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
☐ EB Gas Alarms  Discuss any gas systems and alarms in the area, and the appropriate response to alarms

BEAMLINE EQUIPMENT

☐ F Config Control  Identify the configuration control signs and follow configuration control policy
☐ F Mezzanine Access  Access to mezzanine, areas above hutch 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
☐ B1 Equip Stop Buttons  Review operations for equipment stop buttons and when to use them
☐ B Ergonomics  Use caution when moving around equipment and under beam pipes, changing chambers, during equipment alignment (limited space, low pipe, trip hazards, awkward positions, personnel injury, equipment damage)
☐ B1 Optical System  Review optical system set up, operations, water gauge for optics system, mirror, camera
☐ B Shutters  Review location, operations, indicators, and required sequence for beamline shutter controls
☐ B3 Vacuum (End Sta Eqp)  User ☐ is ☐ is not authorized for vacuum work or bleed ups on equip vacuum; review process to reset PPS
☐ B Water System  Review location, indicators, alarms, trips, and operations for system and shut off

BEAMLINE OPERATIONS

☐ B Computer Operations  Review operations for computer operations, control software, data acquisition software, machine status
☐ EB Unattended Ops  User ☐ is ☐ is not requested to attend beamline at all times, as per SAF. Discuss process

ESH & HAZARDS

☐ EB Cryogen Use  For cryogen/cryostat use, discuss fill operations, ODH, demonstrate use, wear PPE (eye and skin protection)
☐ EB Cryogen Dewar Fills  Liquid Nitrogen is filled by beamline staff only
☐ EB Cryogen Transfer Lines  Discuss dewar autofill process, ODH; if user is authorized to operate transfer lines, review operations
☐ 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 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 Ladders  Review step ladder use if needed; if ladder required, discuss set up, safety and 3-point rule
☐ EB Magnetic Fields  Magnetic fields present at this beamline - Users with medical devices/implants should stay 1` away from source
☐ 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

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

☐ B1 Samples (Take Home)  Take samples back to home institution
☐ 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
☐ F1 Publications  Send a copy of your publication to ☑ NSLS-II User Administration ☐ the beamline

Instructions to Trainer:  SAF #

Instructions to User:

(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.

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:
- Barbour, Andi
- Boscoboinik, Jorge
- Hu, Wen
- Hunt, Adrian
- Mazzoli, Claudio
- Waluyo, Irawikana
- Wilkins, Stuart

PRINT User Name | Life # | User Signature | Date | Trainer’s Signature | □ Training Entered
---|---|---|---|---|---

[65x32] During initial form development: If there is a number next to the designation (e.g., B1, B2, etc), select the most appropriate content.