Access to FOE, mezzanine areas above hutches roof, staircase not permitted

Locate and discuss all posted signs and placards (Hazard Info Placard, contact info, PPE)

Users must review SAF; review controls and other training for SAF or beamline

Lead Experimenter must ensure that safety, training, and reporting requirements are completed

Discuss when to contact a Floor Coordinator (FLOCO) and the Control Room for assistance

Discuss when to contact Beamline Staff/ESH for assistance and operations (emergency contact info, phones)

Discuss emergency response and accountability responsibilities. Locate assembly, shelter-in-place areas, exits, and fire alarm pull boxes

Locate eye wash/shower

Locate spill control station

Identify radiation monitor locations, move away from area, call control room if area monitors alarm

Locate hatch ODH monitors, discuss alarm response, verify green light is on, discuss LOB receiving room access

Discuss any gas systems and alarms in the area, and the appropriate response to alarms

Identify the configuration control signs and follow configuration control policy

Show locations, review when to use emergency stops, and if authorized to reset

Train user for Beamline Hutch Search and Secure and Breaking Security. Locate emergency beam stop buttons, discuss purpose and operation. Do not shut the hutch door with anyone inside. Be aware of moving door hazards

User is authorized to operate ONLY the equipment the user has been trained on - review operation and hazards

Discuss proper steps and precautions to take for use of the user labyrinths

Discuss proper steps and precautions to take for use of the user labyrinths

Do not generate hazardous wastes without talking with beamline staff.

Show relevant waste collection areas and discuss training requirements (sharps, razor blades, pipet tips, broken glass, hazardous waste Satellite Accumulation Area/SAA)

Discuss with beamline staff whether to store samples or ship back to home institution and confirm before leaving

Review shipping process for hazardous materials

Complete the End of Run form for NSLS-II

Check housekeeping (beamline area neat, clean, free of hazards), ensure tools/equipment returned or stored

Send a copy of your publication to [☑ NSLS-II User Administration ☑ the beamline]
Instructions to Trainer: SAF #

(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.

<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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Trainer: Place √ next to your name:
- Chu, Yong
- Huang, Xiaojing
- Smith, Randy
- Yan, Hanfei

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

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