ACCESS/POLICY
☐ F Signs and Placards Locate and discuss all posted signs and placards (Hazard Info Placard, contact info, PPE).
☐ F Lead Experimenter Lead Experimenter must ensure that safety, training, and reporting requirements are completed.
☐ F Experimental Floor No access to the experimental floor from the lab unless authorized (GERT).

EMERGENCIES
☐ F Contact List Locate and discuss how and when to contact a Floor Coordinator (x5046), the Control Room (x2550), Support Lab Staff and ESH.
☐ 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.

GENERAL SAFETY
☐ F User Authorization User is authorized to operate ONLY the equipment the user has been trained on - review operation and hazards.
☐ F Activity Cards Fill out an activity card if you’re leaving your equipment unattended. It must be clearly marked with name, contact info, dates and a brief description.
☐ F Security Always keep laboratory doors closed and locked. Do not allow “piggy backing”.
☐ R Food/drinks No food or drink allowed in lab.
☐ A Chemicals Discuss use, labeling, storage, disposal and transportation of chemicals.
☐ A Computer Use Do not install any computer software on lab computers.
☐ R Moving/Modifying Equip Do not modify, reconfigure, move, borrow or rearrange any equipment without first consulting with lab CSM.
☐ A Hotplates Do not leave hot plates unattended when energized unless usage case is authorized by the CSM or ESR/SAF.
☐ A Cleaning Glassware Users are responsible for washing/rinsing (DI water)/drying all glassware used. Return glassware to the cabinet clean and dry. Do not remove glassware from the lab. Discuss use, replenishment and disposition.
☐ E 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.
☐ F Electrical Work No work on exposed electrical components without appropriate procedures and electrical training. Equipment must be EEI inspected BEFORE energized.
☐ A Beryllium Identify location of beryllium articles or beryllium windows and process for notification in case of breakage.
☐ A Cryogen Use For cryogen/cryostat use, discuss fill operations, ODH, demonstrate use, wear PPE (eye and skin protection).
☐ A Gas Show location, operations, use, storage of gas (including cabinets if any), emergency response actions.
☐ A Comp Air/N2 Supplies Show location of taps. N2 taps must not be left open without flow control. Max N2 flow 20 SCFM, pressure of 30 psi.
☐ A LHe/N2 Supplies Do not use unless authorized and trained.
☐ A Radioactive Source Do not use unless authorized and trained.

WASTES
☐ F Hazardous waste Do not generate hazardous wastes without consulting with lab staff (CSM).
☐ F Waste Location Show relevant waste collection area and discuss proper disposal (sharps, razor blades, pipette tips, broken glass, hazardous waste & the Satellite Accumulation Area/SAA).

CLOSE OUT
☐ F Housekeeping All equipment, glassware, chemicals, waste are cleaned up, put away and /or properly disposed of. Shutdown all equipment after use and checkout with staff.
☐ F Samples (Store/Ship) Discuss with lab staff whether to store samples or ship back to home institution and confirm before leaving.
(1) Provide training for each checkbox to each lab user. If a checkbox does not apply, cross out that line or write N/A. User must be listed on the SAF and/or ESR. Complete information below. Training is valid for 2 years for this lab only. (2) Send completed forms to NSLS-II Training, Building 741, immediately after all users listed on the SAF (who plan to use this lab) 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>
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Ensure that your name and life number are correct. Sign below that you understand and agree to comply with the instructions provided to you in this training.

Instructions to Trainer: SAF or ESR #

Instructions to User: Trainer: Place ✓ next to your name:

[a] Applicable to this lab  [e] Determined by ESH  [f] Facility requirement for ALL labs  [r] Required for all labs

Liu, Zhenxian