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 Laser cutter
Show location and operation. Needs training.

☐ L Oven (Vacuum/Hi Temp)
Proper PPE required, must be used under technician's supervision.

☐ L Soldering station
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 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.

☐ 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 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.

☐ 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.

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

☐ A Gas cylinder auth
Do not connect/disconnect regulator or move gas cylinder unless trained (TQ-COMPGAS1) and authorized. Wear appropriate PPE. All cylinders must be secured before removing protective cap. Show location and operation.

☐ A Gas cylinder use
Show location and operation. Use minimum pressure and flow rate needed for use. No pressurizing of closed vessel.

☐ 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 SealedRadioactivSource
Do not use unless authorized and training completed.

WASTES

☐ A Sharps
Dispose of in the designated container as shown in the operator aide posted in the lab.

CLOSE OUT

☐ F Housekeeping
All equipment, glassware, chemicals, waste are cleaned up, put away and /or properly disposed of.
NSLS-II Lab Specific Training 743-3LL02

Check out: Follow shutdown procedure for all lab equipment used. Inform the CSM that lab use is complete via email/phone.

<table>
<thead>
<tr>
<th>Instructions to Trainer: SAF or ESR #</th>
<th>Instructions to User:</th>
<th>Trainer: Place ✓ next to your name:</th>
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| (1) Provide training for each checkbox to each lab user. If a check box 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. | 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. | ☐ Khalid, Syed
☐ Smith, Randy |

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<thead>
<tr>
<th>PRINT User Name</th>
<th>Life #</th>
<th>User Signature</th>
<th>Date</th>
<th>Trainer's Signature</th>
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