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 AKTAPrime plus  
Do not use unless authorized and trained.

☐ A Centrifuge(s)  
Show location and operation.

☐ A Freezer/Refrigerator  
Prior approval required to store samples inside. Remove all samples after completing an experiment.

☐ L G3p-8 Spincoater  
Do not use unless authorized and trained.

☐ A Hood (HEPA)  
Show location and operation.

☐ L Piranha Etch Solution  
Do not use unless authorized and trained.

☐ L Spectrophotometer  
Do not use unless authorized and trained.

☐ 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/drinks  
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.

☐ A Cleaning glassware  
Users are responsible for washing, rinsing with DI water and drying all glassware used. All glassware must be returned to the glassware cabinet clean and dry. Do not remove glassware from the lab.

☐ 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.

NSLS-II Lab Specific Training 741-1LL07

Instructions to Trainer: SAF or ESR #

(1) Provide training for each checkbox to each lab user. If a checkbox 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.

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.

Printing User Name | Life # | User Signature | Date | Trainer's Signature | Training Entered
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