**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.

☐ A 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 Hydraulic Press/Heater  
Proper PPE required. Check with staff for temperature and pressure range.

☐ A Microscope  
Show location and operation.

☐ 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

☐ A 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.

☐ A 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 the placard for your required PPE. Wear additional PPE as designated in SAF or ESR. Please remove any PPE (Nitrile gloves and/or lab coat) used/worn/contaminated in the lab before exiting.

☐ A PPE (Haz Mat)  
Safety glasses and Gloves required. Additional PPE described in ESR/SAF for handling hazardous materials/chemicals.

☐ A CMS  
Chemicals in storage cabinets are all RFID tagged. When manufactured container is emptied, remove RFID tag and place on Bar-code Label Removal sheet located in lab. Chemical owners can delete inventory themselves from CMS.

☐ 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 deleted 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.

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

☐ 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.

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**NSLS-II Lab Specific Training 743-3LL06**

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ A</td>
<td>Gas cylinder use</td>
<td>Show location and operation. Use minimum pressure and flow rate needed for use. No pressurizing of closed vessel.</td>
</tr>
<tr>
<td>☑ A</td>
<td>Comp Air/N2 Supplies</td>
<td>Show location of taps. N2 taps must not be left open without flow control. Max N2 flow 200 SCFH.</td>
</tr>
<tr>
<td>☑ A</td>
<td>LHe authorization</td>
<td>Do not use unless LHe in lab unless authorized and trained. Check box when training is complete.</td>
</tr>
<tr>
<td>☑ F</td>
<td>Hazardous waste</td>
<td>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.</td>
</tr>
<tr>
<td>☑ F</td>
<td>Waste Location</td>
<td>Show relevant waste collection areas and how to properly dispose of (sharps, razor blades, broken glass, cardboard, metals, hazardous waste &amp; the Satellite Accumulation Area/SAA).</td>
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<tr>
<td>☑ A</td>
<td>Sharps</td>
<td>Dispose of in the designated container as shown in the operator aide posted in the lab.</td>
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**CLOSE OUT**

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

**Training Entered**

<table>
<thead>
<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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