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
☐ 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 hutch 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  Laser Present  Laser present at this beamline (avoid direct eye exposure)
☐ 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
☐ B1  Sample Chamber  Review operations for sample chamber and mounter; User ☐ is ☑ is not authorized to modify sample chamber or add new equipment to existing flanges (if authorized, review requirements and extension policy)
☐ B  Shuters  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

BEAMLINE OPERATIONS
☐ B  Computer Software  Do not install any computer software on beamline computers

ESH & HAZARDS
☐ EB  Chemicals  Discuss use, labeling, storage, spills, labs, disposal, and transportation of chemicals
☐ EB  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
☐ 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
☐ EB  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
☐ EB  Magnetic Pwr Supplies  Magnetic fields present at this beamline - Users with medical devices/implants should stay 1′ away from source

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

WASTES
☐ 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

☐ 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

<table>
<thead>
<tr>
<th>Instructions to Trainer:</th>
<th>SAF #</th>
<th>Instructions to User:</th>
</tr>
</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>
</tr>
</tbody>
</table>

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.