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C-A OPERATIONS PROCEDURES MANUAL

1.16 Procedure for Invitation and Responsibilities to Foreign Nationals

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Attachments

Hand Processed Changes

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Approved: \_\_\_\_\_ ***Signature on File*** \_\_\_\_\_  
Collider-Accelerator Department Chairman Date

P. Lo Presti

## 1.16 Procedure for Invitation and Responsibilities to Foreign Nationals

### 1. Purpose

This procedure provides C-A Department hosts with requirements for visits/assignments of foreign nationals. This procedure also documents the responsibilities the host has to the invited guest/collaborator and BNL.

#### 1.1 Definitions

**Assignment:** Presence of an invited foreign national for more than 30 calendar days. Assignments are normally for the purpose of participation in work of the facility, gaining experience, or contributing to projects.

**Foreign National:** Any person who is not a U. S. citizen, and includes permanent resident aliens. This also includes: officials or persons employed by foreign governments or institutions which may or may not be involved in cooperation with national agreements; foreign students at U. S. institutions.

**Host:** An employee who is sponsoring a visit or assignment. A visitor or assignee cannot be a host unless employed by BNL. A sensitive country foreign national cannot be a host of another sensitive country foreign national.

**Note:**

A Host is directly responsible for ensuring adherence to BNL requirements.

**Indices Check:** A procedure whereby a request is made to appropriate U. S. Government agencies to determine whether information exists on a particular foreign national.

**Sensitive Country:** A country to which particular consideration is given for policy reasons during DOE internal review and approval process of visits and assignments by foreign nationals. A foreign national is considered to be from a sensitive country if a citizen of or employed by a government or institution of a sensitive country. List of sensitive countries is on file with your Division Secretary.

U. S. Citizen: A citizen of the U. S., including naturalized citizens.

Visit: Presence of a foreign national for 30 calendar days or less. The term “visit” includes official sponsored attendance at a DOE event off-site, but does not include on, or off-site events open to the general public.

## 2. **Responsibilities**

2.1 As a host you are responsible that your guests will:

2.1.1 conduct themselves in a manner that complies with BNL requirements and conduct work in a manner that protects their own safety, co-workers and the environment.

2.1.2 Complete the Laboratory General Employee Training (GET) prior to beginning work and any other training required by the department or division.

2.1.2.1 In cases of casual visits, it will be the host discretion if training is required.

2.1.3 Assist in attendance of any other required C-A training.

2.1.4 Have your guest accompanied by someone who can act as translator if your guest is not fluent in English well enough to understand safety instructions.

2.1.5 Ensure your guest wears a hard hat in required areas. Additionally, safety shoes and glasses are required for mechanical and assembly work.

## 3. **Prerequisites**

None

## 4. **Precautions**

None

## 5. **Procedure**

The Host shall coordinate with the group secretary **45** days prior to visit the following:

5.1 Letter of invitation indicating that a B1 or J1 visa (depending on the duration of the visit) is required. It should state in your letter of invitation that your guest remains an employee of his home institution.

- 5.2 Medical insurance is required for all visits over 30 days. Supply your secretary with an account number that is to be charged.
- 5.3 Have invitee complete Guest Information System (GIS) at least 30 business days in advance of their arrival at BNL. This form is available on the web (linked on the BNL Home Page at: <<https://fsd84.bis.bnl.gov/guest/guest.asp>>).

**This is an especially important time period if your guest is from a sensitive country and needs to have an indices check done.**

- 5.4 A Visitor Notification Form must be submitted for each visitor (even short casual visits to BNL) at least 24 hours in advance of the visit. This form is available on the web from the BNL Home Page at:  
[https://www.bnl.gov/ssd/bnl\\_only/VisitorsToBNL.asp](https://www.bnl.gov/ssd/bnl_only/VisitorsToBNL.asp)
- 5.4.1 In the case of a short-notice casual visit, the host should receive a copy of the visitors' passport and visa.
- 5.5 The visitor must check in at Human Resources for identification verification.
- 5.6 Personnel responsibilities may be reviewed at:  
<https://sbms.bnl.gov/ld/ld12/ld12d251.htm>, Standard Practice Instruction 5-09, "Visits and Assignments for Foreign Nationals".

**6. Documentation**

- 6.1 A copy of the letter of invitation shall be retained by the group secretary.
- 6.2 A copy of the Notice of Visitor to Police Headquarters should be retained by the group secretary.

**7. References**

- 7.1 Standard Practice Instruction Manual

**8. Attachments**

- 8.1 Sample letter of invitation
- 8.2 BNL Site Access Letter



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managed by Brookhaven Science Associates  
for the U. S. Department of Energy

Collider-Accelerator Department

Date

Name and Address

Dear Dr. \_\_\_\_\_:

We would like to invite you to Brookhaven for approximately length of time here, beginning approximately Date here, to work on the Name or number of experiment experiment. When you know your exact arrival date at Brookhaven please let us know so that housing arrangements can be made. If there are any changes in your travel plans please advise our secretary, at the above Email address, so the proper adjustment can be made. We understand that you will remain an employee of the Name of institution person is with and will continue to receive a salary during this visit. Because of this, we believe that the appropriate U.S. visa will be a B1. We also ask that you please complete, where indicated, the attached IA473 Form, and fax it back to Your name so that we can begin to process your visit to BNL.

We look forward to your visit at Brookhaven.

Sincerely yours,

Name of Chairman or Invitor  
Title

cc:

*date:* June 16, 2003  
*to:* C-AD Personnel  
*from:* D. I. Lowenstein  
*subject:* BNL Site Access

BNL is a DOE facility with access controls. Therefore, according to current DOE rules, the following procedures must be followed for all visitors to the Collider-Accelerator Department.

1. A Visitor Notification Form must be submitted for each visitor at least 24 hours in advance of the visit. This form is available on the Web from the BNL Home Page (also at [https://www.bnl.gov/ssd/bnl\\_only/VisitorsToBNL.asp](https://www.bnl.gov/ssd/bnl_only/VisitorsToBNL.asp)) and may be submitted by the BNL Host or the Host's secretary.

The information requested on this form includes, among other things, the date and approximate time of arrival, the date of departure, etc.

2. All Foreign Nationals must register on the Guest Information System (GIS) on the Web (linked on the BNL home page at <https://fsd84.bis.bnl.gov/guest/guest.asp> at least 30 business days in advance of their arrival at BNL, and must check in at Human Resources for identification verification. Personnel responsibilities may be reviewed at: <https://sbms.bnl.gov/ld/ld12/ld12d251.htm> (Standard Practice Instruction 5-09, "Visits and Assignments of Foreign Nationals").

To help facilitate these processes, please inform your group secretary well in advance when planning to invite guests to visit the Collider-Accelerator Department for meetings, workshops, etc.

For questions, concerns, or assistance, please contact your group secretary, the C-A Department Guest Administrator (Marion Heimerle), or David Peter, BNL Safeguards and Security Division.

Your cooperation is appreciated.

Copy to: D. Peter