## ACCESS/POLICY
- **☐ ESR/SAF** Locate and discuss contents, requirements and expectations for experimental and/or assembly work.
- **☐ Signs and Placards** Locate and discuss all posted signs and placards (Hazard Info Placard, contact info, PPE)
- **☐ Lead Experimenter** Lead Experimenter must ensure that safety, training, and reporting requirements are completed.
- **☐ Experimental Floor** No access to the experimental floor from the lab unless authorized (GERT).

## EMERGENCIES
- **☐ Contact List** Locate and discuss how and when to contact a Floor Coordinator (x5046), the Control Room (x2550), Support Lab Staff and ESH.
- **☐ Emergencies** Discuss emergency response and accountability responsibilities. Locate assembly, shelter-in-place areas, exits, and fire alarm pull boxes.
- **☐ Eye wash/shower** Locate eye wash/shower.
- **☐ Spill Station** Locate spill control station.

## GENERAL SAFETY
- **☐ User Authorization** User is authorized to operate ONLY the equipment the user has been trained on - review operation and hazards.
- **☐ 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.
- **☐ Security** Always keep laboratory doors closed and locked. Do not allow "piggy backing".
- **☐ Food/drinks** No food or drink allowed in lab.
- **☐ Chemicals** Discuss use, labeling, storage, disposal and transportation of chemicals.
- **☐ Computer Use** Do not install any computer software on lab computers.
- **☐ Moving/Modifying Equip** Do not modify, reconfigure, move, borrow or rearrange any equipment without first consulting with lab CSM.
- **☐ Hotplates** Do not leave hot plates unattended when energized unless usage case is authorized by the CSM or ESR/SAF.
- **☐ 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.
- **☐ 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.
- **☐ Electrical Work** No work on exposed electrical components without appropriate procedures and electrical training. Equipment must be EFI inspected BEFORE energized.
- **☐ Beryllium** Identify location of beryllium articles or beryllium windows and process for notification in case of breakage.
- **☐ Cryogen Use** For cryogen/cryostat use, discuss fill operations, ODH, demonstrate use, wear PPE (eye and skin protection).
- **☐ Gas** Show location, operations, use, storage of gas (including cabinets if any), emergency response actions.
- **☐ 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.
- **☐ LHe Authorization** Do not use unless authorized and trained.
- **☐ Radioactive Source** Do not use unless authorized and trained.

## WASTES
- **☐ Hazardous waste** Do not generate hazardous wastes without consulting with lab staff (CSM).
- **☐ 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
- **☐ 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.
- **☐ 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>
<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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<tbody>
<tr>
<td>Barbour, Andi</td>
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<td>Wilkins, Stuart</td>
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