work unescorted in a lab or factory area.	Course schedule available here .
Security Program and Responsibilities for New Employees (GE-CIA) (Initial Train) Driver(s): DOE O 5670.3	Required for all permanent employees. This course will enable participants to recognize and properly respond to situations that may involve espionage, sabotage, and other intelligence activities conducted for or on behalf of foreign powers, organizations, or persons.	Web course available here .
Cyber Security (GE-CYBERSEC) (12 months) Driver(s): DOE Notice 205.1	Required for all BNL employees, visitors, guests, and contractors who are given access to the BNL network or computing resources.	Web course available here .
GE-42 - Computing Positions		
Emergency Planning and Response (GE-EMERPLAN) (Initial Train) Driver(s): 29 CFR 1910.38(a)	Required for all BNL employees. (Contractors receive in CVO training and Guests receive in GSO.)	Web course available here or approved departmental equivalent course can be provided.
Environmental Protection Training (GE-ENV-GET) (Initial Train) Driver(s): BMP	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 impact to the environment because of their work activities.	Web course available here .
Protecting Personally Identifiable	Required for all BNL employees.	Web course available here .

Training Requirements and Needs

Information (TQ-PROTECTID) (Initial Train)		
Information Security Awareness (TQ-INSEC) (24 months)	Required for Exempt Employees and others as determined by supervisor.	Web course available here .
Ethical Behavior and Professional Conduct at BNL (TQ-EMP-ETHICS) (Initial Train)	Required for all BNL employees.	Web course available here .
Alcohol and Drugs at Work (PE-ADWEMP) (24 months)	Required for all employees, including managers and supervisors. This online course was designed to increase awareness of health and organizational costs and risks associated with alcohol and drug use; define the conduct that is prohibited under the policy; and describe the consequences for violating the policy.	Web course available here .

Research

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Research With Integrity (TQ-SCI-ETHICS)	Required for all BNL employee scientific and research associate staff.	Web course available here .
GE-03 - Research Position		

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/fume hood 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		

Training Requirements and Needs

<p>Criticality Safety Indoctrination by BNL Criticality Safety Officer (NE-CRITICAL) (12 months)</p>	<p>Required for anyone who may potentially handle fissile or fissionable materials. Required for Waste Management operations personnel and technicians.</p>	<p>Available upon request. To request, contact training@bnl.gov.</p>
<p>GE-65 - Criticality Training Qualified</p>		
<p>General Employee Radiation Training (TQ-GERT or HP-RWT001) (24 months)</p> <p>Driver(s): 10 CFR 835</p>	<p>Required for employees who need unescorted access to Controlled Areas. For those who will receive less than 100 mrem/year.</p> <p>GERT Training will qualify an employee to enter a Radioactive Material Area which does not require a Radiological Work Permit.</p>	<p>Web course available here</p>
<p>GE-61A - GERT-Qualified</p>		
<p>Material Control Accountability Training (SE-MCA1) (24 months)</p>	<p>Required for personnel who use or control accountable nuclear materials, which include special nuclear material, source material and other materials.</p>	<p>To schedule training, contact ext. 5241.</p>
<p>GE-65A - Material Control and Accountability Qualified</p>		
<p>Health, Safety, and Security Regulatory Enforcement Training (TQ-ENFORCE) (Initial Train)</p> <p>Driver(s): 10 CFR 835</p>	<p>Recommended for personnel involved in assessment, reporting and evaluating deficiencies such as noncompliances, occurrence reports and audit findings. Required for Quality Reps, ESH Coordinators, Senior Managers and Clearance Holders.</p>	<p>Web course available here</p>
<p>Rad Buffer Area Access Training (HP-RWT002A) (24 months)</p> <p>Driver(s): 10 CFR 835</p>	<p>This is a practical training exercise add-on for radiological workers who require unescorted access to Rad Buffer Areas. Radiological Worker I is prerequisite.</p>	<p>To schedule the training, which can be performed in your work area, contact training@bnl.gov.</p>
<p>GE-64A - Rad Buffer Area Access Qualified</p>		
<p>Radioactive Waste Generator (HP-RADIGEN) (24 months)</p> <p>Driver(s): 10 CFR 835</p>	<p>Required for employees who work with or dispose of radioactive waste.</p>	<p>Web course available here.</p>
<p>GE-67 - Radioactive Waste Generator GE-67A - Radioactive Waste Generators - GERT Qualified</p>		
<p>Radiological Control Technician Courses</p> <p>See BTMS Course List</p>		<p>For more information, contact W. Zak at ext. 8124.</p>
<p>Radiological Worker I (TQ-RW1-PART1, TQ-RW1-PART2 or HP-RWT002) (24 months)</p> <p>Driver(s): 10 CFR 835</p>	<p>Required for employees who need unescorted access to Radiation Areas, High Radiation Areas or any other area requiring a Radiological Work Permit. 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. Full 7-hour classroom course is available monthly. Once initial training is completed a challenge exam is available for requalification.</p> <p>(Note: Material now includes information required for access to High Radiation Areas that was formerly included in HP-RWT-400.)</p>	<p>Web course available here for TQ-RW1-PART1.</p> <p>Course schedule available here for TQ-RW1-PART2 and RWT002.</p>

Training Requirements and Needs

[GE-61 - RadWorker I-Qualified](#)

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 .
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[GE-76 - Source Custodian](#)

Radiation-Generating Device (RGD) (TQ-RGD) (24 months) Driver(s): 10 CFR 835	Training is required for all RGD Department Custodians, and for those who train RGD users. It is recommended for all RGD users.	Web course available here .
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Chemicals/Hazardous Materials

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Asbestos Awareness (EP-AS004) (12 months) Operations and Maintenance (EP-AS005) (12 months) Restricted Handler Allied Trades (EP-AS006) (12 months) Asbestos Worker Handler 40-hour (EP-AS007) (12 months) Driver(s): 40 CFR 61.145 29 CFR 1926.1101	Courses required for Plant Engineering asbestos workers. Restricted Handler Allied Trades may also be required for Air Sampling Technicians. 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.//	To request, contact training@bnl.gov .

[GE-04E - Asbestos Medical Surveillance II Qualified](#)

Beryllium Use at BNL (TQ-BERYLLIUM1) (24 months) Driver(s): 10 CFR 850	Recommended for all who work with beryllium and beryllium articles. Required for all who work with beryllium particularly in a non-laboratory setting.	Web course available here .
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[GE-70H - Beryllium Use Qualified](#)

Cadmium Training for HazCom Operations (TQ-CADMIUM) (initial train) Driver(s): 29 CFR 1910 Subpart Z	Required for all who work with cadmium.	Web course available here .
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[GE-70I - Cadmium Qualified](#)

Chemical Protective Clothing User Training (HP-OSH-157) (initial train) Driver(s): 29 CFR 1910 Subpart Z	Recommended for all who are required to wear chemical protective clothing on the job.	Web course available here .
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Training Requirements and Needs

GE-70E - Chemical Protective Clothing User		
Chlorine Safety (HP-IND-121) (12 months) Driver(s): 29 CFR 1910.119	Required for employees who work with chlorine products and/or in chlorine areas.	To request, contact training@bnl.gov .
GE-70J - Chlorine Safety Qualified		
Corrosive Etch Solution Solutions-Safe Handling & Disposal (TQ-CORETCH) (Initial Train) Driver(s): 29 CFR 1910 Subpart Z	Required for anyone who prepares and uses corrosive etch solutions.	Web course available here .
GE-70K Corrosive Etch Solution Qualified		
Cryogen Safety (HP-OSH-025) (Initial Train) Driver(s): 29 CFR 1910 Subpart Z	Required for anyone who handles, stores, or transports cryogenes.	Web course available here .
GE-58 Cryogen-Qualified Worker		
Hazard Communication (HP-IND-200) (24 months) Driver(s): 29 CFR 1910 Subpart Z	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.	Web course available here .
GE-70A - Hazard Communication-Qualified		
Hazardous Waste Generator (HP-RCRIGEN3) (12 months) Driver(s): 40 CFR 262.11 6 NYCRR Part 371	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.	Web course available here .
GE-71 - Haz Waste Generator - Non-lab Worker GE-71B - Haz Waste Generator - Lab Worker		
HAZWOPER - 40 Hour (HP-EP-030) (12 months) Driver(s): 29 CFR 1910.120(e)	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).	To request, contact training@bnl.gov or call ext. 5851.
GE-71F - HAZWOPER Work Qualified GE-71E - HAZWOPER 40-hour Trained GE-71H - HAZWOPER Med Surveillance Qualified		
HAZWOPER for Supervisors-8 Hour (HP-EP-040) (Initial Train) Driver(s): 29 CFR 1910.120(e)	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.	To request, contact training@bnl.gov or call ext. 5851.
GE-71G - HAZWOPER Supervisor Qualified GE-71H - HAZWOPER Med Surveillance Qualified		

Training Requirements and Needs

<p>Laboratory Standard (HP-IND-220) (24 months)</p> <p>Driver(s): 29 CFR 1910.1450</p>	<p>Required for personnel who work with chemicals in a laboratory setting.</p>	<p>Web course available here.</p>
<p>GE-70 - Laboratory Standard-Qualified Worker</p>		
<p>Lead in the Workplace (TQ-LEAD1 or 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>Required for those will be those who work with 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>Web course available here.</p>
<p>GE-85 - Lead Use Trained - Awareness Level - Initial Train GE-85A - Lead Use Trained - Exposure - Action Level - 12 - Month Re-qualification GE-85B - Lead Medical Surveillance Baseline GE-85C - Lead OSHA Medical Surveillance</p>		
<p>Methylene Chloride Training for HazCom Operations (TQ-MCAT) (Initial Train)</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 course available here.</p>
<p>GE-70G - Methylene Chloride Qualified</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, contact training@bnl.gov.</p>
<p>GE-01 - 90-Day Area Coordinator</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 course available here.</p>

Training Requirements and Needs

	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. (See definition above.)	Web course available here .
GE-70C - Haz Mat Transport - Awareness Level		
Nanotechnology for Nano Workers (TQ-NC-HS2) (Initial Train)	Audience is defined as anyone who performs any of the following activities: handles UNP and has the potential for inhalation or dermal exposure to UNP; routinely spends time in an area in which engineered UNP have the potential to become dispersed in the air; works on equipment that might contain or bear UNP and that could release UNP during servicing or maintenance.	Web course available here .
GE-96 - Nanomaterial Worker HP-74 - Nanomaterial Assessor		

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 respiratorfit@bnl.gov or call extension 8967.

Training Requirements and Needs

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.	To request, contact training@bnl.gov .
Self-Contained Breathing Apparatus (SCBA) (TQ-SCBA-W) (12 months) Self-Contained Breathing Apparatus SCBA) Practical (TQ-SCBA-P) (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 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 1910.302 and NFPA 70E	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. 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. • Bench-top troubleshooting of electrical devices where all ac or dc exposed voltages are less than 10 milliamps of available current. 	Web course available here .
GE-69A - Basic Elect Safety-Qualified Worker		
Adult Cardiopulmonary Resuscitation (CPR) (TQ-ADULTCPR) (24 months) Driver(s): 29 CFR 1910.269	Required for employees who work on or near exposed energized electrical conductors or circuit parts 50 volts or greater.	Course schedule available here .

Training Requirements and Needs

[GE-54 - CPR-Qualified Position](#)

<p>Electrical Safety I (TQ-ELECSAF1) (24 months)</p> <p>Driver(s): 29 CFR 1910.302 and NFPA 70E</p>	<p>Required for electrical workers who work On or Near exposed energized parts (NFPA 70E Risk Hazard Category 1 or higher). Also required for staff who direct and evaluate electrical work.</p> <p>Required for anyone performing work where 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 <u>Lockout Tagout Authorized Level</u></p> <p>Examples of operations that require this training: construction of line powered electrical devices, setup of high voltage systems.</p> <p>Note: If the work is always limited to 120-Volt, line-cord, plug-in equipment, then <u>Electrical Safety for Benchtop Workers</u> may be taken instead of this course. The <u>Benchtop</u> course, however, does not qualify the worker to work on or near live parts, which includes testing, troubleshooting, and any other voltage verification beyond the 120-Volt, line-cord connected limits.</p>	<p>Web course available here.</p>
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[GE-69B - Elect Safety I-Qualified Worker](#)

<p>Electrical Safety for Benchtop Workers (TQ-ELECT-BENCHTOP) (24 months)</p>	<p>Description: This course is required for workers whose electrical work is limited to 120-Volt, line-cord, plug-in equipment. <u>Lock Out/Tag Out Authorized Employee Training (HP-OSH-151B-W)</u> is not required provided the power cord remains under the direct control of the worker. If, however, a worker needs to operate circuit breakers and disconnect switches, they must also take <u>Electrical Circuit Breaker and Switch Operation Safety (TQ-ELECT-BSOP)</u>.</p>	<p>Web course available here.</p>
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[GE-69G - Electrical Safety - Benchtop \(Testing Energized\)](#)

[GE-69H - Electrical Safety - Benchtop \(Non-Energized\)](#)

<p>Electrical Circuit Breaker/Switch Operation Safety (TQ-ELECT-BSOP)</p> <p>Driver(s): 29 CFR 1910.302 and NFPA 70E</p>	<p>Training is for workers who will only operate circuit breakers and disconnect switches rated at less than 240 Volts and 225 amps with no exposed live parts (all covers on).</p>	<p>Web course available here.</p>
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[GE-69C - Non-electrical Worker Breaker/Switch Op Qualified](#)

<p>NEC Essentials Seminar (HP-NEC-ESSENTIALS)</p>	<p>Required for staff who design/install/modify electrical installations covered by the National</p>	<p>To request, contact training@bnl.gov.</p>
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Training Requirements and Needs

	Electrical Code (NEC).	
GE-94A - Electrical/Designers/Workers (NEC Work)		
NEC Updates Seminar (HP-NEC-UPDATES)	Required for staff who design/install/modify electrical installations covered by the National Electrical Code (NEC).	To request, contact training@bnl.gov .
GE-94A - Electrical/Designers/Workers (NEC Work)		

Workplace Safety (Industrial Hygiene/Industrial Safety)		
COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Back Injury Prevention (TQ-BACKSAFE) (36 months) Driver(s): BMP	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.	Web course available here .
GE-73 - Basic Safety-Qualified Worker		
Bloodborne Pathogens Awareness (TQ-BBP) (12 months) Driver(s): 29 CFR 1910.1030	Required for anyone who handles any human fluids or tissues.	Web course available here .
GE-83 - Bloodborne Pathogen-Qualified		
Adult Cardiopulmonary Resuscitation (CPR) (TQ-ADULTCPR) (24 months) Driver(s): 29 CFR 1910.269	Required for Employees working on or near exposed energized electrical conductors or circuit parts shall be trained in methods of release of victims from contact with exposed energized conductors or circuit parts. Employees shall be regularly instructed in methods of first aid and emergency procedures, such as approved methods of resuscitation, if their duties warrant such training.	Course schedule available here .
GE-54 - CPR-Qualified Position		
Compressed Gas Safety (TQ-COMPGAS1) (36 months) Driver(s): 29 CFR 1910.101	Required for anyone who moves, handles, stores and uses gas cylinders and for those that select or connect regulators and design manifolds.	Web course available here .
GE-59 - Compressed Gas-Qualified Worker		
Confined Space Atmosphere Testing (TQ-CONSPACETESTER) (24 months)	Required training (along with equipment-specific training) for anyone who will perform atmospheric monitoring/testing activities for confined space entry work.	Web course available here .

Training Requirements and Needs

Driver(s): 29 CFR 1910.146		
Confined Space Entry (HP-OSH-016) (24 months)	Required for employees who may potentially be exposed to Class 2 confined spaces.	Course schedule available here .
Driver(s): 29 CFR 1910.146	<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 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.</p>	
GE-60 - Confined Space-Qualified Worker		
Ethics and Research Training (MO-CRCETHICS)	Required for all employees who work with human subjects.	Web course available here .
Fire Watch (TQ-FIREWATCH) (36 months)	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: Fire Extinguisher web course (TQ-FIRE-EXT) and hands-on practical (TQ-FIRE-EXT-P)	Web course available here .
Driver(s): 29 CFR 1910.252		
GE-22 - Welding, Cutting, Brazing & Fire Watch Qualified		
1) Fire Extinguisher (TQ-FIRE-EXT) (36 months)	Two courses make up this training program--a web course and supplemental hands-on practical fire extinguisher training in which staff use extinguishers to put out real fires.	Web course available here .
2) Fire Extinguisher Safety - Hands-on Practical (TQ-FIRE-EXT-P) (36 months)	The Fire extinguisher web course is required for individuals who may use fire extinguishers in the normal course of their jobs. Both the web course and hands on practical are required for staff involved with cutting and welding activities, fire watch positions, emergency-services positions, and control room operators. BNL Fire Safety Subject Area requires both training courses for routine users of significant amounts of flammable liquids (more than five gallons in their work space) and Fire Protection Engineering will assist the ESH Coordinatordinators.	See course schedule here for hands-on practical . Or if you don't see on schedule (this course is weather permitting and isn't offered routinely during winter months) contact chief@bnl.gov to request.
Driver(s): 29 CFR 1910.157		
GE-79 - Practical Fire Extinguisher-Qualified GE-79A - Practical Fire Extinguisher-Hands-on Training Qualified		

Training Requirements and Needs

Class D Fire Extinguisher (TQ-FIRE-CLASSD)	Recommended for anyone who works with or around combustible metals.	Web course available here .
GE-106 - Class D Extinguishers		
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 .
GE-52B - High noise Area/Ops Exposure-Training Regual Need GE-52C - High noise Area/Ops Exp-Train & Med Surv Required GE-52D - Noise Medical Surveillance Only		
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		
Laser Safety Awareness for Non-Users (TQ-LASER-NU) (Initial Train)	Required for staff that need access to laser controlled areas (e.g. custodial staff), but will not operate or use a laser.	To request course contact training@bnl.gov .
GE-74B - Laser Access - Non User		
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. 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.	Web course available here .
GE-87 - Occupational Lyme Exposure-Qualified		

Training Requirements and Needs

<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>
<p>GE-68A - LOTO Affected Worker</p>		
<p>Lockout/Tagout Authorized Worker (HP-OSH-151B/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 and a Job-Performance Measure (TQ-LOTO-P).</p> <p>Note: Employees who have never taken BNL LOTO Authorized Employee training must take the classroom course. Employees who are requalifying may take either the classroom or Web-based course. Those linked to GE-68S may take either the classroom course or the web course, and do not require a JPM.</p>	<p>Web course available here. Course schedule available here.</p>
<p>GE-68B - LOTO Authorized Worker GE-68E - LOTO Job-Performance Measure Field Evaluator and Facility Authorized LOTO Trainer GE-68B - LOTO Oversight or Supervisor</p>		
<p>Lockout/Tagout Authorized Worker Job-Performance Measure (TQ-LOTO-P) (12 months)</p> <p>Driver(s): 29 CFR 1910.147</p>	<p>Required for anyone who needs to lock and tag energy sources. Lockout/Tagout Authorized Worker (HP-OSH-151B/HP-OSH-151B-W) is prerequisite for this course.</p>	<p>To arrange for skills practice or practical evaluation, contact your Training Coordinator.</p>
<p>GE-68B - LOTO Authorized Worker</p>		
<p>Lockout/Tagout Train-the-Evaluator (TQ-LOTO-EVAL)</p>	<p>Required for anyone who will be conducting LOTO Job-Performance Measures</p>	<p>Classroom course available upon request. Contact training@bnl.gov.</p>
<p>GE-68E - LOTO Job-Performance Measure Field Evaluator and Facility Authorized LOTO Trainer</p>		
<p>Oxygen Deficiency Hazard Class 0 (TQ-ODH) (24 months)</p> <p>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 0 hazard</p>	<p>Web course available here.</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)</p> <p>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>Radio Frequency and Microwave Radiation - Occupational Safety (TQ-RF/MW-SAFE) (36 months)</p>	<p>Required for users of RF and Microwave scientific equipment (not cell phone users and two-way radios although they can take it).</p>	<p>Web course available here.</p>

Training Requirements and Needs

Driver is 10CFR851, OSHA 29CFR1910.97 and ACGIH TLV 2005.		
GE-82 - Radiofrequency/Microwave User		
Regulated Medical Waste Management (TQ-RMWM) (Initial train) Driver(s): 40 CFR 262.11 6 NYCRR Part 371	Required for Medical Personnel who handle Regulated Medical Waste Briefing (MO-003)	Web course available here .
GE-71A - Regulated Medical Waste Generator		
Static Magnetic Fields (TQ-SMF) (Initial Train) (36 months) Driver(s): ACGIH	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 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.	Web course available here .
GE-12 - Static Magnetic Field-Qualified GE-12A - Static Field Medical Surveillance Qualified		

Material Handling

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
<p>Basic Rigging for Crane Operators (TQ-RIG-C) is a four-hour classroom course. This course is a prerequisite to skills practice and practical evaluation.</p> <p>Overhead Crane Operator (HP-Q-010-W) (36 months) is a web or classroom course. Completion of this training is a prerequisite to the skills practice/practical evaluation.</p> <p>Rigging and Crane Practical (TQ-RIG-P) (36 months) - This skills evaluation is conducted by a qualified evaluator using a job performance measure after adequate supervised skills practice has been provided based on level of experience.</p>	<p>These three courses are required for anyone who operates an overhead crane, uses hoists, and/or performs incidental rigging tasks (even once).</p> <p>Prerequisite Basic Rigging and Overhead Crane Operator courses must be completed prior to the conduct of any supervised skills practice or practical evaluation. Skills practice and the practical evaluation are conducted at each trainee's facility, using workplace overhead cranes, rigging and hoisting tasks, job/equipment procedures, and typical workplace challenges. Each trainee must satisfactorily complete an equipment/task-specific job performance measure for the crane(s), rigging tasks, and load weights for which they need to be qualified. The practical evaluation is conducted by a qualified evaluator.</p> <p>In some remote cases, where individuals operate small, research cranes and there are no unknown load weights, no rigging tasks, and no loads that necessitate calculation an exemption from this requirement may be approved. Exemptions are approved by the Safety & Health Services Division Manager after an inspection of</p>	<p>Basic Rigging course schedule available here.</p> <p>Crane Operator web course available here. Classroom course available upon request. Contact training@bnl.gov.</p> <p>To arrange for skills practice or practical evaluation, contact training@bnl.gov.</p>

Training Requirements and Needs

<p>Driver(s): DOE-STD-1090-2001 29 CFR 1910.179</p>	<p>the equipment and its use are observed. GE-56A - Small Crane Operator (Research Use)</p> <p>In other remote cases where there are rigging tasks that are not associated with crane operation an exemption from the full requirements may be approved. Exemptions are approved by the Safety & Health Services Division Manager after an inspection of the equipment and its use are observed. GE-56B - Basic Rigging-Qualified</p>	
<p>GE-56 - Overhead Crane/Rigging Operator GE-56C - Material Handling Med Surveillance Qualified</p>		
<p>Crane/Rigging Evaluator (TQ-CRANEXAM) (Initial Train)</p> <p>Driver(s): DOE-STD-1090-2001 29 CFR 1910.179</p>	<p>Required for overhead crane operators designated by their departments who will be evaluating the performance of other operators to authorize them to use equipment unsupervised. Course includes equipment-specific Job-Performance Measure (JPM) checklists to be completed when conducting evaluation.</p> <p>Prerequisite: · Basic Rigging for Crane Operators (Initial TQ-RIG-C or Refresher TQ-RIG-CREF) · Overhead Crane Operator (HP-Q-010-W) · Rigging and Crane Practical (TQ-RIG-P)</p>	<p>To request course contact training@bnl.gov.</p>
<p>GE-48C - Crane/Rigging OJT Evaluator</p>		
<p>Forklift Operator and Practical (TQ-FORKLIFT and TQ-FORKLIFT-P) (36 months). Forklift Operator is a web or classroom course. Completion of this training is a prerequisite to skills practice and practical evaluation.</p> <p>Driver(s): DOE-STD-1090-2001 29 CFR 1910.178</p>	<p>Both of these courses are required for anyone who needs to operate a forklift (even once).</p> <p>The prerequisite Forklift Operator course must be completed prior to the conduct of any supervised skills practice or practical evaluation. Skills practice and the practical evaluation are conducted using facility forklifts, attachments, tasks, job/equipment procedures, and workplace challenges. Each trainee must satisfactorily complete an equipment/attachment- and task-specific job performance measure for the forklift on which each will operate. The practical evaluation is conducted by a qualified evaluator.</p>	<p>Forklift Operator web course available here. Classroom course available upon request. Contact training@bnl.gov.</p> <p>To arrange for skills practice or practical evaluation, contact training@bnl.gov.</p>
<p>GE-57 - Forklift Operator GE-56C - Material Handling Med Surveillance Qualified</p>		
<p>Forklift Evaluator (TQ-FORKLIFT-EVAL) (Initial Train)</p> <p>Driver(s): DOE-STD-1090-2001 29 CFR 1910.178</p>	<p>Required for forklift operators designated by their departments who will be evaluating the performance of other operators to authorize them to use equipment unsupervised. Course includes equipment-specific Job-Performance Measure (JPM) checklists to be completed when conducting evaluation.</p> <p>Prerequisite: · Forklift Operator and Practical (TQ-FORKLIFT and TQ-FORKLIFT-P)</p>	<p>Web course available here.</p>
<p>GE-48B - Forklift Evaluator</p>		
<p>Aerial Lift Training and Practical (TQ-AERIAL-C and TQ-AERIAL-P)</p>	<p>Both of these courses are required for anyone who needs to operate an aerial lift or <u>manlift</u></p>	<p>Web course available here.</p>

Training Requirements and Needs

<p>(36 months) Aerial Lift Training is a web-based course. Completion of this course is a prerequisite to skills practice and practical evaluation. In addition Fall Protection training may be required (see below description under Machine and Construction Hazards/Elevated Work Areas).</p> <p>Driver(s): DOE-STD-1090-2001 29 CFR 1910.67(c)</p>	<p>(even once).</p> <p>The prerequisite Aerial Lift web-based training must be completed prior to the conduct of any supervised skills practice or practical evaluation. Skills practice and the practical evaluation are conducted at each trainee's facility. Equipment and manufacturer operator manuals are required reading. Each trainee must satisfactorily complete an equipment/task-specific job performance measure for the lift that will be operated. The practical evaluation is conducted by a qualified evaluator.</p>	<p>To request skills practice or practical evaluation, contact training@bnl.gov.</p>
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<p>GE-80 - Manlift Operator</p>		
<p>Aerial Evaluator (TQ-AERIAL-EVAL) (Initial Train)</p> <p>Driver(s): DOE-STD-1090-2001 29 CFR 1910.67(c)</p>	<p>Required for aerial lift operators designated by their departments who will be evaluating the performance of other operators to authorize them to use equipment unsupervised. Course includes equipment-specific Job-Performance Measure (JPM) checklists to be completed when conducting evaluation.</p> <p>Prerequisite: - Aerial Lift Training and Practical (TQ-AERIAL-C and TQ-AERIAL-P)</p>	<p>To request course contact training@bnl.gov.</p>
<p>GE-48D - Aerial Lift OJT Evaluator</p>		

<h2 style="text-align: center;">Machine and Construction Hazards / Elevated Work Areas</h2>		
<p>COURSE INFORMATION</p>	<p>TARGET AUDIENCE / REQUIREMENT INFORMATION</p>	<p>AVAILABILITY INFORMATION</p>
<p>Fall Protection Equipment-specific Training (GE-FALLPROTECT) (36 months)</p> <p>Driver(s): 29 CFR 1926.503</p>	<p>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.</p>	<p>To request course contact training@bnl.gov.</p>
<p>GE-81 - Fall Protection-Qualified</p>		
<p>Ladder Safety Training (including Fixed Ladders) (TQ-LADDER) (12 months)</p>	<p>Required for personnel who climb ladders.</p>	<p>Web course available here.</p>
<p>GE-81A - Ladder Safety-Qualified</p>		
<p>Machine Shop Safety (Qualification Checklists Maintained in Shops)</p> <p>Driver(s): 29 CFR 1910 Subpart O</p>	<p>The machine shop supervisor completes a Machine Shop Safe Work Practices Evaluation Form for each piece of equipment the user intends to operate. There is no formal course tracked as part of this user</p>	<p>To request course contact training@bnl.gov.</p>

Training Requirements and Needs

	<p>requirement as the list of users and the equipment each is qualified to operate is maintained in the machine shop.</p> <p>The Department/Division manager appoints the Machine Shop Supervisor based on education, experience and training. Machine Shop Supervisors have specific responsibilities under the requirements of the SBMS Subject Area "Machine Shop Safety". To support the performance of this role the classroom course Machine Shop Supervisor Training (TQ-MACHINESHOPSUPER) is provided.</p>	
GE-72 - Machine Shop User GE-72A - Machine Shop Evaluator		
<p>Hand and Power Tool Safety (TQ-TOOLSAFE)</p>	<p>This course is recommended for technician and craft personnel who work with hand and power tools.</p>	<p>Web course available here.</p>
<p>Scaffold User Safety (GE-SCAFFOLD)</p> <p>Driver(s): 29 CFR 1926.451</p>	<p>Required for individuals who use scaffolds. New OSHA regulations require that if you use scaffolds you must have user training. This course does not meet the requirements for individuals who erect, disassemble, move, repair, maintain, or inspect scaffolds.</p>	<p>Web course available here.</p>
GE-91 - Scaffold User		
<p>Welding, Cutting, and Brazing (HP-OSH-006)</p> <p>Driver(s): 29 CFR 1910 Subpart Q 29 CFR 1926 29 CFR 1910.252</p>	<p>Required for Technical Supervisors who oversee hot work.</p>	<p>To request, contact training@bnl.gov.</p>
GE-22 - Welding, Cutting, Brazing & Fire Watch Qualified GE-22A - Welding, Cutting, Brazing Oversight		

<h3 style="margin: 0;">Facility Access</h3> <p>Facility-specific training required for access to locations.</p> <p>GE-77E C-A Access - Qualified</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Course Number</th> <th style="text-align: left; border-bottom: 1px solid black;">Course Title</th> </tr> </thead> <tbody> <tr> <td>AD-CA_ACCESS</td> <td>Collider-Accelerator Access Training</td> </tr> <tr> <td>TQ-NOISE</td> <td>Noise and Hearing Conservation</td> </tr> <tr> <td>TQ-SMF</td> <td>Static Magnetic Fields</td> </tr> </tbody> </table> <p>GE-77H RHIC User</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Course Number</th> <th style="text-align: left; border-bottom: 1px solid black;">Course Title</th> </tr> </thead> <tbody> <tr> <td>AD-CA_COLLIDER_EXAM</td> <td>Collider User Challenge Exam</td> </tr> </tbody> </table>	Course Number	Course Title	AD-CA_ACCESS	Collider-Accelerator Access Training	TQ-NOISE	Noise and Hearing Conservation	TQ-SMF	Static Magnetic Fields	Course Number	Course Title	AD-CA_COLLIDER_EXAM	Collider User Challenge Exam	<p>Contact the Facility's Training Coordinator for further information.</p> <p>CAD/RHIC/AGS: J. Maraviglia, ext. 7343 GUV Center ext.3333</p>
Course Number	Course Title												
AD-CA_ACCESS	Collider-Accelerator Access Training												
TQ-NOISE	Noise and Hearing Conservation												
TQ-SMF	Static Magnetic Fields												
Course Number	Course Title												
AD-CA_COLLIDER_EXAM	Collider User Challenge Exam												

Training Requirements and Needs

AD-CA_COLLIDER_USER	Collider User Training	For access to any other building in the NSLS or NSLS-II complex, Please contact M. Corwin , ext. 2295
GE-771	AGS Access-Qualified	
<u>Course Number</u>	<u>Course Title</u>	BGRR: B. Lein , ext. 2188
AD-CA_ACCESS	Collider-Accelerator Access Training	
HP-RWT002	Radiological Worker I	
GE-77K	C-A Radiobiology User (Employee)	
<u>Course Number</u>	<u>Course Title</u>	
AD-USER-RADBIO	C-A Radiobiology Users Training	
AD-USER-RADBIO-ERXAM	NSRL Radiobiology User Challenge Exam	
HP-RWT002	Radiological Worker I	
PS-03U	User, NSLS	
<u>Course Number</u>	<u>Course Title</u>	
GE-CYBERSEC	Cyber Security Training	
PS-ESH-NSLS-SFTYMOD	Photon Sciences NSLS Safety Module	
TQ-GERT	General Employee Radiological Training	
BGRR Access		
<u>Course Number</u>	<u>Course Title</u>	
Various courses based on assignment		
Contact ext. 2188		Web course available here .
Nanotechnology in the Workplace (TQ-NC-HS1) (Initial Train)		

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.	
Hosting and Escorting Foreign Nationals (TQ-SEC-FN)	Required for anyone hosting foreign visits or assignments.	Web course available here .
Driver(s): DOE Order 142.3 Unclassified Foreign Visits and Assignments		

Training Requirements and Needs

program		
GE-36 - Host & Escort for Foreign Nationals		
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 .
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 (TQ-LEC)	Required for all designated Local Emergency Coordinators and alternates. Recommended for Building Managers and others involved with emergency response.	Web course available here .
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 J. Remien .
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 .
GE-45B - EMS Implementation Team Member		
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 J. Remien .
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 J. Remien .
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 J. Remien .
GE-45C - Internal Environmental Auditor		
Introduction to Roles, Responsibilities	FS Representative, Environmental Compliance	Required reading material.

Training Requirements and Needs

for EMS, NEPA and Pollution Prevention (ES-ENV-FSER1) (Initial Train)	Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	For further information, contact J. Remien .
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 J. Remien .
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 J. Remien .

Ergonomics

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Ergonomics in the Laboratory Setting (TQ-ERGO-LAB)	Recommended for individuals who perform work in a Laboratory setting and use Laboratory equipment. Strongly recommended for individuals who have experienced pain or injury from work-related ergonomic factors.	Web course available here .
Ergonomics in the Mechanical and Industrial Work (TQ-ERGO-IND)	Recommend for individuals who work with tools and equipment in a benchtop setting who perform mechanical and industrial-type operations work. Strongly recommended for individuals who have experienced pain or injury from work-related ergonomic factors.	Web course available here .

Work Planning/Accident Investigation

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION

Training Requirements and Needs

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) (Initial train)	Required for Work Control Coordinators involved with site infrastructure maintenance and operations and recommended Maintenance and Operation supervisors who are involved in the work planning processes for potentially hazardous work.	Web course available here .
Davis Bacon Act (TQ-DBSA)	Required for all Work Control Managers and Coordinators who screen construction-type work at BNL for applicability to the Davis Bacon Act.	The Davis Bacon Subject Area is the required reading material. For further information, contact T. Sperry .
Work Control Coordinator Qualification Practical (GE-WCC-PRAC)	Required for all Work Control Coordinators who will be processing operational and experimental work requests under the Work Planning and Control Subject Area.	For further information, contact your Work Control Manager.
GE-10A - Work Control Manager - Operations GE-10B - Work Control Manager - Experimental GE-10C - Work Control Coordinator - Operations GE-10D - Work Control Coordinator - Experimental GE-10E - Work Control Staff GE-10F - Primary Reviewer - Experimental GE-10G - Primary Reviewer - Operations		

Quality/Records Management Training Courses

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Quality Assurance Program Overview (QA-QP-001-W)	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		
Health, Safety, and Security Regulatory Enforcement Training (TQ-ENFORCE) (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. Required for Quality Reps, ESH Coordinators, Senior Managers and Clearance Holders.	Web course available here
Software QA Training for End Users (TQ-SQA-1)	This is required training for end users of either safety or non-safety software.	Web course available here
GE-99A - Software QA Training for End Users		
Fundamental Software QA Training for End Users (TQ-SQA-3)	This is optional training for end users of either safety or non-safety software.	Web course available here
GE-99B - Fundamental Software QA Training for End Users		
Software QA for Developers, Testers &	This is required training for developers, testers &	Web course available here

Training Requirements and Needs

Software QA for Developers, Testers & Evaluators (TQ-SQA-2)	This is required training for developers, testers & evaluators of either safety or non-safety software.	Web course available here
GE-99C - Software QA for Developers, Testers & Evaluators		

Management/Supervisory Courses

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

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Alcohol and Drugs at Work for Supervisors (PE-ADWSUP)	Required for supervisors and managers. It provides guidance as to the appropriate actions to take when there is reasonable suspicion of alcohol or drug use.	Web course available here
Conducting an Effective Interview (PE-PE146S)	Recommended for supervisors and managers to help prepare them to conduct a legal and effective selection interview.	This is an online course. Hiring the Right Person for the Job http://training.bnl.gov/course/Interview
Crucial Conversations (PE-PE-197)	Recommended for Level 2 Managers.	This course is customized for Brookhaven so that the exercises and scenarios are realistic and closely mirror our environment.
Intervention (PE-PE105S)	Required for managers and supervisors.	Under revision.
GE-02 - Administrator Manager GE-03 - Supervisor GE-16A - Level 1 Manager GE-16B - Level 2 Manager GE-16C - Level 3 Manager		
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 GE-03 - Supervisor GE-16A - Level 1 Manager GE-16B - Level 2 Manager GE-16C - Level 3 Manager		
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.
Legal Issues in Supervision Part I (PE-PE166S)	Required for supervisors and managers, this course covers the federal discrimination laws as part of being able to manage diversity in today's work force.	This is an online 20-minute video. Contact Starr Munson, munson@bnl.gov to register.

Training Requirements and Needs

<p>Legal Issues in Supervision Part II (PE-PE156S)</p>	<p>Required for supervisors and managers.</p>	<p>Under revision.</p>
<p>Manager Orientation (PE-MGRORIENT)</p>	<p>Recommended for new Level I and II Managers to introduce the Laboratory's mission, changing themes, strategic challenges, and business management systems.</p>	<p>Under revision.</p>
<p>New Supervisor Orientation (PE-PE101S)</p>	<p>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.</p>	<p>This course is conducted annually and consists of five half-day sessions.</p>
<p>Performance Goal Setting for Supervisors (PE-PE203S)</p>	<p>In response to overwhelming demand, key portions of the popular one-day Performance Goal Setting and Evaluation course specifically related to establishing performance goals were excerpted to offer this half-day course. Communicating performance expectations to employees is crucial to cultivating greater accountability. In this course, supervisors learn the goal-setting process, how to foster an enthusiastic and supportive environment for goal setting, how to motivate individuals to continually set new and challenging goals, as well as to establish commitment to goal achievement. Using the S.M.A.R.T. goal model, supervisors will practice writing specific and measurable goals to help support performance and achievement.</p> <p>NOTE: <i>Attending the two half-day courses, Performance Evaluation (PE202) and Performance Goal Setting (PE203S) is equivalent to attending the one-day Performance Goal Setting and Evaluation course (PE195).</i></p>	<p>The course is taught by HROM staff.</p>
<p>Safety Leadership and the Supervisor (TQ-SL-SUP)</p>	<p>Recommended for supervisors. This course covers the roles and responsibilities of supervisors at BNL regarding safety management, including the importance of modeling safe behavior and how inappropriate actions on the part of the supervisor can create a more hazardous work environment.</p>	<p>This is an online one-hour course. Contact Starr Munson, munson@bnl.gov to register.</p>
<p>Salary Review Workshop for Supervisors (PE-PE122S)</p>	<p>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.</p>	<p>This two-hour workshop is conducted annually.</p>

[GE-02 - Administrator Manager](#)
[GE-03 - Supervisor](#)
[GE-16A - Level I Manager](#)
[GE-16B - Level II Manager](#)

Training Requirements and Needs

[GE-16B - Level 2 Manager](#)
[GE-16C - Level 3 Manager](#)

<p>What Supervisors Need to Know about Sexual Harassment (PE-PE108SI)</p>	<p>Required for managers and supervisors, this mandatory one-hour web-based training program is offered to satisfy the requirements of both Title VII and BNL Policy for mandatory supervisory education on the subject of Sexual Harassment.</p>	<p>Contact Starr Munson, munson@bnl.gov to register.</p>
<p>Supervisor Work Oversight (PE-PE199) (24 months)</p>	<p>This ½ day course is designed to enhance Supervisors' ability to conduct work oversight in the field. In this program they will learn techniques for encouraging staff to dialogue with supervisors on work issues; how to use effective questioning techniques to engage workers in the discussion of work and to ensure understanding of the work plan and procedures; and how to deliver feedback, either positive or constructive. This program is required for Supervisors who supervise work. "Work" is defined as the activities that involve the design, set-up, operation (including the handling of material), maintenance, modification, construction, demolition, or decommissioning of facilities, equipment, or experiments by BNL or non-BNL staff (from WP&C, SBMS). <i>NOTE: Excluded from this definition would be supervision of office workers who do not perform any work in the field.</i></p>	<p>Course schedule available here.</p>

Professional Development

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

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
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Many of the courses below are no longer scheduled. We are working on redesigning our course curriculum and will update this site when complete. Please check back periodically for updates.

Training Requirements and Needs

(PE-PE190)	the five key issues that can block team effectiveness.	conducted by an outside consultant.
FOCUS: Achieving Your Highest Priorities Microsoft Office (PE-PE192)	Recommended for professional employees who want to learn productivity skills integrated with Microsoft Outlook.	This one-day course is presented by an outside consultant.
Improving Presentations (PE-PE187)	Recommended for employees who want the chance to make a difference in how they communicate with others. Learn how to prepare for public speaking and use the power of the spoken word to move others.	This one-day course is presented by an outside consultant.
Managing Diversity Through Communication (PE-PE117)	Recommended for all employees. The course will teach you that the key is organization	This one-day course is presented by an outside consultant.
Performance Goal Setting for Employees (PE-PE203)	Recommended for all employees. In this 2 hr course, employees learn the goal-setting process and how to set new and challenging goals using the S.M.A.R.T. goal model. Employees will practice writing specific and measurable goals to help support performance and achievement.	The course is taught by HROM staff.

Training Requirements and Needs

PowerPoint Graphics and Animation (TQ-PPT 2010-GA)	Recommended for employees who need help to create better graphics and animation for your PowerPoint 2010 presentations.	This two-hour workshop is conducted by HROM staff.
Preventing Discriminatory Harassment (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.
Religious Diversity in Workplace (PE-PE155)	Recommended for all employees. In today's workplace, there are growing concerns about potential religious discrimination manifested through acts of intimidation, sarcasm, exclusion, harassment, verbal, and physical assaults.	This three-hour course is presented by the Diversity Manager.
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 process through classroom instruction and exercises.	This two-day course is followed by an individual counseling session and is conducted by an outside consultant.
Understanding and Managing Style Differences (PE-PE193)	Recommended for those who want to cut through the information clutter and communicate clearly. The workshop teaches how to set quality writing standards that will help you increase productivity, resolve issues, avoid errors, and increase credibility.	This one 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 (PR-CONTRACT-SBMS) - 2 hour classroom	Technical Representatives – those responsible for monitoring a contractor’s performance to ensure that the technical and schedule requirements of the contract are met as well as assisting the Contract Administrator is reviewing invoices and accepting contact deliverables. Contract Administrators – those responsible for assuring the contracting parties perform and meet their obligations and are consequently compensated in accordance with the contract. The responsibility includes, monitoring performance, receipt of deliverables, invoice review and approval as well as contract closeout. For contracts less than \$100,000 in value, Contract Administrators are generally the end user, requestor, Department Administrator or their designee. For contracts of \$100,000 or more, the Contract Administrator is a Procurement and Property Division staff member.	Course schedule available here .

[GE-25A - Tech Rep/Contract Administrator](#)