

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 shutoff 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 Ladders Review step ladder use if needed; if ladder required, discuss set up, safety and 3-point rule
- 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
- B2 Samples (Storage) Review storage process for samples
- B3 Samples (Store or Ship) Discuss with beamline staff whether to store samples or ship back to home institution and confirm before leaving
- 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 the beamline

[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.

