Fermilab

Important Instructions for Summer Student Employees

On Your First Day

Immediately after completing New Employee Orientation, please report to the Key/I.D. office (Wilson Hall, Ground floor) for an Identification Card, vehicle access items, etc. ***and*** to the Medical office (WH, Ground fl.) with a copy of the "*Fermilab Summer Employment Health Questionnaire.*"

At 1:00 p.m., please report for Environment, Safety & Health Orientation (WH, 1North) (new ***and*** returning summer employees), unless instructed otherwise.

At the conclusion of ES&H Orientation, report to your assigned work area.

- Internship for Physics Majors (IPM) students should report to Carol Angarola (WH, 15W), ext. 3929
- Pre-Service Teacher (PST) participants should report to Spenser Pasero (WH, 15W), ext. 3076
- QuarkNet students should report to Carol Angarola (WH, 15W), ext. 3929
- Science Undergraduate Laboratory Internship (SULI) students should report to Carol Angarola (WH, 15W), ext. 3929.
- TRAC Teachers should report to Catherine Laue (WH, 9E), ext. 3201

On Your Last Day

All summer employees must exit with the Employment Department (WH, 15NE) on their last day of work. Hours: 9:00 a.m.-1:00p.m. and 2:00 p.m.-4:30 p.m. ***Please bring your I.D. card with you to the Employee Relations/Employment Department.***

However, ***prior to exiting***, please report to the Key/I.D. office (WH, Ground fl.) to return any issued keys and/or vehicle access items (e.g., Secard). Also return any/all Laboratory property and/or sensitive items (e.g., Library books, computers, cryptocards, pagers, safety equipment, etc.).

Thank you!

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