## NSLS-II Beamline Specific Training Form 8-ID

### 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 hatch 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
- **☐ EB** User Labyrinth: Discuss proper steps and precautions to take for use of the user labyrinth
- **☐ B1** Equip Stop Buttons: Review operations for equipment stop buttons and when to use them
- **☐ 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)
- **☐ B** Laser Present: Laser present at this beamline (avoid direct eye exposure)
- **☐ B4** Mirror: Review mirror location, operations [Grating Change □Yes ☑ NA] [Adjustment □Yes ☑ NA] [Rotation □Yes ☑ NA] [Tilt □Yes ☑ NA]
- **☐ B1** 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)
- **☑ B2** Sample Chamber (Robot): User ☑ is ☑ is not authorized to make changes to device
- **☐ B** Shutters: Review location, operations, indicators, and required sequence for beamline shutter controls
- **☐ B1** Vacuum (End Sta Eqp): User ☑ is ☑ is not authorized to perform vacuum work and bleed ups on end station equipment; if authorized, review location, indicators, and operations
- **☐ B** Webcam: Be aware of WebCams and/or Remote Monitoring

### 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
- **☐ 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** 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 Equipment: User is not permitted to modify or service any electrical equipment on the beamline or perform any bake-outs
- **☐ EB** Electrical Breakers: In case of power failure, contact the FLOCO or Beamline Staff
- **☐ 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** Red & Yellow Tags: Provide information about any beamline equipment or systems that are yellow or red tagged

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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.
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

Ventilation ☐ Review use and operations for ventilation system and alarms, if present

Food ☐ Food consumption is permitted in designated food areas (LOBs)

LAB/TECH AREAS & SAMPLE PREP

Lab Use ☐ Discuss use of lab (including forms and PPE) and/or tech space (non-lab) area

Sample Prep ☐ Discuss location for sample prep; prepare samples only where instructed

WASTES

Sharps ☐ Place cover slips, tips, needles in sharps container

CLOSE OUT

Samples (Store or Ship) ☐ Discuss with beamline staff whether to store samples or ship back to home institution and confirm before leaving

End of Run Form ☐ Complete the End of Run form for NSLS-II

Housekeeping ☐ Check housekeeping (beamline area neat, clean, free of hazards), recycling, tools returned or stored

Publications ☐ Send a copy of your publication to ☑ NSLS-II User Administration ☐ the beamline

Instructions to Trainer: ☐ SAF # ☐ Instructions to User: ☐

(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.

Print User Name | Life # | User Signature | Date | Trainer's Signature | Training Entered
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