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 Airfuge Do not use unless authorized and trained.
☐ L AKTPrime plus Do not use unless authorized and trained.
☐ L Autoclave Do not use unless authorized and trained.
☐ L Balances Show location and operation.
☐ L Biomate 3 Do not use unless authorized and trained.
☐ A Centrifuge(s) Show location and operation.
☐ L Centrifuge 5417c Do not use unlessauthorized and trained.
☐ L Centrifuge 5810 Do not use unless authorized and trained.
☐ L CO₂ Snowjet Cleaner Wear lab coat and face shield when handling CO₂ cleaning stream. Users must obtain approval before using. Checked box indicates authorization.
☐ L Cryo-microtome Do not use unless authorized and trained.
☐ L Dishwasher Show location and operation.
☐ L Echo system Do not use unless authorized and trained.
☐ L FIS-BrukVer80v/Hyp2000 Do not use unless authorized and trained.
☐ L FIS-Micro-Raman 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.
☐ L Freeze Dryer Do not use unless authorized and trained.
☐ L G3p-8 Spincoater Do not use unless authorized and trained.
☐ L Glove Box (Argon) Do not use unless authorized and trained.
☐ A Glove Box (N2) Do not use unless authorized and trained.
☐ A Hood (HEPA) Show location and operation.
☐ A Hood (Fume) Do not use unless authorized and trained.
☐ L Hot plate stirrers Show location and operation.
☐ L HPLC system Do not use unless authorized and trained.
☐ L Hydraulic Press/Heater Proper PPE required. Check with staff for temperature and pressure range.
☐ L Ice maker Show location.
☐ L Incubators Show location and operation.
☐ L Incubatr/CellCultrHood Do not use unless authorized and trained.
☐ L Laser cutter Show location and operation. Needs training.
☐ L MET- Bruker 66 Do not use unless authorized and trained.
☐ L METBruk66/Ellipsometer Do not use unless authorized and trained.
☐ A Microscope Show location and operation.
☐ A Microscopes/computers Do not use unless authorized and trained.
☐ L Microscope/ContinuumIR Do not use unless authorized and trained.
### NSLS II Lab Specific Training LAB-TEMPLATE

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microscope/HyFPA IR</td>
<td>Do not use unless authorized and trained.</td>
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<tr>
<td>MicroscopeLCAPVacC</td>
<td>Do not use unless authorized and trained separately from the lab-specific-training.</td>
</tr>
<tr>
<td>Microscope Olympus BX51</td>
<td>Users must obtain approval before using. Checked box indicates authorization.</td>
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<tr>
<td>Microscope Nikon</td>
<td>Users must obtain approval before using. Checked box indicates authorization.</td>
</tr>
<tr>
<td>Microscope Spotlight IR</td>
<td>Do not use unless authorized and trained.</td>
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<tr>
<td>Microtome</td>
<td>Do not use unless authorized and trained.</td>
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<tr>
<td>Minispin</td>
<td>Show location and operation.</td>
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<tr>
<td>Nanodrop 2000</td>
<td>Do not use unless authorized and trained.</td>
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<tr>
<td>Oven ( Forced-Air )</td>
<td>Do not use unless authorized and trained.</td>
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<tr>
<td>Oven ( Vacuum )</td>
<td>Check with staff on the materials being used and the maximum temperature before use. Checked box indicates authorization.</td>
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<tr>
<td>Oven ( Vacuum/Hi Temp )</td>
<td>Proper PPE required, must be used under technician’s supervision.</td>
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<tr>
<td>Piranha Etch Solution</td>
<td>Do not use unless authorized and trained.</td>
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<tr>
<td>RGD Microprobe</td>
<td>Do not use unless authorized and trained.</td>
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<tr>
<td>Robot Operations</td>
<td>Only trained Automation Staff are authorized to operate Robot. Authorization requires thorough understanding of ESR Automation Oper Conditions &amp; Equip manuals for Staubli TX60, TX60L, TX40 robots and the Absolut Dewars.</td>
</tr>
<tr>
<td>SDS-PAGE</td>
<td>Do not use unless authorized and trained.</td>
</tr>
<tr>
<td>Vacuum Oven Sys</td>
<td>Show location. Obtain authorization prior to operation.</td>
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<tr>
<td>Soldering station</td>
<td>Show location and operation.</td>
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<tr>
<td>Sorvall LYNX 4000</td>
<td>Do not use unless authorized and trained.</td>
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<tr>
<td>Spectrometer ( UV )</td>
<td>Do not use unless authorized and trained.</td>
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<td>Spectrophotometer</td>
<td>Do not use unless authorized and trained.</td>
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<tr>
<td>Spectroplanarimeter</td>
<td>Do not use unless authorized and trained.</td>
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<tr>
<td>Speed Vac</td>
<td>Do not use unless authorized and trained.</td>
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<tr>
<td>Ultra-sonicator Sys</td>
<td>Show location. Obtain authorization prior to operation. Follow usage guidelines in the ESR.</td>
</tr>
<tr>
<td>Water Purification Sys</td>
<td>Show location and operation.</td>
</tr>
</tbody>
</table>

### LAB USE

- **Follow SAF & ESR**
  - All activity in lab must be fully described in SAF or ESR. Review location of SAF & ESR.

- **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.

- **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.

- **Security**
  - Keep laboratory doors closed and locked at all times. Do not allow "piggy backing".

- **Food/drinks**
  - No food or drink allowed in lab.

- **PPE**
  - Check placard for area-based PPE. For task-specific PPE refer to ESR or SAF controls section.

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

- **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.

- **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.

- **Computer Software**
  - Do not install any computer software on lab computers.

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

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

- **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.

- **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.
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. 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:  Trainer: Place √ next to your name:

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.

<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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