NSLS-II Beamline Specific Training Form 3-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 hatch ODH monitors, discuss alarm response, verify green light is on, discuss LOB receiving room access
☐ 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 hitch 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 CryoStat Ops
   Train user in the safe operation of the cryostat
☐ B6 Sample Chamber
   Train user to operate sample chamber and microscope (including vacuum) and how to mount samples

Beamline Operations
☐ B Computer Chamber
   Do not install any computer software on beamline computers
☐ EB Unattended Software
   User ☐ is ☐ is not requested to attend beamline at all times, as per SAF. Discuss 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 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
☐ 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 Area
   Food consumption is permitted in LOBs or designated food area at beamline only

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
☐ F End of Run Form
   Complete the End of Run form for NSLS-II


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 3-ID

Course Code PS-BST-3-ID

Date: 6/1/2018

☐ 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

<table>
<thead>
<tr>
<th>Instructions to Trainer:</th>
<th>SAF #</th>
<th>Instructions to User:</th>
<th>Trainer: Place ✓ next to your name:</th>
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</thead>
<tbody>
<tr>
<td>(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.</td>
<td></td>
<td>Ensure your name and life number are correct and sign the space below that you understand the instructions provided to you in this training.</td>
<td>☐ Chu, Yong  ☐ Huang, Xiaojing  ☐ Yan, Hanfei</td>
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<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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