# ACCESS

- **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.
- **Work Planning**: All experimental or assembly work performed in this lab requires Lab Specific Training and an approved ESR or SAF.
- **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, TLD).

# EMERGENCIES

- **FLOCO/Control Room**: Discuss process to contact a Floor Coordinator (x5046) and the Control Room (x2550) for assistance.
- **Lab staff**: Discuss process to contact Support Lab Staff for assistance and operations (emergency contact info, phones).
- **Emergencies**: Discuss where to go and whom to contact during an emergency (x2222).
- **Exits**: Locate routes to nearest exits.
- **Fire Ext/alarms**: Locate fire extinguisher(s) and fire pull alarms.
- **Eye wash/shower**: Locate eye wash/shower.
- **Spill Station**: Locate spill control station (experimental floor).

# LAB EQUIPMENT

- **Use Authorization**: User must be authorized by lab staff before using support lab space or equipment.
- **MET- Bruker 66**: Do not use unless authorized and trained.
- **Microscope/ContinuumIR**: Do not use unless authorized and trained.
- **MicroscopeSpotlightIR**: Do not use unless authorized and trained.

# LAB USE

- **Follow SAF & ESR**: All activity in lab must be fully described in SAF or ESR. Review location of SAF & ESR.
- **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.
- **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.
- **Security**: Keep laboratory doors closed and locked at all times. Do not allow “piggy backing”.
- **Food/drinks**: No food or drink allowed in lab.
- **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.
- **Moving/modifyng 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.
- **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

- **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.
- **LN2 authorization**: Do not use LN2 in lab unless authorized and trained (HP-OSH-025). Check box when training is complete.
- **Cryogen use**: Wear appropriate PPE when handling cryogens. See SAF for additional controls from ERC.
- **Gas cylinder auth**: Do not connect/disconnect regulator or move gas cylinder unless trained (TQ-COMPAS1) 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-RCRGEN3 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).

CLOSE OUT

☐ F Waste Location

☐ F Housekeeping

All equipment, glassware, chemicals, waste are cleaned up, put away and/or 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 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.

(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.

PRINT User Name | Life # | User Signature | Date | Trainer's Signature | ✔ Training Entered
--- | --- | --- | --- | --- | ---