SIMES
ON-BOARDING
ORIENTATION
PACKET

Welcome!
**SIMES MISSION STATEMENT**

*Our mission is to address grand challenges in the science of energy-related materials. We create knowledge, develop leaders, and seek solutions.*

---

**Create Knowledge**

Achieve transformational breakthroughs in materials research aimed at gaining a deeper understanding of nature.

Develop a fundamental understanding of phenomena unique to the nanoscale.

Elucidate electron behavior that can give rise to magnetism, superconductivity, and other emergent properties.

Remove simulation bottlenecks and develop new instruments in order to accelerate the pace of scientific discovery.

Provide unique capabilities in ultra-fast and high-resolution X-ray imaging, scattering, and spectroscopy based on Stanford and SLAC facilities and infrastructure.

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**Develop Leaders**

Prepare students to become leaders in academia, national laboratories, and energy-related businesses.

Guide students in research that advances the frontiers of science, contributes to energy security, and stimulates economic growth.

Provide a community of DOE and Stanford mentors who have developed cutting-edge experimental skills, built unique instruments, and gained world-class expertise in theory, synthesis, and characterization.

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**Seek Solutions**

Achieve transformational breakthroughs in materials research that promote DOE mission goals of energy independence and environmental sustainability.

Create materials with targeted properties and functions by designing and synthesizing materials at the nanoscale.

Master the control of energy-relevant complex materials that exhibit collective, cooperative, or adaptive behavior.

Develop new materials and prototype devices that overcome roadblocks to the development of energy technologies.
### SIMES LEADERSHIP

**Thomas P. Devereaux, Director**

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<tr>
<th>Stanford Campus</th>
<th>SLAC:</th>
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<tbody>
<tr>
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# SIMES LEADERSHIP

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SLAC System
New User Account Request Process Flow

**STEP 1**
Complete FACT (Foreign Access Central Tracking System) sheet
See Detailed Instruction and Appendix A, page 9, 28

**STEP 2**
Submit SU registration online web-form
Detailed Instruction and Appendix B, page 9, 29

**STEP 3**
Submit the SLAC Computer Account & Declaration form.
See Detailed Instruction and Appendix C, D, page 9, 30, 31

**STEP 4**
Complete Cyber Training.
See Detailed Instruction and Appendix E, page 9, 32

**STEP 5**
Complete EH&S Online Training.
See Detailed Instruction and Appendix F, page 9, 33

**STEP 6**
Submit your Badge Request Form/EH&S Certificate to the SLAC badge office to get your SLAC badge.
See Detailed Instruction and Appendix F, page 9, 34
Detailed Instructions for SLAC System New User Account

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**Step 1.**
Complete FACT sheet (Foreign Access Central Tracking System) for ISO (SLAC International Service Office) - [http://www-group.slac.stanford.edu/hr/fva/DOE_FACTS_Questionnaire_9-23-11.pdf](http://www-group.slac.stanford.edu/hr/fva/DOE_FACTS_Questionnaire_9-23-11.pdf)
If you are an US citizen, please complete the upper part of the form with your signature, the SIMES HR Coordinator can submit the form to ISO for you. Your contact at SLAC is currently Rob Moore.

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**Step 2.**
Submit SU registration web form online to receive a SID number (SLAC system ID). [https://www-bis2.slac.stanford.edu/suform/](https://www-bis2.slac.stanford.edu/suform/) (If you are unable to open the link, please cut and paste.) Your SLAC contact currently is Rob Moore.

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**Step 3.**
Request SLAC window account.

Below are the two links by which you can request a SLAC Windows account; leave SID number blank for now.

Please skip the section on the "Existing account change requests". One of the SIMES administrators will complete the computer czar info. and submit the request for you. The instructional email should be forwarded to you within 24 hours of submittal.

[http://www2.slac.stanford.edu/comp/helpdesk/accounts/slac_computer_account_form.htm](http://www2.slac.stanford.edu/comp/helpdesk/accounts/slac_computer_account_form.htm)
[http://www2.slac.stanford.edu/comp/slacwide/account/declare.html](http://www2.slac.stanford.edu/comp/slacwide/account/declare.html)

Your offsite institute should be SIMES at 476 Lomita Mall, Stanford.94305.

Note: It is important to provide an alternate email address, so SLAC Account Services can forward you the instructions for the set-up.

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**Step 4.**
A SID is needed to complete Cyber training. This is a short training with 15 seconds of brief questions.

SLAC requires that anyone with a SLAC computer account must successfully complete the Annual Cyber Security Refresher course - CS200 course. This course is designed to remind you of your security responsibilities as a cyber citizen of SLAC, and to provide you with actions you can take to protect you and SLAC information resources. The course is updated annually to cover primary threats that SLAC has dealt with over the course of the past year.

You can find information about the course at: [http://www2.slac.stanford.edu/computing/security/education/CS200/description.htm](http://www2.slac.stanford.edu/computing/security/education/CS200/description.htm)

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**Step 5.**
In order to request a SLAC badge, please complete EH&S training online. SID number is needed for this training.

Below is the link that will take you to the web-based training portal for the SLAC safety certificate.

[https://slactraining.skillport.com/SkillPortFE/login/login.cfm](https://slactraining.skillport.com/SkillPortFE/login/login.cfm)

1. Course 219 - Employee Orientation to Environment Safety and Health.
2. Course 115 - GERT

Your SID # can be found on the SLAC directory once you are signed on to SLAC system, and the password is slac2005 (Please do not reset this standard password).

Select "Web training catalog" on the left side of the page, which will take you to "ESH Training - Employee", then select Course 219.

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**Step 6.**
To request SLAC badge.

Please visit the SLAC badge office by the Main Gate (Phone: 926-2551), with a copy of your EH&S training certificate and a badge request form signed by your SLAC contact. Below is the link to the badge form.


Please feel free to call if you have any questions. Thanks.

SIMES HR Contact for On-Boarding
Corrina Peng
650/723-3458 (at Stanford on Tue, Wed and Fri)
650/926-2818 (at SLAC on Mon and Thu)
SLAC System
Application Access/Support

- For VPN/CITRIX NEIGHBORHOOD Application Account/Install and New Computer Configurations:
  - Place a ticket to the SIMES IT SUPPORT CONTACT by sending an email to: ithelp-simes@slac.stanford.edu. You can also change your SLAC Windows password at: https://win-password.slac.stanford.edu/

- For Password Resets call the SLAC IT HELP SUPPORT DESK at: Phone: 650-926-ACCT (2228). You can also change your SLAC Windows password at

- SIMES IT SUPPORT CONTACT:
  - Luis Vasquez
  - Phone: 650-926-3017
  - email: lvasquez@slac.stanford.edu
INTRODUCTION
SLAC offers various ways to purchase items. What follows is an overview of these options. Whichever purchasing option is used, be aware that SLAC is tax-exempt. See the Purchasing Department http://www-group.slac.stanford.edu/ocfo/purchasing/small-business/ for more information. Feel free to contact Margo Holley mculp@slac.stanford.edu if you have questions.

ePROCUREMENT
eShop Easy Requests -> GSS:
A Business-to-Business (B2B) process which offers requesters the ability to quickly and easily place orders directly with a specific list of vendors by shopping the online catalog. In early June, 2011 an expanded eShop became available. There are currently vendors such as: Grainger, MSC, Staples, Fisher Scientific, Lab Safety Supply, Newark, Allied Electronics, Digi-Key, Thorlabs, VWR and many more. Access to eShop is available to all, but there is some training involved. Contact Margo Holley if you are interested.

Purchase Requisition
For purchases that are not through the eShop vendors, requesters can place a conventional purchase requisition which is routed to a buyer in SLAC Procurement. Access to placing a purchase requisition is limited to those with PeopleSoft eProcurement accounts and involves training. Generally, one or two persons within each research group should have this capability.

PCARD
The Purchasing Card (Pcard) is a departmental credit card which can be used for certain types of purchases, such as scientific paper charges, poster printing, lab supplies and components, books, etc. Our departmental purchases are limited to $3000 per item and $10K per month. The Pcard is maintained by Margo Holley and stays in her possession. To use the card, email the quote or detailed information of what you want purchased to Margo. After placing the order, Margo will send a confirmation email. Notify her after you receive your order and bring/mail/email the paperwork to her. For poster printing, coordinate with Margo prior to having the job done. Afterwards, bring/mail/email the receipt and a webpage printout of the associated conference/meeting to Margo.

CHEMICALS
Chemicals are purchased through HAAS, SLAC’s chemical management company. To place an order email Margo Holley the detailed information of what, when, where to be delivered, and the quantity needed.

SU SERVICE CENTERS
IR forms (called SU-13 at Stanford) are prepared at the beginning of each fiscal year (October 1), and expire at the end of that fiscal year. Input is gathered from each PI for the service centers needed, and the students authorized to use them. If needs/students change, IRs are added or revised as required throughout the year. Contact Margo Holley for assistance with IRs.

PETTY CASH
SLAC no longer offers Petty Cash reimbursements. Please avoid spending your own funds to make a purchase because reimbursement is difficult. If you have already spent your own funds on a purchase and need reimbursement (remember, SLAC is tax-exempt and will not reimburse sales tax), contact Margo Holley for help.

SPECIAL PAYMENT REQUESTS
Special Payment Requests are generally used to reimburse an individual/vendor for non-tangible expenses (e.g., phone, mileage, local travel). Special Payment Request forms require access to PeopleSoft and are approved online. If you do not have access to PeopleSoft, bring/mail/email your receipt along with the backup documentation to support the charge, to Margo Holley who will submit it for you (e.g., for mileage, include a web printout showing distance traveled).
SLAC Procurement System
New User Access

Once your SLAC ID and Windows Account have been established you can complete your SLAC Purchasing Training to gain access into SLAC's Procurement system for placing orders.

Note: PLEASE REMEMBER TO PRINT OUT THE CERTIFICATES AT THE END OF EACH TEST BELOW AND TURN THEM IN TO ME SIGNED. ONCE I GET THE CERTIFICATES I WILL PLACE A TICKET FOR YOUR ACCESS.

Please see the below links to begin training. Please see training manuals on pages 10-11.

SLAC now allows people to place orders directly with a specific list of vendors using eShop. If you have a Citrix or VPN account you should be able to access eShop. If you don't have a Citrix or VPN account, send me an email and I'll send you some information on how to apply for an account.

Before you can use eShop, you need to take the UPK eShop training at this website:

https://www-bis1.slac.stanford.edu/upk/toc.html

Click on eProcurement for Requestors
eShop Easy Requests (B2B)
Create a New eShop Easy Request
Use the Playback Mode - See It! Try It! Know It?

Once you pass the Know It? module, print out the results and sign it (score of 90% or greater to pass), and bring/send me your test record.

In order to get access to PeopleSoft (P/S) eProcurement you need to take the online training available at this website (you'll need to connect to Citrix/VPN in order for the link to work): https://www-bis1.slac.stanford.edu/upk/toc.html

eProcurement for Requestors
   Requisitions
      Create a New Requisition
         Use the Playback Mode - See It! Try It! Know It?

Once you pass the Know It? module, print out the results and sign it (score of 90% or greater to pass), and send/bring me your test record.

The SIMES Procurement Specialist will submit the request for you to be granted a P/S acct. Once that is in place you’ll be able to submit your own purchase reqs.

Please contact the SIMES Procurement Specialist with any questions you may have.
Experiments

Step 1: Conference Attendance

Do You Want to Attend A Conference?

Log into the (CAS) Conference Attendance System

(See Template "A" - Conference Attendance Request)

For sensitive countries, must be submitted at least 90 calendar days before the event begins.

When Is the Conference Attendance Request Submitted?

Is The Event Listed in the CAS System?

DOMESTIC
FOREIGN

Local Conferences

Do NOT require to add a New Event

Sensitive Countries:
Algeria, Hong Kong (China), Libya, Macau (China), Tajikistan, Azerbaijan, Iraq, Moldova, Turkmenistan, Ukraine, China, Kazakhstan, Pakistan, Uzbekistan, Georgia, Kyrgyzstan, Russia

NO CONFERENCE ATTENDANCE REQUEST REQUIRED

TO PRINT THE TEMPLATES GO TO THE SIMES SITE:
Step 2: Travel Authorization/Reimbursement for Local, Domestic, and Foreign Travel

Local Experiments (travel within 50 miles of SLAC) with no lodging

1. Personal mileage, transportation, and tolls.

Reimbursement Documentation Required

Submit your receipts to the SIMES Travel Admin for Reimbursement.

Travel Authorization/Reimbursement for Local, Domestic, and Foreign Travel

Foreign

Domestic

Local Experiments/Conferences (travel within 50 miles of SLAC)

Travel Authorization/Reimbursement for Local, Domestic, and Foreign Travel

Travel Authorization/Reimbursement for Local, Domestic, and Foreign Travel

With lodging

DoE Meeting

Within 10 days after the Return from Your Travel

Required Documentation for Reimbursement

TO PRINT THE TEMPLATES GO TO THE SIMES SITE:
Step 3: Conference Registration Reimbursement

LOCAL Conferences (travel within 50 miles of SLAC)

For Conference Reimbursement Registration Fees – Go to the following link and Print.


(See Template “G” - Conference Reimbursement Registration Form)

After Printing the Conference Reimbursement Form turn it in with a copy of your Credit Card Receipt showing payment method (last four digits of your Credit Card) and a Flyer of what is included in the Registration in to the SIMES TRAVEL SPECIALIST.

Required Documentation for Reimbursement

FOREIGN

DOMESTIC

LOCAL

50 miles or SLAC

Travel within

Conferences

To Print the Templates Go to the SIMES Site:

ATTENTION: If you are accessing this document within SLAC’s internal network, the links will open when clicked. If you are not on SLAC’s network, some of the links won’t work unless you use either Citrix or VPN to connect to the network. If you don’t have a Citrix/VPN account, and wish to open one, send an email to Lorraine Struthers, lstruthe@slac.stanford.edu.

INTRODUCTION
Traveling for business at SLAC involves many rules due to our DoE funding restrictions. What follows is an overview of these rules. Refer to the Travel Office website for more information, advice and tips on traveling. Feel free to contact Lorraine Struthers, lstruthe@slac.stanford.edu, if you have questions.

NOTE: All travel authorizations, travel expense reports, and conference approval and reimbursement forms that utilize SIMES account numbers are to be routed through Lorraine Struthers for validation, and approved by Maggie Leung (DTAs only) or Business Manager, Nancy Matlin (all other forms).

It is SLAC policy for travelers not to incur any expenses until they have been fully approved for the conference (if applicable) and the travel. (This is for their protection in case they are not approved. It is acceptable to make reservations that can be canceled without penalty.)

TRAVEL AUTHORIZATIONS
All domestic and foreign travel must be pre-approved. If travel involves a conference, separate conference approval is required. Per diem rates for Lodging and Meals & Incidental Expenses (M&IE) for both domestic and foreign locations are available on the Travel Office website.

Domestic:
The Domestic Travel Authorization (DTA) form is an online form. It gets routed online to the appropriate persons for approval. You will be notified via email as it progresses through the approval process.

Foreign:
The Foreign Travel Authorization (FTA) form is a Word document that you should save locally and complete. Include lstruthe@slac.stanford.edu as your travel administrator’s email. Print, sign, and bring/mail/email to Lorraine Struthers. Foreign travel requires 90 days pre-approval; there’s no distinction between sensitive and non-sensitive countries.

Conference:
The Conference Approval System (CAS) is an online system. It gets routed online to the appropriate persons for approval. Conferences are defined as a “meeting, seminar, retreat, symposium, or similar event that involves official travel” and requires 90 days pre-approval. If it’s a DOE-sponsored, or Experiments, it does not require pre-approval.

NOTE: If your home department is not SIMES, but you are using a SIMES account number for the conference expenses, select SIMES Research as the Home Department, and indicate your actual home department in a comments field.

Local:
Local Travel does require pre-approvals–A Conference Attendance Request is required. Local Travel is defined as travel within 50 miles of SLAC (e.g., LLNL, LBNL, San Francisco). Only transportation costs are reimbursed, not lodging or per diem (meals), unless those expenses are authorized by your PI. Local travel that involves lodging/per diem costs needs a signed memo from the PI and a DTA (see above).
Detailed SLAC Travel Information (Part 2)

TRAVEL ARRANGEMENTS
Once your travel has been approved, you should make your travel arrangements (flight, lodging, etc.). Retain all receipts from your trip (except meals, if you are using per diem) because you will need them for your expense report when you return. Although receipts are not required for expenses under $75 (exception: airfare, lodging, car rental MUST include receipts), it is preferred to provide the receipts for all dollar amounts.

Receipts to save:
1. Conference Registration Fee: must show the fee has been paid.
2. Airfare: airline itinerary, receipts for airfare, boarding passes. (TIP: print 2 copies of boarding pass, if one is taken from you when you board.)
3. Hotel: itemized hotel receipt (folio). If you share a room with others, please pay separately and obtain the receipt for your own payment portion.
4. Ground transportation: taxis, shuttles, train, bus. If using a personal car to get to the airport, include the mileage to/from your home/SLAC to the airport (whichever is less).
5. Car Rental: receipts for car rental, gas, parking, etc.

Travel will be reimbursed at the lowest available airfare on coach class ticketed with a U.S. carrier’s flight number, to the extent that such service is available.

Car rental should be for a compact car. Stanford University carries insurance coverage for travelers; no additional car insurance will be reimbursed (unless in Hawaii or a foreign country). GPS units are reimbursable (explanation required, e.g., “Needed for help navigating in unfamiliar city”).

Lodging and M&IE should stay within per diem rates approved on the Travel Authorization.

For foreign travel, can either provide currency conversion rates using +/- 3% interbank rate and first day of travel as conversion date, or copy of credit card statement (all but last 4 digits of account number crossed out) showing actual amount paid.

If travel includes any personal days, must print airfare comparison showing flights for business days only.

See the Travel Office website for full details.

TRAVEL REIMBURSEMENTS
An expense report should be submitted within 10 business days after travel is completed. There are tax implications if your expense report is submitted after 60 days, unless extenuating circumstances exist. Electronic signatures and receipts are acceptable if legible. If travel plans changed after submitting travel authorization (e.g., switched from flying to driving, added rental car), or if expenses increased by greater than 25% from estimates on travel authorization, need to provide written explanation and submit with expense report. Needs approval from Business Manager (Nancy Matlin).

Domestic:
The Domestic Travel Expense Report (DTER) is accessed through the DTA which was filled out previously. It is filled out online but is not approved online. Print, sign, and bring/mail/email to Lorraine Struthers with the original/electronic receipts.

NOTE: Airfare reimbursement can be submitted as soon as the expense is incurred; it is not necessary to wait until after the travel is completed. To do so, submit a DTER with a note in the “Additional Comments” field that it is for pre-payment of airfare. After the travel is completed, edit the DTER to include the balance of expenses and subtract the pre-paid airfare as a “Cost Adjustment”.

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**Foreign:**
The Foreign Travel Expense Report (FTER) is an Excel spreadsheet that you should save locally and complete. Print, sign, and bring/mail/email to Lorraine Struthers with the original/electronic receipts.

**NOTE:** Airfare reimbursement can be submitted as soon as the expense is incurred; it is not necessary to wait until after the travel is completed. To do so, submit a FTER with a comment in the “Notes” field that it is for pre-payment of airfare. After the travel is completed, revise the FTER adding the balance of expenses and noting the airfare was pre-paid.

**Conference Registration:**
The Conference Registration fee (as well as the registration fee for non-conference events) gets reimbursed using the SLAC Training system, not through the Travel Reimbursement Office on a DTER or FTER. STAP Funds may be used by regular staff employees for conference registration, with approval. Print the online form, and bring/mail/email to Lorraine Struthers. Make certain you include the required documents listed at the bottom of the form (webpage printouts showing a breakdown of what was included in the registration, and a course/conference description). Select Nancy Matlin as the only approver (unless your PI has access to the online form and has requested that he/she also approves).

**NOTE:** Conference Registration Fees can be submitted for reimbursement immediately after the expense is incurred; it is not necessary to wait until after attending the event, but after the conference approval.

**Local:**
Local travel is reimbursed through the Special Payment Request in Peoplesoft and is approved online. If you do not have access to PeopleSoft, bring/mail/email your receipt along with the backup documentation to support the charge, to Lorraine Struthers who will submit it for you (e.g., for mileage, include a web printout showing distance traveled). Local Travel is defined as travel within 50 miles of SLAC.

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**Helpful Hints when Submitting Reimbursements:**
1. Receipts should be taped to an 8½ x 11 piece of paper to help ensure they don’t get misplaced.
2. Documents should be single-sided to aid the processing.

**TRAVEL REIMBURSEMENTS FOR FOREIGN VISITORS**
Foreign visitors that are requesting reimbursement from DoE need to go to the International Services Office (ISO) at SLAC when they arrive, regardless of their length of stay. Please contact Lorraine Struthers for more details on travel reimbursements for visitors.

**REFERENCES URLS:**
- Domestic Travel Authorization (DTA) & Domestic Travel Expense Report (DTER) – [https://www-bis2.slac.stanford.edu/slaconly/TravelSystem/default.aspx](https://www-bis2.slac.stanford.edu/slaconly/TravelSystem/default.aspx)
Photon Science Safety (Part 1)

Go To SLAC’s Staff Resources Web Page (http://www6.slac.stanford.edu/general/staff-resources.aspx) and click on the below link to find out about the Safety of Photon Science.
Photon Science Safety (Part 2)

Go to the Photon Science Safety Web Page (http://home.slac.stanford.edu/PSD-Safety/default-manpage.html) to find out who to call with your Safety Concerns/Questions (see below).

(End of Photon Science Safety (Part 2))
Emergency Contacts for SLAC/SU

- Please call the following Emergency Contacts during an emergency if you are located at one of the two locations listed below:

  **For the Stanford Campus:**
  *Margo Ann Holley*
  Procurement Specialist
  SU Office: 650-721-2574
  Email: mculp@slac.stanford.edu
  Mail Code (Stanford): MC4045
  McCullough Building: Room: 136

  **For the SLAC CAMPUS:**
  *Michael Joseph Earley*
  Department: FAC Operations & Maintenance
  SLAC Office: 650-926.3439
  E-Mail: mjearley@SLAC.Stanford.EDU
  Mail Stop: 22
  **Building:** 243, Room: 108
SIMES, 2nd Floor at SLAC, BLDG 40 (CENTRAL LABS)
Emergency Exit Plan /Assembly Point

EMERGENCY EXIT POINTS
STAIRWAY #1

EMERGENCY EXIT POINTS
STAIRWAY #2

Back of Bldg 40

Front of Bldg 40

Bldg 52 | Bldg 50
SIMES, 3rd Floor at SLAC, BLDG 40 (CENTRAL LABS)
Emergency Exit Plan /Assembly Point

EMERGENCY EXIT POINTS STAIRWAY #1

EMERGENCY EXIT POINTS STAIRWAY #2

HARVEST CAFE

Emergency Assembly Point

Front of Bldg 40

Back of Bldg 40

Bldg 52 | Bldg 50
SIMES, at Stanford, McCullough BLDG
476 Lomit Mall, Stanford
Emergency Exit Plan /Assembly Point
Office Space and Keys

- Your supervisor will work with SIMES Admin. to identify office space for you at either SLAC or Stanford. If you have questions, contact:

  **Lorraine Struthers**  
  *Administrative Associate/Travel Specialist*  
  *SIMES (Stanford Institute for Materials and Energy Sciences)*

  **SLAC Campus - On site Monday, Wednesday, Thursday and Friday**  
  Bldg 40, Room 305, Mail Code 72  
  Voice: 650.926.2762

  **Stanford Campus - On site Tuesday**  
  McCullough Bldg, Room 136, Mail Code 4045  
  Voice: 650.723.0423

- If your office is at SLAC, you will need to complete the Key Request Form. (*Appendix H, page 25*).
Timecards

Here is the link to complete your **Stanford Timecard** if you are a Stanford Hire.
https://axess.sahr.stanford.edu/

Here is the link to complete your **SLAC (iAT) “it’s About Time” Timecard** if you are a SLAC Hire.
https://www-internal.slac.stanford.edu/ocfo/iat/
DoE FACTS Form

DOE FACTS* Questionnaire

The SLAC National Accelerator Laboratory is operated by Stanford University for the U.S. Department of Energy. The DOE requires that SLAC gather and document selected information on all Non-U.S. Citizens (including Permanent Residents) who perform work and/or research on SLAC premises. If applying for a job, your answers to the following questions will be maintained separately from your application materials and will not be utilized in the determination of qualification or suitability for this or any other job opening at SLAC. Failure to supply SLAC with the requested information will preclude you from consideration for employment or on-site presence.

SLAC Contact Name: ________________________________________________________________________________

(SLAC employee you will visit or work with while at the Lab)

Legal Name: ______________________________________________________________________________________

Given Name Middle Name Family Name Suffix

Are you a Citizen of the United States?

Yes ___ Skip the remainder of the form, THEN sign and date below.

No ___ Complete the remainder of this questionnaire, THEN sign and date.

I am a Citizen of: ________________________________________________________________________________

Please list ALL countries in which you currently hold citizenship.

Place of birth: __________________________________________________________________________________

City or Region Country

Do you have or have you previously had any affiliation (employed by, representative of, student, etc.) with an institution or company in any of the following countries?

Yes ___ No ___ If yes, please mark ALL that apply.

___ Algeria ___ Hong Kong ___ Libya ___ Syria
___ Armenia ___ India ___ Macau ___ Taiwan
___ Azerbaijan ___ Iran ___ Moldova ___ Tajikistan
___ Belarus ___ Iraq ___ North Korea ___ Turkmenistan
___ China ___ Israel ___ Pakistan ___ Ukraine
___ Cuba ___ Kazakhstan ___ Russia ___ Uzbekistan
___ Georgia ___ Kyrgyzstan ___ Sudan ___

If yes, please provide details below:

______________________________________________________________________________________________

Signature ____________________________________________________________________________________

Date _______________________________________________________________________________________

*Foreign Access Central Tracking System

ISO - Revised 09/23/11
### SU/Affiliate Registration Form

#### Personal Info
- **From Stanford Univ.?**
  - Yes, I am.
  - No, I am seeking affiliation.
- **Full First Name:**
- **Preferred First Name:**
- **Middle Name:**
- **Last Name:**
- **Birth Year:**
  - Year
- **Gender:**
  - Male
  - Female
- **Country of Citizenship:** Select One

#### Work Info
- **SU Category:** Select One
- **SU Building/Room:**
- **Stanford ID:**
- **Work Phone #:**
- **Email Address:**
  - 000-000-0000
- **Start Date:**
- **Est. End Date:**
- **SLAC Point of Contact:** Select One
- **At SLAC Before?**
  - Yes
  - No
- **Will be onsite at SLAC?**
  - Yes
  - No

#### Comments
- **Comments:**

---

**Submit**
SLAC Computer Account Form

To request new computing accounts or request changes or cancellations for existing accounts, please type in the form fields, or fill-in a blank form manually. Once completed, print the form and obtain your department computer czar's authorizing signature. Completed forms only may then be: mailed to Computing Div., Account Services, Mail Stop 97; Faxed to 650-926-4003; or brought to the Account Services office located in the Computing Building (050), Room 107. Please provide an e-mail address and/or phone number where we may contact you.

*** Note: Account requests not signed by a computer czar cannot be processed. Please consult with your group Computer Czar to obtain this signature before submitting this request. Thank you***
Declaration to be signed by all users of SLAC Information Resources

I have read and understood the document "Use of SLAC Information Resources" dated January 2012 and signed by SLAC Director. I agree to use SLAC information resources only in accordance with this document. If I am officially notified of new or additional policies on the use of SLAC information resources, I agree to abide by these policies or immediately cease using SLAC information resources.

Signed: ________________________________
Print Name: ________________________________
Date: ________________________________
EH&S Training

SLAC web-based training login:

Login instructions: Your SLAC System ID can be found by searching for your name in the SLAC directory. You may request your password by sending an email to esh-training@slac.stanford.edu with the subject 'SkillSoft Password Request'. In the body of the email, please include your full name, SLAC System ID, and SLAC contact person. You should receive a response within minutes.

If you are asked to input your email address as a security measure after log in and you do not have one, input user@slac.com to gain site access.

Login to SkillPort
SLAC Badging Office – SLAC ID (Part 1)

Fill Out Section 1 with your info.

Skip This Section

Read the Requirements Acknowledgement and Sign
SLAC Badging Office –  
SLAC ID (Part 2)

**APPENDIX G**

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**Section 6: Issuance Approval**

(Completed by SLAC personnel with the authority to approve an ID badge and/or dosimeter request. Required only for initial issue or if an applicant's work assignment changes with resulting changes in required training or dosimeter issuance.)

<table>
<thead>
<tr>
<th>SLAC Approver</th>
<th>Field Construction Manager (FCM)</th>
<th>Service Manager (SM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant's Supervisor</td>
<td>Point of contact (POC)</td>
<td>Other (describe):</td>
</tr>
</tbody>
</table>

I have reviewed the applicable work planning and control requirements and have communicated work group expectations with this applicant. (See ESH Manual Chapter 2, Work Planning and Control.) I approve request for: [ ] ID Badge  [ ] Dosimeter

The applicant (check one) [ ] is an RWT [ ] will be entering an RCA

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
<th>Mail stop:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept/Group:</td>
<td>Extension:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Section 7: ES&H Training Verification**

(Completed by proctor, trainer, or person issuing the badge and dosimeter.)

- [ ] SON
- [ ] SOC
- [ ] ES&SH
- [ ] GERT
- [ ] RWT I
- [ ] RWT II
- [ ] GERT Practical
- [ ] RWT I Practical
- [ ] RWT II Practical

Training transferred from (list institution):

- [ ] GERT
- [ ] RWT I
- [ ] RWT II

---

**Section 8: ID Badge and Dosimeter Issuance**

(Completed by person issuing ID badge and/or dosimeter.)

Applicant's SLAC System ID #: [ ]

<table>
<thead>
<tr>
<th>Badge issued on (mm/dd/yyyy):</th>
<th>Badge expiration (mm/dd/yyyy):</th>
</tr>
</thead>
</table>

ID badge type: [ ] SLAC employee  [ ] Subcontractor  [ ] SSRL user  [ ] LCLS user  [ ] User  [ ] Visitor

Badge reissue? [ ] Yes  [ ] No  If yes, due to: [ ] Rehire  [ ] Updated training  [ ] Work in RCA  [ ] Other (Please explain): [ ]

If issue, previous dosimeter was [ ] Lost  [ ] Damaged/compromised  [ ] Returned

Dosimeter type change (if applicable): [ ] Annual to Quarterly  [ ] Quarterly to Annual  [ ] Other (Please explain):

Dosimeter #: [ ]

Type: [ ] Temporary  [ ] Quarterly  [ ] Annual

Issue date: (mm/dd/yyyy)  Expiration date: (mm/dd/yyyy)

As authorized in Section 6 and verified in Section 7, I issued the appropriate ID badge and/or dosimeter to the applicant.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
</table>

---

**Privacy Act Notice**

Collection of the information requested is authorized by Public Law 95-549 (42 USC 5814); Public Law 93-703, as amended (42 USC 2201); Public Law 92-449 (42 USC 5806), et seq.; Public Law 93-473 (42 USC 5551), et seq.; Public Law 92-110 (30 USC 1101), et seq. Public Law 93-557 (42 USC 3901), et seq.; Public Law 86-509 (30 USC 661), et seq. Compliance with this request is voluntary.

This information is intended to be used to identify individuals who have received an ID badge and/or personnel dosimeter for the purpose of identifying specific training levels and individual monitoring of radiation exposure.

All or part of the information collected may be disclosed to the Department of Energy and its contractors and consultants, other contractors and organizations where radiation exposure exceeds established levels, and to various State departments that monitor radiation exposure to personnel.

The effect of failure to provide this information may be the inability to issue a badge and/or dosimeter and denial of access to certain SLAC areas.

13 Feb 2009 (updated 13 May 2010)  SLAC-1-760-0A077-006-R010  2 of 2
# SLAC Key Request Form

**Requestor:**

- Last Name: 
- First Name: 
- MI: 
- EXT: 
- M/S: 
- Group Name: SIMES

**Status of Employment:**
- Permanent
- Temporary

**Building Access:**
- 40

**Room/Area:** 

**Signature:** 

**Date:** 

**Manager:**

- First Name: Nancy
- Last Name: Matlin
- M/I: 

**Signature:**

**Date:** 

**Bldg Manager/Security Manager:**

**Signature:**

**Key Office Phone (650) 926-4501**

**Key:**

**Number:**