ACCESS

☐ F	Training requirements	Training must be valid (1) NSLS-II Safety (2) Cyber Sec (3) GSO (4) Other training per SAF (safety approval form) or lab staff.
☐ F	Safety Approval Form	Use beamline SAF or lab-only SAF. Significant changes to experiment must be added (new users, equipment, materials added/increased).
☐ 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 (FLOCO, 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.
☐ F	Exits	Locate routes to nearest exits.
☐ F	Fire Ext/alarms	Locate fire extinguisher(s) and fire alarm pull(s).
☐ 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. Explain which lab equipment user is authorized to use. Locate procedures/manuals/instructions.
☐ A	Centrifuge	Do not use unless authorized and trained. Check box when training is complete.
☐ L	Glove Box (Argon)	Do not use unless authorized and trained. Check box when training is complete.
☐ A	Hood (HEPA)	Do not use unless authorized and trained. Check box when training is complete.
☐ A	Hood (Fume)	Do not use unless authorized and trained. Check box when training is complete.
☐ L	Oven (Forced-Air)	Do not use unless authorized and trained. Check box when training is complete.
☐ A	Water Purification Sys	Show location and operation.

LAB USE

☐ F	Follow SAF & ESR	All activity in lab must be described in SAF or ESR (experiment safety review). Review location of SAF & ESR.
☐ F	Unattended experiments	Do not leave any ongoing experiments unattended unless cleared by lab CSM. If unattended experiments are allowed, clearly mark your area/experiment with name, contact info, date and brief experiment description.
☐ R	No food/drinks in lab	No food or drink allowed in lab.
☐ A	PPE	Entering this lab requires safety glasses. For handing materials and chemicals, wear additional PPE (gloves, lab coat,…) as defined in SAF or ESR.
☐ A	PPE (Haz Mat)	For handling hazardous material, solvents, wear appropriate PPE (gloves, lab coat, etc.) defined in SAF or ESR.
☐ A	CMS (Bar Code)	Manufactured chemicals require a BNL Chemical Management System (CMS) bar code.
☐ A	CMS (Empty Containers)	When empty, manufactured chemicals' barcodes should be released from the CMS database, and barcode removed from empty containers before disposal.
☐ F	Labeling	Chemicals/materials not in original containers need a label with user name, material name, & 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 or reconfigure any equipment without first asking CSM. Do not move or rearrange lab equipment without first asking CSM. Do not borrow anything from the lab without first asking CSM.
☐ A	Hotplates	Do not leave hot plates unattended when energized.
☐ A	Cleaning glassware	Users are responsible for washing, rinsing with DI water, and drying all glassware used. All glassware must be returnd to the glassware cabinet clean and dry.
☐ F	Solvent use	Wear safety glasses and gloves when handling solvents. Keep solvent washbottles in secondary containers when not in use.

ESH & HAZARDS

☐ 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.
☐ E	Lifting	If lifting heavy objects (>30 lbs), keep weight close to the body (between shoulders and knees) or use lifting and/or mechanical aids or two person lifts.
☐ A	Cryogen use	Wear appropriate PPE when handling cryogens.
☐ A	LN2 authorization	Do not use LN2 in lab unless authorized and trained. Check box when training is complete.
☐ A	Comp Air/N2 Supplies	Show location of taps. N2 taps must not be left open without flow control. Max N2 flow 200 SCFH.

☐ A	Gas cylinder auth	Do not connect regulator, disconnect regulator, or move gas cyliner unless trained and authorized. Check box when training is complete. Wear appropriate PPE. All cylinders must be secured before removing protective cap.
☐ A	Gas cylinder use	Show location and operation. Use minimum pressure and flow rate needed for use. No pressurizing of closed vessel.

WASTES

☐ F	Hazardous waste	Do not generate hazardous wastes without talking with support lab staff. Anyone generating Hazardous Waste must have Lab Standard and Hazardous Waste Generator training.
☐ F	Waste Location	Show relevant waste collection areas and discuss training requirements (sharps, razor blades, pipet tips, broken glass, hazardous waste Satellite Accumulation Area/SAA)
☐ A	Sharps	All sharps, including syringe needles, syringe barrels, microscope slides, and scalpels are treated as medical waste. Dispose of in red biohazard container.

CLOSE OUT

☐ F	Housekeeping	All equipment, glassware, chemicals, waste are cleaned up/ put away /properly disposed of.
☐ A	Samples	Review with staff whether to store samples or ship back to home institution.
☐ A	Shipping	Review shipping process for hazardous materials.
☐ A	Shut down	Follow shutdown procedure for all lab equipment used and inform the staff lab use is complete.

Instructions to Trainer:

(1) Provide training to each lab user. 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.

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 lab specific training.

Trainer: Place √ next to your name:

☐ Trunk, John

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