

Site In-Processing – Services & Training Center (STC) Requirements

STC In-Processing Guidelines

Hire Day Activities

1. Payroll sign-up will start at 7:00 AM until approximately 7:45 AM. All “Venture personnel will pick up their In-Processing and Payroll folders in their respective muster areas. After payroll packets have been completed, the new hires will be directed to their assigned In-Processing rooms.

2. Additional craft requirements are as follows:
 - a. All craft are required to have successfully completed the Smart Mark sanctioned safety training.
 - b. All boilermakers, electricians, ironworkers, millwrights, pipe fitters, and sheet metal workers are required to arrive on site with a valid Nuclear Mechanic Apprenticeship Process (NMA) form and/or valve technician card.
 - c. All carpenters are required to arrive on site with a valid UBC scaffolding qualification card.

3. Badge issuance will be as follows:
 - a. The Venture will issue badges and PP equipment until 2:00 PM.
 - b. Individuals will be given a comprehensive map and rules for traveling to the site during working hours by the Venture In-Processing staff.
 - c. Venture In-Processing will document the time that the individual left and estimated time of arrival on VOP 108.09-3 (Individual Timesheet). If the individual does not arrive at the site on time, his foreman will record his time accordingly. (Any individual reporting to the station on hire days will do Biometrics in the Gatehouse or Exelon designated area).
 - d. Any individual who will report to the station on his/her scheduled shift will also be given a map of where to report at the station. They will also be informed of their Security Badge Access level. If the individual is unsure of where to report to, he/she should ask a security guard. The individual will be given additional assistance to assure that he/she is able to report to the proper location inside the fence.
 - e. All Venture In-Processing anomalies will be addressed by the Venture Labor Activities Coordinator/designee.