



## Welcome Packet TVA Central In-Processing Center Hollywood, Alabama

Our goal is to efficiently on-board the workforce needed to support work at Brown's Ferry, Sequoyah, Watts Bar and Corporate while achieving and maintaining a high degree of customer satisfaction. This packet provides information to support this goal.



If you have questions while at CIP  
See any Staff member (Wearing a Blue Name Tag)

### Staging Area

- Assembly Location for In-Processing
- Initial Review of Paperwork

<b>Step 1</b>	Enter the CIP at the Main Entrance prior to Scheduled arrival time (07:00 Central Time unless otherwise directed)
<b>Step 2</b>	<ul style="list-style-type: none"> <li>▪ Present a valid government issued photo ID</li> <li>▪ Accept the <u>Name Tag</u> provided</li> <li>▪ Accept the <u>Folder</u> provided</li> </ul>
<b>Step 3</b>	Affix the name tag provided to your shirt or blouse so that it is visible <b>Note:</b> You may tuck a picture ID inside facing outward on back side to expedite processing (you will present your ID multiple times)
<b>Step 4</b>	Please fill out the PINK package in the folder provided <b>Note:</b> Completeness and accuracy is important.
<b>Step 5</b>	Follow the traveler provided to complete your activities. Boxes checke



**About the Facility**

- Restrooms
- Water Fountains
- Tobacco Free

<p><b>Restrooms</b></p> 	<p>Located on 1<sup>st</sup> and 2<sup>nd</sup> Floors</p>
<p><b>Water Fountains</b></p> 	<p>Located on 1<sup>st</sup> and 2<sup>nd</sup> Floors. Filtered water dispensers are also available to refill water bottles or cups.</p>
<p><b>Coffee/Beverages/Snacks</b></p>	<p>Coffee Stations and Vending Machines are located on the first and second floors.</p>
<p><b>Food Service</b></p>	<p>Is only provided on site during peak outage periods. Bring a lunch or travel to a nearby restaurant.</p>
<p><b>Tobacco Free</b></p> 	<p>No Smoking (includes electronic cigarettes), chewing, or dipping inside the facility. Designated smoking areas are located 50' from facility entrance</p> <p><b>Note:</b> Please use the designated areas if smoking. It's the law!</p>



## About the Facility

## Emergency Exiting



We will exit the building to the front parking lot and muster.  
Call 911 to report fire or medical emergency.

We will exit the classrooms and gather in the main hall near the  
restrooms on the first floor until the all clear is called.



**About the Facility**      ■ Hours of Operation  
 ■ Professional Expectations – Dress and Learning Attitude

<b>Hours of Operation</b>	<p><b>Monday – Friday</b>  <b>7:00 a.m. – 5:00 p.m.</b></p> <p><b>Note:</b>                  Please be on time! for ALL activities!</p>
<b>Expectation - Professional Dress</b>	<p>You are expected to be dressed as though you are ready to work</p> <ul style="list-style-type: none"> <li>Long pants</li> <li>Sturdy, closed toe work shoes</li> <li>Must have Safety shoes meeting Class 75 requirements ASTM F2413-05 (formerly ANSI Z41 PT 99) for rigging lab activities.</li> <li>Hart Hats, Safety Glasses, and hearing protection are provided as needed for Lab Activities.</li> </ul>
<b>Expectation - Professional Attitude</b>	<p>You are expected to be professional in your behavior and be ready to actively participate in ALL learning activities</p> <p>Please be respectful to other students and the staff.</p>



## Travelers – Complete and Correct Paperwork

**Note:** Purple Paperwork represents – Sequoyah Example  
**Remember:** Complete paperwork on colored form for your location

**To complete your paperwork:**

- Follow the example to the right
- Action/training is required on your form wherever there is either a:
  - ✓ Check mark
  - Black box
- Satisfactory completion is indicated by an initial and date (provided by CIP Staff)

**If already completed:**

Our goal is to be efficient and accurate! If there is anything that you have already completed, but not indicated as such on your traveler, please inform the CIP staff and we will correct it promptly.

**Do NOT take your Traveler and folder home with you at the end of the day. Turning in the traveler is your daily checkout and is REQUIRED.**

STATION		STEP/ACTION
CHECK IN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Check In <input type="checkbox"/> PHQ <input type="checkbox"/> Online <input type="checkbox"/> Hardcopy <input type="checkbox"/> Signed <input type="checkbox"/> Submitted
MMPI	<input type="checkbox"/>	MMPI - Psychological Test <input type="checkbox"/> Proctored <input type="checkbox"/> Submitted
PLANT ACCESS	<input checked="" type="checkbox"/>	Plant Access - Photo /Fingerprints <span style="float: right;">PLANT ACCESS</span>
FFD	<input checked="" type="checkbox"/>	Fitness for Duty – Drug and Alcohol Screen <span style="float: right;">MEDICAL</span>
MEDICAL	<input type="checkbox"/>	<input type="checkbox"/> S-02 Operator <input type="checkbox"/> S-03 Respirator <input type="checkbox"/> S-03/S-04 <input type="checkbox"/> S-05 Truck Driver <input type="checkbox"/> S-08 Crane Operator <input type="checkbox"/> S-09 QC Inspector <input type="checkbox"/> S-11 Security <input type="checkbox"/> TVA New Hire <input type="checkbox"/> Other
PLANT ACCESS TRAINING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> FFD <input checked="" type="checkbox"/> Generic <input type="checkbox"/> Requal <input checked="" type="checkbox"/> Site Specific <span style="float: right;">CLASSROOM 3</span> <input checked="" type="checkbox"/> PAT <input checked="" type="checkbox"/> Generic <input type="checkbox"/> Requal <input checked="" type="checkbox"/> Site Specific <span style="float: right;">CLASSROOM 3</span>
RADIATION WORKER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> RWT <input type="checkbox"/> Generic <input type="checkbox"/> Requal <input checked="" type="checkbox"/> Site Specific <span style="float: right;">CLASSROOM 3</span> <input checked="" type="checkbox"/> Dress Out Practical <span style="float: right;">CLASSROOM 3</span> <input checked="" type="checkbox"/> Dosimetry <span style="float: right;">DOSIMETRY</span>
DYNAMIC LEARNING CENTER	<input checked="" type="checkbox"/>	DLC – Dynamic Learning Center (SATISFIES COURSES BELOW) <span style="float: right;">CLASSROOM 4</span> 59120 *FALL PROTECTION 59136 *LADDER SAFETY 59150 *SCAFFOLD BUILT UP OR SUSPENDED 59124 *HAND & PORTABLE POWER TOOLS 59125 *HANDLE & STORE COMPRESSED GAS/COMBUSTIBLE LIQ 59126 *HAZARD COMMUNICATION 59130 *HEAT STRESS 59140 *PERSONAL PROTECTIVE EQUIPMENT (PPE)
		<b>STOP – GO TO PAYROLL</b> (TRADES AND LABOR PERSONNEL ONLY) <span style="float: right;">CLASSROOM 5</span>

**To correct your paperwork:**

- Follow the highlighted example to the right
  - Line through the error
  - Initial, date, and make the correction
  - Inform Plant Access that you have made a correction to on your check in sheet

CON/VENDOR

In Processing Date 1/29/13 BI File Typ

Project \_\_\_\_\_ Employer TVA

Employee's Name: Doe

SSN: ~~123-45-6789~~ 123-54-6789 DOB: 01-01-1971

UA Request Date \_\_\_\_\_ UA Complete \_\_\_\_\_

STATION		STEP/ACTION
	<input checked="" type="checkbox"/>	Check In <span style="float: right;"><input type="checkbox"/> Online</span>

**To Ensure Successful Result through Medical and Radiological Controls Processing****Medical Cautions****Do!**

Drink plenty of fluids prior to Screening

**Do Not!**

**15 minutes** before entering the drug and alcohol screening process, do not :

- ✓ Eat
- ✓ Drink
- ✓ Smoke
- ✓ Chew tobacco

**Do Not Try!**

Subversion is UNACCEPTABLE !

**Dosimetry Cautions****Do!**

Ensure you receive your Dosimetry (OSL) during Check-out from CIP.

**Do!**

Be Clean Shaven to have a Mask Fit if you are being respirator qualified.



## Training

- During In-Processing
- Annual Requirements

### Training During In-Processing

- Computer Based Training (CBT) classes are located in CR 1-1,1-2, & 1-3
- At check in, have your valid driver's license ready for the proctor (Place in pouch in nametag for convenience).
- Sign in for NANTEL and/or CBT
- Raise your flag for:
  - ✓ Testing
  - ✓ Questions
  - ✓ Validation



### Bi-Annual Requirements

- DLC is required Bi-annually. This will be a 4-hour class
- Please get schedule of classes and time from the check-in desk

### Professional Behavior – No Cheating

- For Testing your desk should be clear and all paper and study guide material should be put away
- When you are ready to take a test raise your flag
- When you are finished with your test, leave the score on the screen. Raise your flag again, and the proctor will record your score
- No talking during an exam
- No cell phones in the computer labs

