

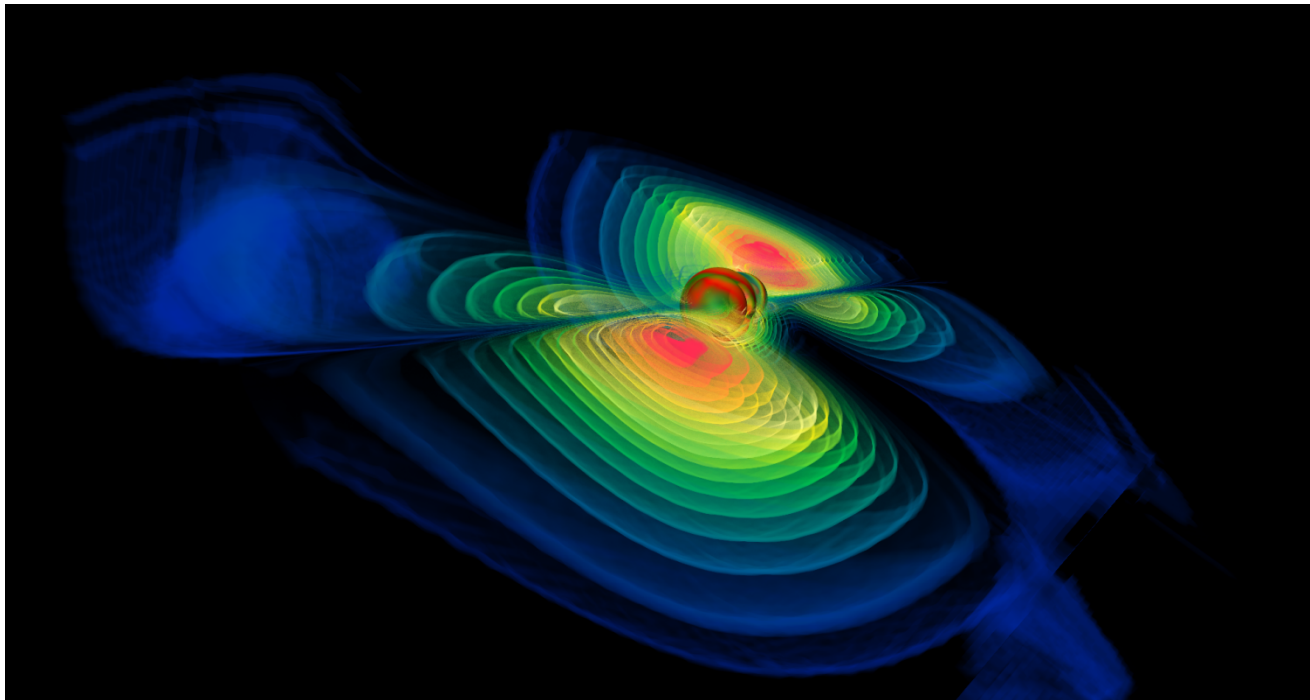
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SURF ORIENTATION

17 JUNE 2009

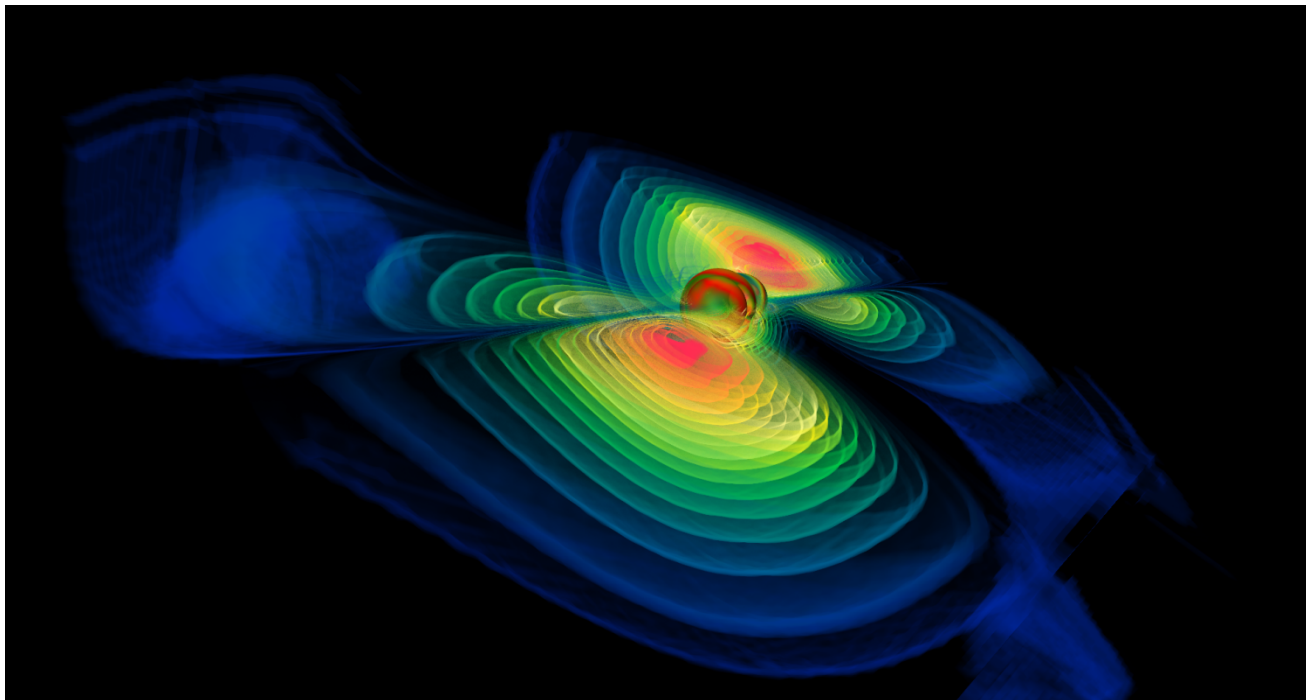
WELCOME!

Dr. Ken Libbrecht



Ice Breaker

Name, School, Mentor and SURF Project



LIGO Administration

- Jullie Hiroto

If you have any questions or need help, stop by the LAB office, 102 E. Bridge.

Human Resources

- Cindy Akutagawa
Incoming Form

**LASER GRAVITATIONAL WAVE OBSERVATORY
INCOMING EMPLOYEE/VISITOR CHECK LIST**

NAME		TELEPHONE #	<input type="checkbox"/> Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Faculty	<input type="checkbox"/> Visitor <input type="checkbox"/> Student/Post Doc <input type="checkbox"/> Non-U.S. Citizen	LIGO Location	Start Date
HOME ADDRESS		BRIEFING/ORIENTATION				
BRIEFING/ORIENTATION ITEMS	CONTACT OFFICE	NAME OF CONTACT RESOURCE/PERSON <i>(Please Print)</i> Enter N/A if not Applicable	COMPLETED BY:			
			SIGNATURE		DATE	
Human Resources - Employment/Visitor/Info (Incoming Interview & ID Card)	Site Manager/ HR Representative					
Human Resources - Timekeeping Requirements	Site Manager/ HR Representative					
Administrative System & Site Security	Site Manager/ LIGO Administrator					
Locks and Keys	Site Manager/ HR Representative					
Computer Accounts, Passwords Computer/SW Use Policies/Constraints	LIGO/Site Network Administrator					
LIGO Documentation and Numbering Policies and Procedures	LIGO DCC					
LIGO Publications	LIGO DCC					
LIGO Property Requirements	LIGO Property Representative					

**LIGO Laser Personnel per LIGO-M960001-A-P*

NOTE: When completed, this form should be returned to the LIGO H.R. Representative.

Employee Signature

Date

Supervisor Signature

Date

LASER GRAVITATIONAL WAVE OBSERVATORY
INCOMING EMPLOYEE/VISITOR CHECK LIST

NAME		BRIEFING/ORIENTATION		
		NAME OF CONTACT RESOURCE/PERSON <i>(Please Print)</i> Enter N/A if not Applicable	COMPLETED BY:	
BRIEFING/ORIENTATION ITEMS	CONTACT OFFICE			SIGNATURE
LIGO Safety Briefing	Site Manager			
LIGO Laser Safety Briefing and Baseline Eye Exam	Laser Safety Officer			
Purchasing Procedures	Dorothy Lloyd			
P-Cards	Site Liaison			
Travel Policies	Irene Baldon			
Tools, Uniforms, Safety Clothing	Site Manager			
Phone Usage, Administrative Policies, etc.	LIGO Administrator			
Site Vehicle Use	Site Manager			

Human Resources

- Cindy Akutagawa

Email me at cindy@ligo.caltech.edu with your phone extension so I know where to call you and which email address to use.

Human Resources

- Cindy Akutagawa

Take the cards provided to the lock shop to get your keys.

Human Resources

- Cindy Akutagawa

Exit Form must be completed before leaving.

**LASER GRAVITATIONAL WAVE OBSERVATORY
EXIT/TERMINATION EMPLOYEE/VISITOR CHECK LIST**

NAME	Forwarding Phone #	<input type="checkbox"/> Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Faculty	<input type="checkbox"/> Visitor <input type="checkbox"/> Student/Post Doc <input type="checkbox"/> Non-U.S. Citizen	Start Date	Exit Date
Forwarding Address		EXIT CLEARANCE			
EXIT/TERMINATION ITEMS	CONTACT OFFICE	NAME OF CONTACT RESOURCE/PERSON <i>(Please Print)</i> Enter N/A if not Applicable		Authorized signature required before final exit	
				SIGNATURE	DATE
Closeout of LIGO Documentation, Books	LIGO DCC				
Site Laser Safety Debriefing and Exit Eye Exam*	LIGO Laser Safety Officer				
Close Computer Accounts/Return SW & Related computer materials	LIGO Network Administrator				
Return LIGO P-Cards	Site Manager/ Site Liaison				
Outstanding Travel Reports	LIGO Travel				
Return LIGO Property	LIGO Property Representative				
Return LIGO Vehicle and Keys	Site Manager/ LIGO Administrator				
Return Tools, Uniforms, Phones, Pagers, Radios, Etc.	Site Manager/ LIGO Administrator				
Final Timecard Report	Site Manager/ HR Representative				
Return LIGO Keys (building, office, furniture)	Site Manager/ HR Representative				
Exit Interview/Debriefing & Return of ID Card	Site Manager/ Group Leader				

NOTE: When completed, this form needs to be returned to the LIGO H.R. Representative.

Employee Signature

Date

Supervisor Signature

Date

*LIGO Laser Personnel per LIGO-M960001-A-P

LIGO-M980096-A-M

Property Accountability

- Rod Luna

Property Accountability

- Rod Luna

Why is equipment tagged?

What constitutes Tagged Equipment?

What is Caltech's Policy concerning property accountability?

Property Accountability

- Rod Luna

What is the Government Policy concerning property accountability?

How to dispose of Government property.

Who has overall responsibility for property accountability and maintainability?

THE
DOCUMENT **C**ONTROL **C**ENTER

Cleveland Mak

Document Control Center (DCC)

- What is the DCC:
 - » A web-based document management system
 - »
 - » The central repository for all electronic documents related to LIGO
 - » A convenient and secure location for colleagues to share documents

Document Control Center (DCC)

- What is a document?
 - » Contract/Proposal/Quote
 - » Drawing
 - » Email/Fax/Letter
 - » Report/Policy
 - » Meeting minutes/informal notes
 - » Presentation slides/movie files/photos

Document Control Center (DCC)

- You will be responsible for submitting two types of documentation to the DCC at the end of your term:
 - » A “T” classification type of document. This is a final report of your research/work performed.
 - » A “G” classification type of document. This will be the slides from your presentation you will be giving during your final week.

Document Control Center (DCC)

- How to access the DCC
 - » DCC homepage: <https://dcc.ligo.org>
 - » A LIGO user account and password is required to upload documents and access non-public documents.
 - » Access to public documents do not require a username and password.

Document Control Center (DCC)

- Contact information

- » Email: mak@ligo.caltech.edu

- » Ext: 3314

- » Office: Bridge Annex, Room 21 (basement)

- » If you have any questions, please don't hesitate to contact me.

General Computing

- Larry Wallace
 - » Computer accounts
 - » Passwords
 - » Computer/SW Use Policies/Constraints
 - » Office vs. Lab and Observatories
 - » Engineering/Data Analysis
 - » Loan of equipment

Travel

- Marilyn Wright

Contact me for all travel related issues.

mwright@ligo.caltech.edu

Travel

- Marilyn Wright

- » Contact me for all travel related issues.
- » Turn in all airline and ground transportation receipts.
- » You can email or fax receipts to me for return trip.

Safety

- Bill Tyler

The general safety philosophy of the laboratory may be simply stated as:

“It is each person’s responsibility to ensure his/her own personal safety, as well as that of all others in the vicinity.”

Safety

- LIGO SURF task/work RESTRICTIONS

- » Any person or SURF student under the age of 18 years is NEVER permitted to work alone at any time.
- » SURF, INTERNS & UNDERGRADUATE students may never work alone whenever engaged in a hazardous task (i.e. work involving Class 3 or Class 4 lasers, or the use of certain kinds of equipment, areas of exposed energized lines, etc.
- » SURF students may NOT act as visitor escorts for SURF students in any “LASER HAZARD AREA.”

Safety

- LIGO CAMPUS SAFETY

- » SAFETY OFFICER

- Peter King, extension 3099
- Alternate: Bill Tyler, extension 2976

- LASER SAFETY OFFICER (LSO)
- Garilynn Billingsley, extension 2184

Safety

- Review Caltech Emergency Response Guide
 - » For any emergency
 - Campus Phone: dial 5000
 - Other Phone: dial 626.395.5000
 - Indicate situation and location to operator
- Fire Alarm Sounds – Must Evacuate!
 - » Use stairs for Fire or Earthquake – Do not use elevator
 - » Assemble at the designated evacuation assembly area
 - » Evacuation information is posted near stairwells on each floor

Safety

- In case of earthquake
 - » “Duck-Cover-Hold”
 - » Stay in place until motion stops
 - » Beware of falling items and fire hazards

Safety

- Reminders:

- » Caltech is an “Open Campus”
 - Maintain an awareness of surroundings
 - Use buddy-system for work and play
 - Walk with group
 - If working late at night, contact Caltech Security for escort
- » Ask questions – insist that Mentor provides adequate safety information (potential hazards)
- » If you have residual concerns or questions, contact LIGO Campus Safety Officer (Peter King)

Safety

- Reminders:

- » See Mentor or Supervisor for safety items:
 - Hard hats, steel-toed shoes, and gloves
 - Face shields & aprons for chemical and machine shop work
 - Laser safety goggles
- » Put away/secure valuable items
- » Make sure you have required keys for building access
- » No open-toe shoes or sandals are allowed in the labs.
- » Check out LIGO & Caltech websites
 - Safety classes are offered

Safety

- SURFers working with/near lasers must attend Laser Safety Class.

- » Laser Safety Class “TBD”

Monday, June 22nd @ 10:00 a.m.

Room 39, Bridge Annex (ECR)