

MEDCON 5 CONTRACTOR CHECKLIST

1. REGISTERING

- Provide name list of all persons registering by email to subcontractor-registration@jlab.org, **Copy SOTR to email**, subject line shall contain Contract Number and Company Name.
- Register all persons at the following link:
https://misportal.jlab.org/railsForms/guest_registrations/no_auth

2. HEALTH AND TRAINING

- Submit Health Certification Program to Procurement/SOTR for approval.
- Complete all training, enter information at end of training in submission page. **DO NOT ENTER USERNAME**, save/print completion page for proof of completion and send to subcontractor-registration@jlab.org.

3. BADGING APPOINTMENT – (SSC BUILDING 28)

BADGING HOURS: MONDAY-FRIDAY 8:00AM – 12:00PM (NOON)

- Request appointment for badge 48 hours before visit and 24 hours before requested appointment time.
- Submit request to subcontractor-registration@jlab.org, Copy fso@jlab.org and SOTR to email. Subject line: Requesting Badging Appointment for Contract Number (e.g., # 01- A2345). Expect response within 24 hours.
- All persons entering building are required to wear face mask/covering and will not be permitted access to enter without one.
- Government Issued Picture ID is required to proceed with appointment.

****ONLY 4 PERSONS PERMITTED IN LOBBY AT ONE TIME****

4. AFTER – CONTRACT COMPLETED

- Return all badges to supervisor where they will be turned into Badge Return Lockbox outside of Room 52 in Support Service Center (SSC-Building 28).
- Future contracts awarded will REQUIRE the above steps repeated for each contractor working under contract. ** IF BOA CONTRACT, CONTACT SOTR FOR REGISTRATION INSTRUCTIONS****