# NSLS-II Beamline Specific Training Form 11-ID

**Course Code:** PS-BST-11-ID  
**Rev Date:** 6/1/2018

## 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 Emergency Lights  
  - May come on for self-test with lights and buzzer
- [ ] 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
- [ ] F Oxygen Monitors/Alarms  
  - Locate hatch ODH monitors, discuss alarm response, verify green light is on, discuss LOB receiving room access

## 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
- [ ] B1 Electrical Outlets  
  - Note outlet colors; do not plug equipment into sensitive or UPS outlets w/o beamline staff approval
- [ ] B2 Equip Stop Buttons  
  - Review operations for equipment stop buttons and safety edges and when to use them
- [ ] B E-stop Buttons Reset  
  - User ☐ is ☐ is not authorized to reset the E-stop system after use; if authorized review reset procedure
- [ ] B CryoStat  
  - User ☐ is ☐ is not authorized to make changes to cryostat; if authorized, review operations
- [ ] B4 Sample Chamber  
  - Review operations for sample chamber and mounter
- [ ] B Temp Control  
  - User ☐ is ☐ is not authorized to change apparatus and temp controls (review operations; prevent burns)
- [ ] B WebCam  
  - Be aware of WebCams and/or Remote Monitoring
- [ ] B X-Ray Windows  
  - Review locations of x-ray windows; users are not permitted to touch the set up

## 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 requested to attend beamline at all times, as per SAF. Discuss process

## ESH & HAZARDS

- [ ] 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 Food  
  - Food consumption is permitted in designated food areas (LOBs)

## LAB/TECH AREAS & SAMPLE PREP

- [ ] EB Lab Use  
  - Discuss use of lab (including forms and PPE) and/or tech space (non-lab) area

## 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

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[B] Beamline Specific  
[E] Determined by ESH  
[EB] Determined by ESH and Beamline  
[F] 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.
**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
- **F1** 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>
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**SAF #**

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**Training Entered**

- **√** Train

**Trainer**:

- Fluerasu, Andrei
- Wiegart, Lutz
- Zhang, Yugang

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[EB] Determined by ESH and Beamline  
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