

**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.

**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.
- L RGD Microprobe Do not use unless authorized and trained. Check box when training is complete.

**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 (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.
- 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.
- 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 cryogenics.
- 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 cylinder 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.
- A Beryllium Identify location of beryllium articles or beryllium windows and process for notification in case of breakage.
- A SealedRadioactivSource Do not use unless authorized and training completed.

**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)

**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  $\checkmark$  next to your name:

- Dong, Qing-Yi

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