**NSLS-II Beamline Specific Training Form 18-ID**

**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 hutoh 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 hut 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** End Station Equip: Point out Red Cables or High Voltage (HV) Supply for end station equip (do not touch)
- **B** Ion Chamber(s): Point out Red Cables or High Voltage (HV) Supply for ion chamber(s) (do not touch)
- **B** Lenses: Review location and operations for lens focusing
- **B3** Optical System: Review optical system set up, operations
- **B5** Sample Chamber: Review operations for sample mounting and sample changing
- **B** Shutters: Review location, operations, indicators, and required sequence for beamline shutter controls
- **B** Water System: Review location, indicators, alarms, trips, and operations for system and shut off
- **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

**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
- **EB** LN2 Shut Off: Review operations for LN2 shutoff buttons and when to use them
- **F** Electrical Work 50V: No work on exposed electrical components >50V without appropriate electrical training
- **EB** Electrical Connections: User is not authorized to adjust any high voltage, motor connections or in-hutch beamline electronics
- **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** 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** Lifting: If lifting objects <30 lbs, keep weight close to the body (between shoulders and knees); If lifting objects =/>30 lbs, use lifting and/or mechanical aids or two person lifts

**LAB/TECH AREAS & SAMPLE PREP**
- **EB** Sample Prep: Discuss location for sample prep; prepare samples only where instructed

**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)

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During initial form development: If there is a number next to the designation (e.g., B1, B2, etc), select the most appropriate content.
### NSLS-II Beamline Specific Training Form 18-ID

**Course Code:** PS-BST-18-ID  
**Rev Date:** 9/13/2018

#### CLOSE OUT

| ☐ EB Sharps | Place cover slips, tips, needles in sharps container |
| ☐ 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 |
| ☐ 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](#)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.

| ☐ Ge, Mingyuan |
| ☐ Lee, Wah-Keat |
| ☐ Xiao, Xianghui |

<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>

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[B] Beamline Specific  
[E] Determined by ESH  
[EB] Determined by ESH and Beamline  
[F] Required by Facility for ALL Beamlines  

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