NSLS-II Lab Specific Training 741-1LL08  
Course Code PS-LAB-741-1LL08  
Rev Date: 6/1/2018

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.
☐ A 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 Balances  
Show location and operation.
☐ A Centrifuge(s)  
Show location and operation.
☐ L Dishwasher  
Show location and operation.
☐ L Echo system  
Do not use unless authorized and trained.
☐ A Freezer/Refrigerator  
Prior approval required to store samples inside. Remove all samples after completing an experiment.
☐ A Hood (Fume)  
Do not use unless authorized and trained.
☐ L Incubators  
Show location and operation.
☐ A Microscopes/computers  
Do not use unless authorized and trained.
☐ L Spectroplarimeter  
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
☐ A 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.
☐ A 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 the placard for your required PPE. Wear additional PPE as designated in SAF or ESR. Please remove any PPE (Nitrile gloves and/or lab coat) used/worn/contaminated in the lab before exiting.
☐ 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 deleted 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.

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**ESH & HAZARDS**

- **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 50V**
  - No work on exposed electrical components >50V without appropriate electrical training.

- **Electrical breaker**
  - In case of power failure, contact the FLOCO or support Lab Staff.

- **Electrical Equipment**
  - Electrical equipment brought to NSLS-II must be inspected/approved by EEI before being plugged in.

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

- **Comp Air/N2 Supplies**
  - Show location of taps. N2 taps must not be left open without flow control. Max N2 flow 200 SCFH.

**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.

- **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:**
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.

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**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.

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**PRINT User Name**  
**Life #**  
**User Signature**  
**Date**  
**Trainer's Signature**  
**Training Entered**

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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