ACCESS/POLICY

☐ F Prohibited Areas  Access to FOE, mezzanine areas above hut 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 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 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]
(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.

<table>
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<tr>
<th>PRINT User Name</th>
<th>Life #</th>
<th>User Signature</th>
<th>Date</th>
<th>Trainer's Signature</th>
<th>(\checkmark) Training Entered</th>
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Ensure your name and life number are correct and sign the space below that you understand the instructions provided to you in this training.