



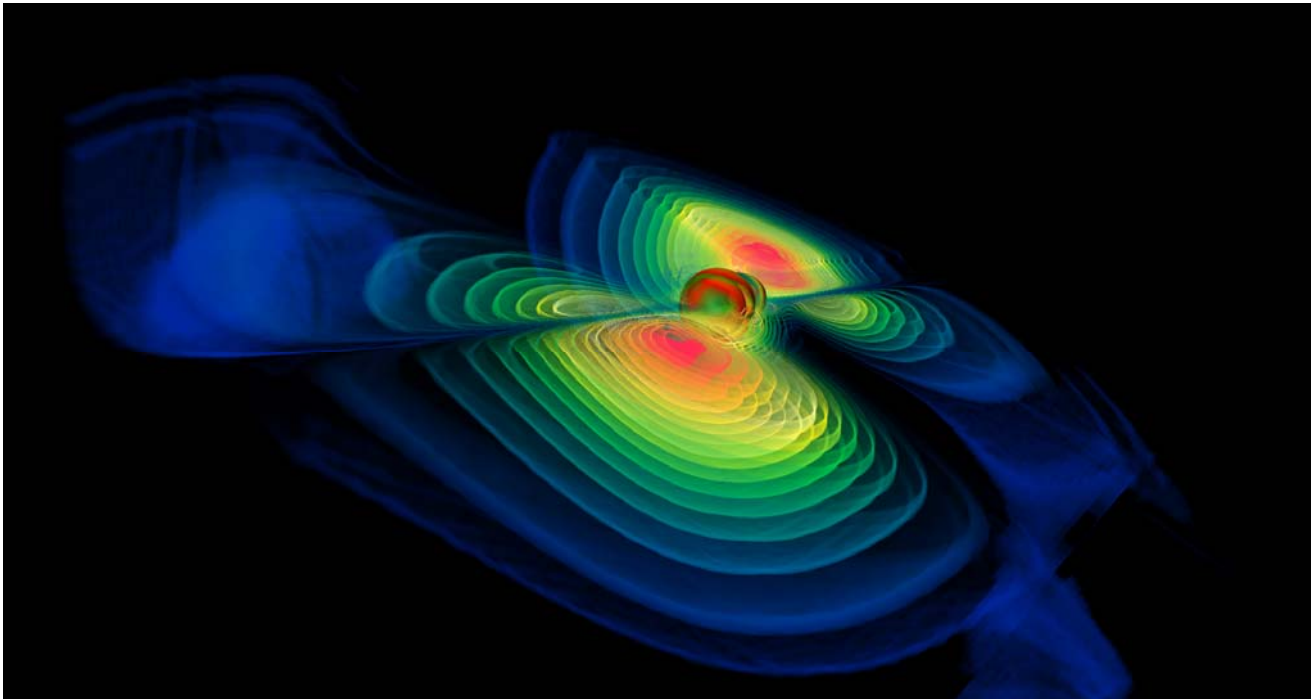
# WELCOME!

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Dr. Ken Libbrecht

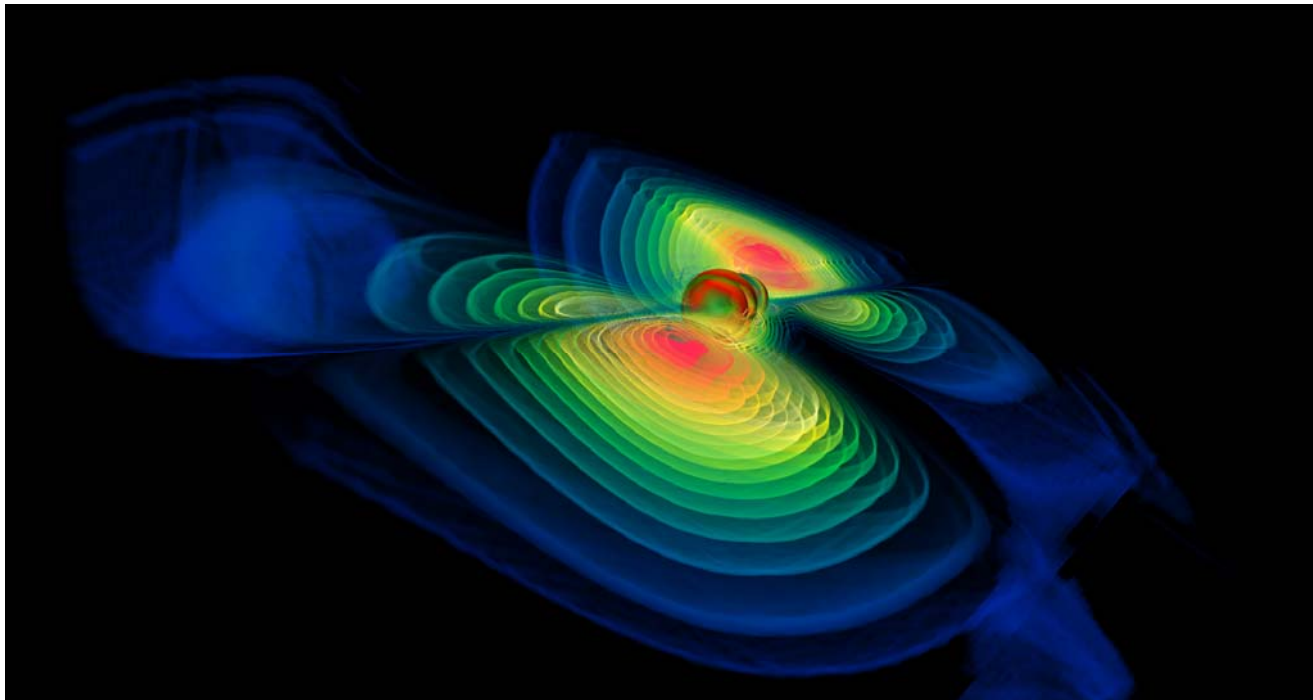
# WELCOME!

Dr. Ken Libbrecht



# Ice Breaker

Name, School, Mentor and SURF Project



# Human Resources

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- Cindy Akutagawa

# Human Resources

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- 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		
		BRIEFING/ORIENTATION ITEMS	CONTACT OFFICE	NAME OF CONTACT RESOURCE/PERSON <i>(Please Print)</i> Enter N/A if not Applicable
SIGNATURE	DATE			
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

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- Cindy Akutagawa



# Human Resources

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- Cindy Akutagawa

Use the cubicle sign provided.

# Human Resources

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- Cindy Akutagawa

Use the cubicle sign provided.

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

# Human Resources

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- Cindy Akutagawa

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

I have provided a map

# Human Resources

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- Cindy Akutagawa

Exit Form must be completed  
before leaving.

I will email the form to you  
in a couple of weeks.

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

<b>NAME</b>	<b>Forwarding Phone #</b>	<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	<b>Start Date</b>	<b>Exit Date</b>
<b>Forwarding Address</b>		<b>EXIT CLEARANCE</b>			
<b>EXIT/TERMINATION ITEMS</b>	<b>CONTACT OFFICE</b>	<b>NAME OF CONTACT RESOURCE/PERSON</b> <i>(Please Print)</i> Enter N/A if not Applicable		<b>Authorized signature required before final exit</b>	
				<b>SIGNATURE</b>	<b>DATE</b>
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

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- Ed Chargois

# Property Accountability

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- Ed Chargois

Why equipment is Tagged.

What constitutes Tagged Equipment?

What is Caltech's Policy concerning property accountability?

# Property Accountability

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- Ed Chargois

What is the Government Policy concerning property accountability?

How to dispose of Government property.

Who has overall responsibility for property accountability and maintainability?



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**THE**  
**D**OCUMENT **C**ONTROL **C**ENTER

**Linda Turner**  
**18 June 2003**

# Our Purpose



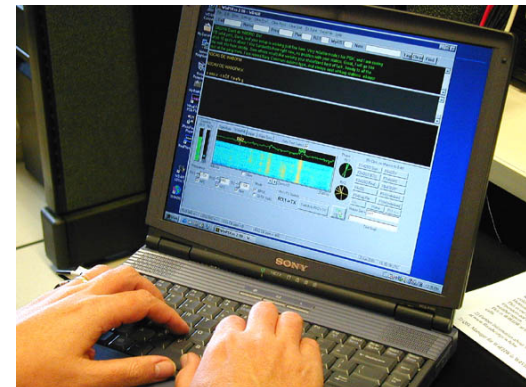
From this. . .



To this. . .

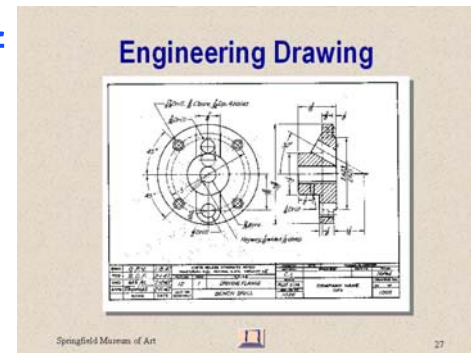
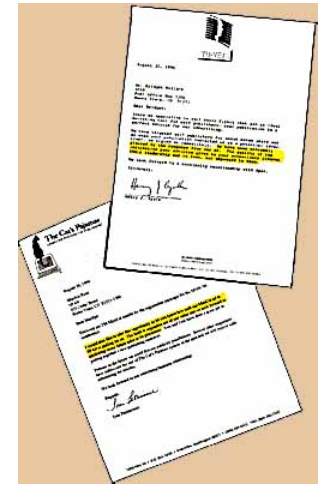
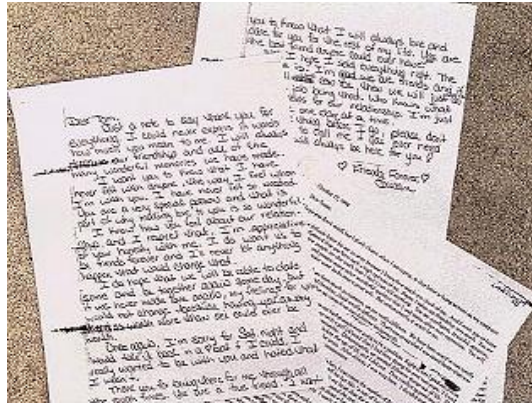


And finally, to this. . .



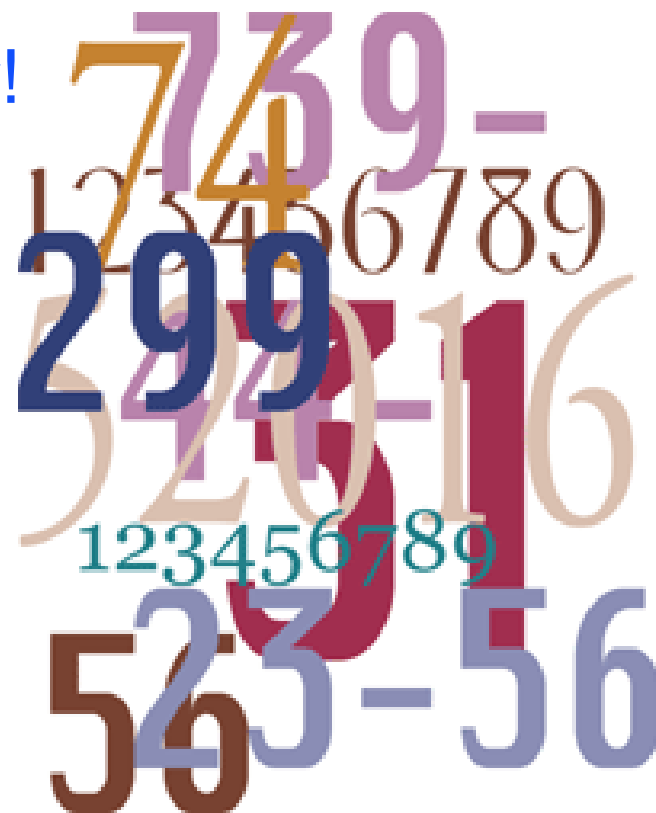
## What is a document or record?

- Recorded information regardless of the medium or characteristic, made or received that is useful in the operation of the organization.
- Something tangible, recorded on any medium (paper or electronic) that is evidence of business events or transactions that has legal or business value and that one intends to be memorialized.



# Get A Number!

- If it's a record, get a number!
  - » General Correspondence
  - » Publications
  - » Presentations
  - » Engineering Drawings
  - » Technical Notes
  - » Photos
  - » Videos
  - » Articles, Press Releases
  - » Email



# Building Blocks of the DCC Number

The label

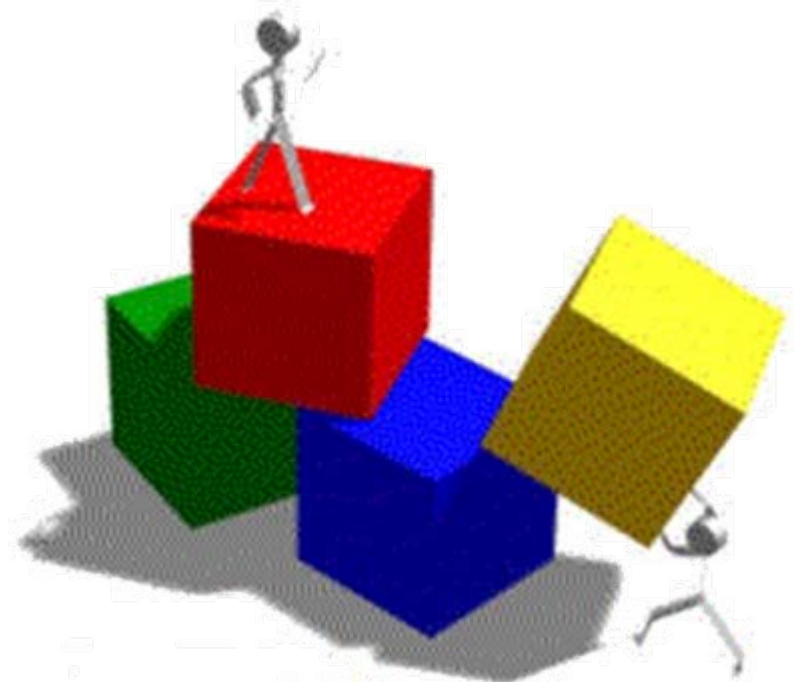
The category

The year

The sequential number

The revision

The group identifier



# Submitting a Document

- Several options are available for *submitting* a document:
  - » Direct submittal into dcc/OUT
  - » Email with a pointer or hyperlink to the file
  - » Email with the file attached



# Searching for and Retrieving a Document

- **LIGO staff**

LIGO Home Page →  
Bulletin Board →  
Document Control Center →  
Search DCC Database

- **Public access**

LIGO Home Page →  
Documents → Document  
Search

**THE WORLD WIDE WEB**



# General Computing

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- Larry Wallace



# General Computing

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- Larry Wallace

Computer accounts.

Passwords.

Computer/SW Use Policies/Constraints.

# Travel

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- Irene Baldon

# Travel

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- Irene Baldon

Contact me for all travel related issues.

# Travel

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- Irene Baldon

Contact me for all travel related issues.

Turn in all airline and ground transportation receipts.

# Travel

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- Irene Baldon

Contact me for all travel related issues.

Turn in all airline and ground transportation receipts.

Field trip to Handford Site -- August 14 & 15.

Notify me in advance if you wish to visit Seattle at your own expense.

# Safety

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- Bill Tyler

# Safety

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- Bill Tyler

Some SURFers will need an Eye Exam.

# Safety

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- Bill Tyler

Some SURFers will need an Eye Exam.

Laser Safety Training tomorrow,

Thurs., June 19 @ 9 a.m., room 114 E. Bridge.



# Safety

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- Bill Tyler

Some SURFers will need an Eye Exam.

Laser Safety Training tomorrow,

Thurs., June 19 @ 9 a.m., room 114 E. Bridge.

Importance of the training session.

# Safety

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- Bill Tyler

Some SURFers will need an Eye Exam.

Laser Safety Training tomorrow,

Thurs., June 19 @ 9 a.m., room 114 E. Bridge.

Importance of the training session.

See Mentor or Supervisor for safety items.

# Administration

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- Beth Adams

# Administration

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- Beth Adams

Contact Information:

[badams@caltech.edu](mailto:badams@caltech.edu)

ext. 4011

room 264 W. Bridge

# Administration

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- Beth Adams

Contact Information:

[badams@caltech.edu](mailto:badams@caltech.edu)

ext. 4011

room 264 W. Bridge

Email will be sent to your original email address on your LIGO/SURF application unless you advise otherwise.

# LIGO Administration

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- Ryan Tischler

# LIGO Administration

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- Ryan Tischler

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

# LIGO Administration

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- Ryan Tischler

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

Please take a press kit with you.



# LIGO Administration

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- Ryan Tischler

**REMINDERS!!**

# LIGO Administration

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- Ryan Tischler

## REMINDERS!!

Tomorrow, Thursday, June 19

Laser Safety Training @ 9 a.m. in same room.

# LIGO Administration

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- Ryan Tischler

## REMINDERS!!

Tomorrow, Thursday, June 19

Laser Safety Training @ 9 a.m. in same room.

## AND

# LIGO Administration

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- Ryan Tischler

“Physics of LIGO”

Alan Weinstein

June 19, @ NOON

469 Lauritsen

# LIGO Administration

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- Ryan Tischler

**ALSO**

# LIGO Administration

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- Ryan Tischler

Please join us for June Birthday Celebration

June 19 @ 2 p.m.

Synchrotron

map

# LIGO Administration

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- Ryan Tischler

Summary of your schedule tomorrow  
Thursday, June 19

# LIGO Administration

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- Ryan Tischler

Summary of your schedule tomorrow

Thursday, June 19

9 a.m. Laser Safety Training—114 E. Bridge



# LIGO Administration

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- Ryan Tischler

Summary of your schedule tomorrow

Thursday, June 19

9 a.m. Laser Safety Training—114 E. Bridge

NOON Physics of LIGO —469 Lauritsen

# LIGO Administration

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- Ryan Tischler

Summary of your schedule tomorrow

Thursday, June 19

9 a.m. Laser Safety Training–114 E. Bridge

NOON Physics of LIGO –469 Lauritsen

2 p.m. Birthday Celebration –Synchrotron



**Thank You!**

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**MOST IMPORTANT!!**



# Thank You!

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**MOST IMPORTANT!!**

Have fun and enjoy your summer research experience!



**Thank You!**

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**QUESTIONS?**