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 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 RGD Microprobe
  Do not use unless authorized and trained.
☐ 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.
☐ 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.
☐ 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.
☐ 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 Beryllium
  Identify location of beryllium articles or beryllium windows and process for notification in case of breakage.
☐ A LN2 authorization
  Do not use LN2 in lab unless authorized and trained (HP-OSH-025). Check box when training is complete.
☐ A Cryogen use
  Wear appropriate PPE when handling cryogens. See SAF for additional controls from ERC.
☐ 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
☐ F 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
☐ F 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**

**Housekeeping**

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

<table>
<thead>
<tr>
<th>Instructions to Trainer: SAF or ESR #</th>
<th>Instructions to User:</th>
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<tbody>
<tr>
<td>(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.</td>
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<tr>
<td>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.</td>
<td></td>
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<tr>
<th>PRINT User Name</th>
<th>Life #</th>
<th>User Signature</th>
<th>Date</th>
<th>Trainer's Signature</th>
<th>✔ Training Entered</th>
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**Keister, Jeffrey**

**LaMarra, Steven**

**Smith, Randy**