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.

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”.
☐ F 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.
☐ 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.
☐ R Moving/modify 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
☐ F Electrical work 50V
No work on exposed electrical components >50V without appropriate electrical training.
☐ 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 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 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).
☐ A Sharps
Dispose of in the designated container as shown in the operator aide posted in the lab.
**CLOSE OUT**

<table>
<thead>
<tr>
<th>Checkbox</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ F</td>
<td>Housekeeping: All equipment, glassware, chemicals, waste are cleaned up, put away and/or properly disposed of.</td>
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<tr>
<td>☐ A</td>
<td>Samples: Review with staff whether to store samples or ship back to home institution.</td>
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<tr>
<td>☐ A</td>
<td>Shipping: Review shipping process for hazardous materials.</td>
</tr>
<tr>
<td>☐ A</td>
<td>Check out: Follow shutdown procedure for all lab equipment used. Inform the CSM that lab use is complete via email/phone.</td>
</tr>
</tbody>
</table>

**Instructions to Trainer:**

(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.

**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.

**Trainer:** Place ✓ next to your name:

- ☐ Cunsolo, Alessandro
- ☐ LaMarra, Steven

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**PRINT User Name** | **Life #** | **User Signature** | **Date** | **Trainer’s Signature** | ✓ **Training Entered**
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