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.

☐ A Vacuum Oven Sys Show Location. Obtain authorization prior to operation.

☐ A Ultra-sonicator Sys Show location. Obtain authorization prior to operation. Follow usage guidelines in the ESR.

☐ A Water Purification Sys Show location and operation.

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.

☐ 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.

☐ A Beryllium Identify location of beryllium articles or beryllium windows and process for notification in case of breakage.

☐ A LN2 authorization Do not use LN2 in lab unless authorized and trained (HP-OSH-025). Check box when training is complete.

☐ A Cryogen use Wear appropriate PPE when handling cryogens. See SAF for additional controls from ERC.

☐ A Gas cylinder auth Do not connect/disconnect regulator or move gas cylinder unless trained (TQ-COMP GAS1) 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.

WASTES

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/SAA).

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.

Check out
- Follow shutdown procedure for all lab equipment used. Inform the CSM that lab use is complete via email/phone.

Instructions to Trainer: SAF or ESR #

Instructions to User: 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.

Training Entered

(1) Provide training for each checkbox to each lab user. If a check box does not apply, cross out that line. User must be listed on the SAF and/or ESR. 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.

Trainer: Place √ next to your name:
- Barbour, Andi
- Wilkins, Stuart

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