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 Autoclave  Do not use unless authorized and trained.

☐ L Cryo-microtome  Do not use unless authorized and trained.

☐ A Freezer/Refrigerator  Prior approval required to store samples inside. Remove all samples after completing an experiment.

☐ L Freezer -80 C  Prior approval required to store samples inside.

☐ A Hood (Fume)  Do not use unless authorized and trained.

☐ L Incubatr/CellCulturHood  Do not use unless authorized and trained.

☐ A Microscopes/computers  Do not use unless authorized and trained.

☐ L Microtome  Do not use unless authorized and trained.

☐ A Plunge Freezer  Do not use unless authorized and trained.

☐ A Water Purification Sys  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 CMS  Chemicals in storage cabinets are all RFID tagged. When manufactured container is emptied, remove RFID tag and place on Barcode 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 aliquotted in glassware must be labeled with chemical name, preparer and date. Use NFPA label when possible.

☐ M Moving/modifying equip  Do not modify, reconfigure, move, borrow or rearrange any equipment without first consulting with lab CSM.

☐ A Hotplates  Do not leave hot plates unattended when energized unless usage case is authorized by the CSM or ESR/SAF.

☐ A Cleaning glassware  Users are responsible for washing, rinsing with DI water and drying all glassware used. All glassware must be returned to the glassware cabinet clean and dry. Do not remove glassware from the lab.

☐ 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
- **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.
- **Electrical work 50V**: No work on exposed electrical components >50V without appropriate electrical training.
- **Electrical breaker**: In case of power failure, contact the FLOCO or support Lab Staff.
- **Electrical Equipment**: Electrical equipment brought to NSLS-II must be inspected/approved by EEI before being plugged in.
- **LN2 authorization**: Do not use LN2 in lab unless authorized and trained (HP-OSH-025). Check box when training is complete.
- **Cryogen use**: Wear appropriate PPE when handling cryogens. See SAF for additional controls from ERC.
- **Comp Air/N2 Supplies**: Show location of taps. N2 taps must not be left open without flow control. Max N2 flow 200 SCFH.

WASTES
- **Hazardous waste**: Anyone generating Haz Waste must have HP-RCRGEN3 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.
- **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).
- **Sharps**: Dispose of in the designated container as shown in the operator aide posted in the lab.

CLOSE OUT
- **Housekeeping**: All equipment, glassware, chemicals, waste are cleaned up, put away and/or properly disposed of.
- **Samples**: Review with staff whether to store samples or ship back to home institution.
- **Check out**: Follow shutdown procedure for all lab equipment used. Inform the CSM that lab use is complete via email/phone.

Instructions to Trainer: SAF or ESR #

Instructions to User: Trainer: Place √ next to your name:

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<th>PRINT User Name</th>
<th>Life #</th>
<th>User Signature</th>
<th>Date</th>
<th>Trainer’s Signature</th>
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