

	<h1>User Updates</h1> <p>AUGUST 25, 2004</p>
<p>Feature Topic:</p>	<h2>NEW LABORATORY GATE ACCESS PROCEDURES</h2>

Effective September 7, 2004, the Safeguards & Security Division at Brookhaven will implement new gate access procedures that the user community needs to be aware of. The changes are being implemented in order to comply with DOE regulations and/or meet Brookhaven's training requirements. The procedures below are a subset of the entire list of changes being implemented and only include the changes that will directly affect the users.

Guests will see the following changes at the main gate:

- All individuals holding a "Guest" photo ID badge must access the site through the main gate only.
- All guests and contractors, including U.S. citizens with "USA" on their current badges, will have their badges scanned as they enter the main gate.
- Guests are asked to use the right lane when two entry lanes are in use.

Changes are also being made to the Visitor Notification Form. The Visit Notification Form is a mechanism used to provide gate access to individuals who do not hold a BNL photo ID badge. Example would include delivery, service, and maintenance personnel; visitors coming to Brookhaven for < 3 days (e.g., to attend a one-day meeting); new employees and guests on their first arrival date to Brookhaven; in cases where a guest BNL photo ID badge has expired but the guest has approval for site access; and gate access for family members.

Although many changes will take effect with the Visit Notification Form, only two changes will have a direct effect on users. These changes are:

- Guests will no longer have access to the Visitor Notification Form. Access to this form will be limited to BNL and Brookhaven Site Office employees or points of contact for contract employees. Site access requests for family members of guests will be handled through the Users' Center. Site access requests for non-family members will be handled through your hosting department (e.g., Physics, Chemistry, Medical, C-AD).
- New temporary gate access cards issued at the main gate will include a photo.

Users should contact the Users' Center at userscenter@bnl.gov or by phone at 631-344-5975 with questions. The staff is available to help you. Your assistance in helping Brookhaven implement these new requirements is appreciated.



Questions and/or comments on this issue of Users' Updates should be directed to: Susan White-DePace, 631-344-7959 or swd@bnl.gov.