OPERATIONS INFO
☐ E Operations Status
   Beamline is in commissioning status; Lead BL Scientist must contact M Bobis-DeLong to finalize this form and provide names of trainers before using this form to train users

ACCESS
☐ 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 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
☐ E 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
☐ B End Station Equip
   Point out Red Cables or High Voltage (HV) Supply for end station equip (do not touch)
☐ 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 CryoCooler
   If cryocooler will be used, review operations for water use and shut-off valves
☐ B Detector
   Review detector location, operations, hookups, cables, fill frequency, cautions for high voltage and equip damage
☐ B3 Monochromator
   Review operations for energy ranges, set up, and operation of monochromator drive, motors, bearings, gas feeds, power, software; User ☐ is ☐ is not authorized to adjust monochromator
☐ B5 Sample Chamber
   Review operations for sample mounting and sample changing
☐ B Shutters
   Review location, operations, indicators, and required sequence for beamline shutter controls
☐ 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

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 Cryogen Fill Station
   For Cryogen Filling Station, NSLS-II training and PPE required; BNL cryogen training recommended
☐ 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 LN2 Shut Off
   Review operations for LN2 shutoff buttons and when to use them
☐ F Electrical Work 50V
   No work on exposed electrical components >50V without appropriate electrical training
☐ E8 Electrical Connections
   User is not authorized to adjust any high voltage, motor connections or in-hutch beamline electronics
☐ E8 Electrical Equipment
   User is not permitted to modify or service any electrical equipment on the beamline or perform any bake-outs
☐ E8 Electrical Pwr Supplies
   Review process to check power supplies and cables; User ☐ is ☐ is not authorized to change PS; User ☐ is ☐ is not authorized to power down PS; if authorized, review operations
☐ E8 Red & Yellow Tags
   Provide information about any beamline equipment or systems that are yellow or red tagged
☐ E8 Ladders
   Review step ladder use if needed; if ladder required, discuss set up, safety and 3-point rule
**NSLS-II Beamline Specific Training Form 7-ID-1**

**Course Code PS-BST-7-ID-1**

**Rev Date:** 6/1/2018

| ☐ EB | Lifting | If lifting objects <30 lbs, keep weight close to the body (between shoulders and knees); if lifting objects =/>30 lbs, use lifting and/or mechanical aids or two person lifts |
| ☐ EB | Magnetic Fields | Magnetic fields present at this beamline - Users with medical devices/implants should stay 1' away from source |
| ☐ EB | Nano Materials | Review approved locations and controls for nanomaterial use |
| ☐ EB | Food | Food consumption is permitted in designated food areas (LOBs) |

**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 |
| ☐ B | Systems & Equip | Power down systems and turn off equipment voltages as required, perform PC security check |
| ☐ 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 |
| ☐ F2 | Publications | Send a copy of your publication to ☑ NSLS-II User Administration ☑ the beamline |

**Instructions to Trainer:**

(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.

**PRINT User Name** | **Life #** | **User Signature** | **Date** | **Trainer's Signature** | ☑ Training Entered
---|---|---|---|---|---


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