

**ACCESS/POLICY**

- F Prohibited Areas Access to FOE, mezzanine areas above hutch roof, staircase not permitted
- F Signs and Placards Locate and discuss all posted signs and placards (Hazard Info Placard, contact info, PPE)
- 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 when to contact a Floor Coordinator (FLOCO) and the Control Room for assistance
- F Beamline/ESH Staff Discuss when to contact Beamline Staff/ESH for assistance and operations (emergency contact info, phones)
- F Emergencies Discuss emergency response and accountability responsibilities. Locate assembly, shelter-in-place areas, exits, and fire alarm pull boxes
- F Eye Wash/Shower Locate eye wash/shower
- F Spill Station Locate spill control station
- F Radiation Monitors Identify radiation monitor locations, move away from area, call control room if area monitors alarm
- F Oxygen Monitors/Alarms Locate hutch ODH monitors, discuss alarm response, verify green light is on, discuss LOB receiving room access

**BEAMLINE SAFETY**

- F Configuration Control Identify the configuration control signs and follow configuration control policy
- EB Cryogen Lines Discuss allowed operations with transfer lines, review operations
- EB Equip E-Stops Show locations, review when to use emergency stops, and if authorized to reset
- EB Hutch Access Train user for Beamline Hutch Search and Secure and Breaking Security. Locate emergency beam stop buttons, discuss purpose and operation. Do not shut the hutch door with anyone inside. Be aware of moving door hazards
- EB LN2 Shut Off Review operation for LN2 shutoff button, and when to use them
- F User Authorization User is authorized to operate ONLY the equipment the user has been trained on - review operation and hazards

**GENERAL SAFETY**

- EB Cryogen Use For cryogen/cryostat use, discuss fill operations, ODH, demonstrate use, wear PPE (eye and skin protection)
- F Electrical Work No work on exposed electrical components (>50V and either >5mA AC or 25 mA DC or >10KV at any current) without appropriate procedures and electrical training

**WASTES**

- 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)

**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
- F End of Run Form Complete the End of Run form for NSLS-II
- F Housekeeping Check housekeeping (beamline area neat, clean, free of hazards), ensure tools/equipment returned or stored
- F2 Publications Send a copy of your publication to  NSLS-II User Administration  the beamline

[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.

**Instructions to Trainer:**

SAF # \_\_\_\_\_

(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 741, 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.

Trainer: Place  next to your name:

- Andi, Babak
- Fuchs, Martin
- Jakoncic, Jean
- Shi, Wuxian
- Soares, Alexei
- Stojanoff, Vivian

PRINT User Name	Life #	User Signature	Date	Trainer's Signature	<input checked="" type="checkbox"/> Training Entered

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