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 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
☐ B3 Equip Stop Buttons Review operations for equipment stop buttons and when to use them
☐ B1 Sample Chamber (Robot) User ☐ is ☐ is not authorized to make changes to device (review operations)

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 Cryogen Fill Station For Cryogen Filling Station, NSLS-II training and PPE required; BNL cryogen training recommended
☐ EB Cryogen Use For cryogen/cryostat use, discuss fill operations, ODH, demonstrate use, wear PPE (eye and skin protection)
☐ 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 Food Food consumption is permitted in designated food areas (LOBs)

WASTES
☐ EB Sharps Place cover slips, tips, needles in sharps container

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
☐ 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
☐ F Publications Send a copy of your publication to ☐ NSLS-II User Administration ☐ the beamline
**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 #**

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

**Trainer's Signature**

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

**[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.