**ACCESS**

- **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 Room: 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 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.
- **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** Shutter: 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.

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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 23-ID-2

## Course Code PS-BST-23-ID-2

**Rev Date:** 6/1/2018

### CLOSE OUT

<table>
<thead>
<tr>
<th>checkbox</th>
<th>Description</th>
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<tbody>
<tr>
<td>☐ B1</td>
<td>Samples (Take Home) Take samples back to home institution</td>
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<tr>
<td>☐ B</td>
<td>Shipping Haz Mat Review shipping process for hazardous materials</td>
</tr>
<tr>
<td>☐ F</td>
<td>End of Run Form Complete the End of Run form for NSLS-II</td>
</tr>
<tr>
<td>☐ F</td>
<td>Housekeeping Check housekeeping (beamline area neat, clean, free of hazards), recycling, tools returned or stored</td>
</tr>
<tr>
<td>☐ F1</td>
<td>Publications Send a copy of your publication to ☑ NSLS-II User Administration ☐the beamline</td>
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**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.
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.

- Barbour, Andi
- Boscoboinik, Jorge
- Head, Ashley
- Hunt, Adrian
- Mazzoli, Claudio
- Waluyo, Iradjikani
- Wilkins, Stuart

<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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