ACCESS
☐ F Signs and Placards
Locate and discuss all posted signs and placards (Hazard Info Placard, contact info, PPE)
☐ EB Hutch Access
Train user for Beamline Hutch Search and Secure and Breaking Security. Be aware of moving door hazards
☐ F Safety Approval Form
Users must review SAF; review controls and other training for SAF or beamline
☐ F Lead Experimenter
Lead Experimenter must ensure that safety, training, and reporting requirements are completed

EMERGENCIES
☐ F FLOCO/Control Rm
Discuss process to contact a Floor Coordinator (FLOCO) and the Control Room for assistance
☐ F Beamline Staff
Discuss process to contact Beamline Staff for assistance and operations (emergency contact info, phones)
☐ F Emergencies
Discuss where to go and who to contact during an emergency. Locate exits and fire alarm pull boxes
☐ F Eye Wash/Shower
Locate eye wash/shower
☐ F Spill Station
Locate spill control station
☐ F Emergency Beam Stop
Locate emergency beam stop buttons, discuss purpose and operation
☐ F Radiation Monitors
Identify radiation monitor locations, move away from area, call control room if area monitors sound off

BEAMLINE EQUIPMENT
☐ F Config Control
Identify the configuration control signs and follow configuration control policy
☐ F Mezzanine Access
Access to mezzanine, areas above hatch roof, staircase is not permitted
☐ F User Authorization
User is authorized to operate ONLY the equipment the user has been trained on - review operation and hazards
☐ EB User Labyrinth
Discuss proper steps and precautions to take for use of the user labyrinth
☐ B High Temp Apparatus
User ☐ is ☐ is not authorized to change apparatus and temp controls (review operations; prevent burns)
☐ B1 Sample Chamber
Review operations for sample chamber and moutner; User ☐ is ☐ is not authorized to modify sample chamber or add new equipment to existing flanges (if authorized, review requirements and extension policy)
☐ B1 Sample Chamber (Robot)
User ☐ is ☐ is not authorized to make changes to device (review operations)
☐ B Shutters
Review location, operations, indicators, and required sequence for beamline shutter controls
☐ B Vacuum (End Sta Eqp)
User ☐ is ☐ is not authorized to evacuate or vent the end station sample chamber (if authorized, review location, indicators, and operations); user is not authorized to perform any other work on beamline vacuum
☐ B Webcam
Be aware of WebCams and/or Remote Monitoring

BEAMLINE OPERATIONS
☐ B Computer Operations
Review operations for computer operations, control software, data acquisition software, machine status
☐ B Computer Software
Do not install any computer software on beamline computers
☐ B Computer Data
Review data storage, data transfer, and back up process
☐ EB Unattended Ops
User ☐ is ☐ is not requested to attend beamline at all times, as per SAF. Discuss process

ESH & HAZARDS
☐ EB Beryllium
Identify location of beryllium articles or beryllium windows and process for notification in case of breakage
☐ EB Chemicals
Discuss use, labeling, storage, spills, labs, disposal, and transportation of chemicals
☐ F Electrical Work 50V
No work on exposed electrical components >50V without appropriate electrical training
☐ EB Electrical Equipment
User is not permitted to modify or service any electrical equipment on the beamline or perform any bake-outs
☐ EB Electrical Breakers
In case of power failure, contact the FLOCO or Beamline Staff
☐ EB Red & Yellow Tags
Provide information about any beamline equipment or systems that are yellow or red tagged
☐ EB Gas
Show location, operations, use, fills, storage of gas (inc cabinets if any), emergency response actions, and if authorized: valve operations, gas interlocks, switching cylinders, operating transfer lines
☐ EB Nano Materials
Review approved locations and controls for nanomaterial use
☐ EB Food
Food consumption is permitted in designated food areas (LOBs)

LAB/TECH AREAS & SAMPLE PREP
☐ EB Sample Prep
Discuss location for sample prep; prepare samples only where instructed
☐ EB Soldering Station
Avoid skin contact with soldering iron to prevent burns to the skin; advise of process for solder scrap

WASTES
☐ EB Hazardous Wastes
Do not generate hazardous wastes without talking with beamline staff. Anyone generating Hazardous Waste must have Lab Standard and Hazardous Waste Generator training.
☐ EB Waste Location
Show relevant waste collection areas and discuss training requirements (sharps, razor blades, pipet tips, broken glass, hazardous waste Satellite Accumulation Area/SAA)
☐ EB Sharps
Place cover slips, tips, needles in sharps container


During initial form development: If there is a number next to the designation (e.g., B1, B2, etc), select the most appropriate content.
CLOSE OUT

- B3 Samples (Store or Ship): Discuss with beamline staff whether to store samples or ship back to home institution and confirm before leaving.
- B Shipping Haz Mat: Review shipping process for hazardous materials.
- F End of Run Form: Complete the End of Run form for NSLS-II.
- B1 Shut Down/Secure BL: Secure beamline and inform the Beamline Staff experiment is complete.
- F Housekeeping: Check housekeeping (beamline area neat, clean, free of hazards), recycling, tools returned or stored.
- F2 Publications: Send a copy of your publication to NSLS-II User Administration.

Instructions to Trainer:

(1) Provide training for each checkbox to each user listed on the SAF as they arrive and complete the information below. If a checkbox does not apply, cross out that line. Training is valid for 1 year at this beamline only.

(2) Send completed forms to NSLS-II Training, Building 745, immediately after all users listed on the SAF (who plan to arrive for this run) have been trained. Training will be entered in the user's training history.

Instructions to User:

Ensure your name and life number are correct and sign the space below that you understand the instructions provided to you in this training.

<table>
<thead>
<tr>
<th>PRINT User Name</th>
<th>Life #</th>
<th>User Signature</th>
<th>Date</th>
<th>Trainer's Signature</th>
<th>✔ Training Entered</th>
</tr>
</thead>
</table>

Fukuto, Masafumi
Li, Ruipeng
Yager, Kevin

[ ] Beamline Specific  [ ] Determined by ESH  [ ] Determined by ESH and Beamline  [ ] Required by Facility for ALL Beamlines

During initial form development: If there is a number next to the designation (e.g., B1, B2, etc), select the most appropriate content.