ACCESS/POLICY
- [F] ESR/SAF: Locate and discuss contents, requirements and expectations for experimental and/or assembly work.
- [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).

EMERGENCIES
- [F] Contact List: Locate and discuss how and when to contact a Floor Coordinator (x5046), the Control Room (x2550), Support Lab Staff and ESH.
- [F] Eye wash/shower: Locate eye wash/shower.
- [F] Spill Station: Locate spill control station.

GENERAL SAFETY
- [F] User Authorization: User is authorized to operate ONLY the equipment the user has been trained on - review operation and hazards. Fill out an activity card if you’re leaving your equipment unattended. It must be clearly marked with name, contact info, dates and a brief description.
- [R] Food/drinks: No food or drink allowed in lab.
- [A] Chemicals: Discuss use, labeling, storage, disposal and transportation of chemicals.
- [R] 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 (DI water)/drying all glassware used. Return glassware to the cabinet clean and dry. Do not remove glassware from the lab. Discuss use, replenishment and disposition.
- [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: No work on exposed electrical components without appropriate procedures and electrical training. Equipment must be EEI inspected BEFORE energized.
- [A] Beryllium: Identify location of beryllium articles or beryllium windows and process for notification in case of breakage.
- [A] Cryogen Use: For cryogen/cryostat use, discuss fill operations, ODH, demonstrate use, wear PPE (eye and skin protection).
- [A] Gas: Show location, operations, use, storage of gas (including cabinets if any), emergency response actions.
- [A] Comp Air/N2 Supplies: Show location of taps. N2 taps must not be left open without flow control. Max N2 flow 20 SCFM, pressure of 30 psi.

WASTES
- [F] Hazardous waste: Do not generate hazardous wastes without consulting with lab staff (CSM).
- [F] Waste Location: Show relevant waste collection area and discuss proper disposal (sharps, razor blades, pipette tips, broken glass, hazardous waste & the Satellite Accumulation Area/SAA).

CLOSE OUT
- [F] Housekeeping: All equipment, glassware, chemicals, waste are cleaned up, put away and /or properly disposed of. Shutdown all equipment after use and checkout with staff.
- [F] Samples (Store/Ship): Discuss with lab staff whether to store samples or ship back to home institution and confirm before leaving.
**Instructions to Trainer:**

SAF or ESR #

(1) Provide training for each checkbox to each lab user. If a checkbox does not apply, cross out that line or write N/A. User must be listed on the SAF and/or ESR. Complete information below. Training is valid for 2 years 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.

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<table>
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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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Trainer: Place ✓ next to your name:

- Ali, Christine
- Hollmers, Ryan
- McCarthy, Liam
- Miller, Lisa
- Nicholas, Sarah
- Smith, Randy
- Victor, Tiffany