ACCESS
☐ F Training requirements  Training must be valid (1) NSLS-II Safety (2) Cyber Sec (3) GSO and any other training per SAF/ESR or as determined by lab staff.
☐ F Work Planning  All experimental or assembly work performed in this lab requires Lab Specific Training and an approved ESR or SAF.
☐ 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, TLD).

EMERGENCIES
☐ F FLOCO/Control Room  Discuss process to contact a Floor Coordinator (x5046) and the Control Room (x2550) for assistance.
☐ F Lab staff  Discuss process to contact Support Lab Staff for assistance and operations (emergency contact info, phones).
☐ F Emergencies  Discuss where to go and whom to contact during an emergency (x2222)
☐ F Exits  Locate routes to nearest exits.
☐ F Fire Ext/alarms  Locate fire extinguisher(s) and fire pull alarms.
☐ F Eye wash/shower  Locate eye wash/shower.
☐ F Spill Station  Locate spill control station (experimental floor).

LAB EQUIPMENT
☐ F Use Authorization  User must be authorized by lab staff before using support lab space or equipment.
☐ L Evaporator  Do not use unless authorized and trained.
☐ L Glove Box (Argon)  Do not use unless authorized and trained.
☐ A Glove Box (N2)  Do not use unless authorized and trained.
☐ A Microscope  Show location and operation.
☐ A Microscopes/computers  Do not use unless authorized and trained.
☐ L Soldering station  Show location and operation.
☐ A Ultra-sonicator Sys  Show location. Obtain authorization prior to operation. Follow usage guidelines in the ESR.

LAB USE
☐ F Follow SAF & ESR  All activity in lab must be fully described in SAF or ESR. Review location of SAF & ESR.
☐ F Activity Cards  Fill out an activity card if you’re leaving your equipment unattended. It must be clearly marked with name, contact info & date. A brief description can be added but is not necessary. For unattended chemical experiments, please contact the CSM for details
☐ F After hours work  If working alone off hours and weekends, please inform the control room (x2550) before and at the conclusion of work. Business hours are from 9am-5pm, M-F.
☐ F Security  Keep laboratory doors closed and locked at all times. Do not allow "piggy backing".
☐ R Food/dinks  No food or drink allowed in lab.
☐ A PPE  Check placard for area-based PPE. For task-specific PPE refer to ESR or SAF controls section.
☐ A PPE (Haz Mat)  Safety glasses and Gloves required. Additional PPE described in ESR/SAF for handling hazardous materials/chemicals.
☐ A CMS  Chemicals in storage cabinets are all RFID tagged. When manufactured container is emptied, remove RFID tag and place on Bar-code Label Removal sheet located in lab. Chemical owners can delete inventory themselves from CMS.
☐ F Labeling  Chemicals/materials brought to NSLS-II need to be labeled with user name, material name, home institution & date. Solvents aliquoted in glassware must be labeled with chemical name, preparer and date. Use NFPA label when possible.
☐ A Computer Software  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.
☐ F Solvent use  Wear safety glasses and gloves when handling solvents. Keep solvent wash bottles in secondary containers when not in use. Do not use by or dispose of solvents near/down the laboratory sink without prior approval.

ESH & HAZARDS
☐ 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 50V  No work on exposed electrical components >50V without appropriate electrical training.
☐ E Electrical breaker  In case of power failure, contact the FLOCO or support Lab Staff.
☐ F Electrical Equipment  Electrical equipment brought to NSLS-II must be inspected/approved by EEI before being plugged in.
**NSLS-II Lab Specific Training 741-1LL04**  
Course Code PS-LAB-741-1LL04  
Rev Date: 6/11/2018

- □ LN2 authorization: Do not use LN2 in lab unless authorized and trained (HP-OSH-025). Check box when training is complete.
- □ Cryogen use: Wear appropriate PPE when handling cryogens. See SAF for additional controls from ERC.
- □ Gas cylinder auth: Do not connect/disconnect regulator or move gas cylinder unless trained (TQ-COMPGAS1) and authorized. Wear appropriate PPE. All cylinders must be secured before removing protective cap. Show location and operation.
- □ Gas cylinder use: Show location and operation. Use minimum pressure and flow rate needed for use. No pressurizing of closed vessel.
- □ Comp Air/N2 Supplies: Show location of taps. N2 taps must not be left open without flow control. Max N2 flow 200 SCFH.
- □ LHe authorization: Do not use unless LHe in lab unless authorized and trained. Check box when training is complete.
- □ Hazardous waste: Anyone generating Haz Waste must have HP-RCRIGEN3 or PS-USER-HAZWASTE training. No discharge of volatile organic compounds, untreated acids and bases, heavy metals etc. in the lab sink. Individual with full HWG training must co-sign the waste control form.
- □ Waste Location: Show relevant waste collection areas and how to properly dispose of (sharps, razor blades, broken glass, cardboard, metals, hazardous waste & the Satellite Accumulation Area/SA).
- □ Sharps: Dispose of in the designated container as shown in the operator aide posted in the lab.

**CLOSE OUT**
- □ Housekeeping: All equipment, glassware, chemicals, waste are cleaned up, put away and/or properly disposed of.
- □ Samples: Review with staff whether to store samples or ship back to home institution.
- □ Shipping: Review shipping process for hazardous materials.
- □ Check out: Follow shutdown procedure for all lab equipment used. Inform the CSM that lab use is complete via email/phone.

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**Instructions to Trainer:**

Complete information below. Training is valid for 1 year for this lab only. (2) Send completed forms to NSLS-II Training, Building 745, 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>
<thead>
<tr>
<th>Instructions to User:</th>
<th>Trainer: Place √ next to your name:</th>
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</table>
| 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. | Barbour, Andi  
Hu, Wen  
Hunt, Adrian  
Mazzoli, Claudio  
Waluyo, Iradwikanari  
Wilkins, Stuart |

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<thead>
<tr>
<th>PRINT User Name</th>
<th>Life #</th>
<th>User Signature</th>
<th>Date</th>
<th>Trainer’s Signature</th>
<th>Training Entered</th>
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[A] Applicable to this lab  
[E] Determined by ESH  
[F] Facility requirement for ALL labs  
[L] Lab Specific  
[R] Required for all labs