**ACCESS/POLICY**

☐ F Prohibited Areas
Access to FOE, mezzanine areas above hutch roof, staircase not permitted

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

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

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

☐ F Eye Wash/Shower
Locate eye wash/shower

☐ F Spill Station
Locate spill control station

☐ F Radiation Monitors
Identify radiation monitor locations, move away from area, call control room if area monitors alarm

☐ F Oxygen Monitors/Alarms
Locate hutch 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 SAFETY**

☐ F Configuration Control
Identify the configuration control signs and follow configuration control policy

☐ EB Cryogen Lines
Discuss allowed operations with transfer lines, review operations

☐ EB Equip E-Stops
Show locations, review when to use emergency stops, and if authorized to reset

☐ EB Hutch Access
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

☐ EB LN2 Shut Off
Review operation for LN2 shut-off button, and when to use them

☐ 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 labyrinths

**GENERAL SAFETY**

☐ 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)

☐ F Electrical Work
No work on exposed electrical components (>50V and either >5mA AC or 25 mA DC or >10KV at any current) without appropriate procedures and electrical training

☐ 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 Magnetic Fields
Magnetic fields present at this beamline - Users with medical devices/implants should stay away from source

**WASTES**

☐ EB Hazardous Wastes
Do not generate hazardous wastes without talking with beamline staff.

☐ 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)

**CLOSE OUT**

☐ B1 Samples (Take Home)
Take samples back to home institution

☐ EB Shipping Haz Mat
Review shipping process for hazardous materials

☐ 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), ensure tools/equipment returned or stored

☐ F2 Publications
Send a copy of your publication to [NSLS-II User Administration](mailto:the beamline)

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[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.
(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 741, 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.

<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:
- Jordan-Sweet, Jean
- Ravel, Bruce
- Woicik, Joseph