# 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 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  
- **☐ B2** Electrical Outlets  
  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)  
- **☐ B** Detector  
  Review detector location, operations, hookups, cables, fill frequency, cautions for high voltage and equip damage  
- **☐ B** Ion Chamber(s)  
  Point out Red Cables or High Voltage (HV) Supply for ion chamber(s) (do not touch)  
- **☐ B4** Monochromator  
  Review operations for energy ranges, set up, and operation of monochromator drive, motors, bearings, power, software; User ☐ is ☐ is not authorized to adjust monochromator  
- **☐ B5** Sample Chamber  
  Review operations for sample mounting and sample changing  
- **☐ B4** Tables (in Hutch)  
  User ☐ is ☐ is not authorized to make adjustments to the hutch tables (review operations)  
- **☐ 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 Software  
  Do not install any computer software on beamline computers  
- **☐ EB** Unattended Ops  
  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  
- **☐ F** Electrical Work 50V  
  No work on exposed electrical components >50V without appropriate electrical training  
- **☐ EB** Electrical Connections  
  User is not authorized to adjust any high voltage, motor connections or in-hutch beamline electronics  
- **☐ EB** Electrical Equipment  
  User is not permitted to modify or service any electrical equipment on the beamline or perform any bake-outs  
  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** Gas  
  Review step ladder use if needed; if ladder required, discuss set up, safety and 3-point rule  
- **☐ EB** Ladders  
  Food consumption is permitted in designated food areas (LOBs)  
- **☐ EB** Food

## 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

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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.*
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.

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 Data Log Book  Complete entries in Experiment Data Logbook
☐ 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
☐ F2 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:
(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.

Acerbo, Alvin  ☐
Smith, Randy  ☐
Tappero, Ryan  ☐

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