ACCESS
- F Signs and Placards
  - Locate and discuss all posted signs and placards (Hazard Info Placard, contact info, PPE)
- E8 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 hutch ODH monitors, discuss alarm response, verify green light is on, discuss LOB receiving room access
- E8 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 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
- E8 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
- B End Station Equip
  - Point out Red Cables or High Voltage (HV) Supply for end station equip (do not touch)
- B1 Equip Stop Buttons
  - Review operations for equipment stop buttons and when to use them
- B E-stop Buttons Reset
  - User ☐ is ☐ is not authorized to reset the E-stop system after use; if authorized review reset procedure
- B Ergonomics/Table
  - Use caution when approaching the Optical End Bench or Monochromator; vertical motion of the supporting granite tables can cause a pinch hazard
- B CryoStat Ops
  - If cryostat will be used, review status of normal operations; call beamline staff if problems arise
- B Cryostream
  - If cryostream will be used, review status of normal operations; call beamline staff if problems arise
- B Detectors
  - Review locations, operations, hookups, cables, fill frequency, cautions for high voltage and equip damage
- B High Temp Device
  - User ☐ is ☐ is not authorized to make changes to device (review operations)
- B Laser Present
  - Laser present at this beamline (avoid direct eye exposure)
- B2 Optical System
  - Review optical system set up, operations, mirror, camera
- B9 Sample Chamber
  - Review operations for sample mounting and sample changing
- B1 Sample Chamber (Robot)
  - User ☐ is ☐ is not authorized to make changes to device (review operations)
- B Shutters
  - Review location, operations, indicators, and required sequence for beamline shutter controls
- B3 Table (in Hutch)
  - User ☐ is ☐ is not authorized to make adjustments to table (review operations; do not place objects on table)
- B2 Vacuum (End Sta Eqp)
  - User ☐ is ☐ is not authorized for vacuum work or bleed ups on end station equipment
- 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
- E8 Unattended Ops
  - User ☐ is ☐ is not requested to attend beamline at all times, as per SAF. Discuss process

ESH & HAZARDS
- E8 Chemicals
  - Discuss use, labeling, storage, spills, labs, disposal, and transportation of chemicals
- E8 Cryogen Use
  - For cryogen/cryostat use, discuss fill operations, ODH, demonstrate use, wear PPE (eye and skin protection)
- E8 Cryogen Dewar Fills
  - Liquid Nitrogen is filled by beamline staff only
- E8 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

During initial form development: If there is a number next to the designation (e.g., B1, B2, etc), select the most appropriate content.
Life User Signature

[37x456]CLOSE

[37x587]LAB/TECH

Instructions to Trainer: Instructions to User:

for this run) have been trained. Training will be entered in the user's training history.

Training, Building 745, immediately after all users listed on the SAF (who plan to arrive
Training is valid for 1 year at this beamline only. (2) Send completed forms to NSLS-II
complete the information below. If a checkbox does not apply, cross out that line.

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LAB/TECH AREAS & SAMPLE PREP

☐ EB Lab Use Discuss use of lab (including forms and PPE) and/or tech space (non-lab) area

☐ EB Sample Prep Discuss location for sample prep; prepare samples only where instructed

☐ EB Soldering Station Avoid skin contact with soldering iron to prevent burns to the skin; advise of process for solder scrap

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

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

☐ B Shipping Haz Mat Review shipping process for hazardous materials

☐ B Data Log Book Complete entries in Experiment Data Logbook

☐ 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

☐ F1 Publications Send a copy of your publication to ☑ NSLS-II User Administration ☑ the beamline

Instructions to Trainer: SAF # Instructions to User: Trainer: Place √ next to your name:

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Print User Name Life # User Signature Date Trainer’s Signature ☑ Training Entered

(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.


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