### ACCESS/POLICY

- **☐ ESR/SAF**
  - Locate and discuss contents, requirements and expectations for experimental and/or assembly work.
- **☐ Signs and Placards**
  - Locate and discuss all posted signs and placards (Hazard Info Placard, contact info, PPE)
- **☐ Lead Experimenter**
  - Lead Experimenter must ensure that safety, training, and reporting requirements are completed.
- **☐ Experimental Floor**
  - No access to the experimental floor from the lab unless authorized (GERT).

### EMERGENCIES

- **☐ Contact List**
  - Locate and discuss how and when to contact a Floor Coordinator (x5046), the Control Room (x2550), Support Lab Staff and ESH.
- **☐ Emergencies**
  - Discuss emergency response and accountability responsibilities. Locate assembly, shelter-in-place areas, exits, and fire alarm pull boxes.
- **☐ Eye wash/shower**
  - Locate eye wash/shower.
- **☐ Spill Station**
  - Locate spill control station.

### GENERAL SAFETY

- **☐ User Authorization**
  - User is authorized to operate ONLY the equipment the user has been trained on - review operation and hazards.
- **☐ Activity Cards**
  - 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.
- **☐ Security**
  - Always keep laboratory doors closed and locked. Do not allow “piggy backing”.
- **☐ R Food/drinks**
  - No food or drink allowed in lab.
- **☐ A Chemicals**
  - Discuss use, labeling, storage, disposal and transportation of chemicals.
- **☐ A Computer Use**
  - 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 (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.
- **☐ A LHe Authorization**
  - Do not use unless authorized and trained.
- **☐ A Radioactive Source**
  - Do not use unless authorized and trained.

### WASTES

- **☐ Hazardous waste**
  - Do not generate hazardous wastes without consulting with lab staff (CSM).
- **☐ 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

- **☐ 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.
- **☐ Samples (Store/Ship)**
  - Discuss with lab staff whether to store samples or ship back to home institution and confirm before leaving.

---

[A] Applicable to this lab  [E] Determined by ESH  [F] Facility requirement for ALL labs  [R] Required for all labs
(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 741, 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.

<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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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.

Instructions to Trainer: SAF or ESR #

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

[A] Applicable to this lab  [E] Determined by ESH  [F] Facility requirement for ALL labs  [R] Required for all labs