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 (GER, 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.

☐ A Centrifuge(s)
Show location and operation.

☐ A Glove Box (N2)
Do not use unless authorized and trained.

☐ A Hood (HEPA)
Show location and operation.

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

☐ A Microscope
Show location and operation.

☐ A Microscopes/computers
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 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 labeled 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.

☐ 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

☐ 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.
NSLS-II Lab Specific Training 743-3LL09

Course Code PS-LAB-743-3LL09  Rev Date: 7/26/2018

☐ E Electrical breaker  In case of power failure, contact the FLOCO or support Lab Staff.
☐ F 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.
☐ A Gas cylinder use  Show location and operation. Use minimum pressure and flow rate needed for use. No pressurizing of closed vessel.
☐ 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 LHe authorization  Do not use unless LHe in lab unless authorized and trained. Check box when training is complete.
☐ 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
☐ F Housekeeping  All equipment, glassware, chemicals, waste are cleaned up, put away and /or 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 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 #

(1) Provide training for each checkbox to each lab user. If a checkbox does not apply, cross out the 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.

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<th>Life #</th>
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