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.
☐ A Experimental Floor
   No access to the experimental floor from the lab unless authorized (GERs, TLD).

EMERGENCIES
☐ F FLOCO/Control Room
   Discuss process to contact a Floor Coordinator (x5046) and the Control Room (x2550) for assistance.
☐ L 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
☐ L Airfuge
   Do not use unless authorized and trained.
☐ L AKTAprime 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 unless authorized 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-BrukerVer80v/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 Incubator/CellCultHood
   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 METBruker66/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  

☐ L Microscope/HyFPA IR  Do not use unless authorized and trained.
☐ L Microscope LC Apparatus/Vacuum  Do not use unless authorized and trained separately from the lab-specific-training.
☐ L Microscope Olympus BX51  Users must obtain approval before using. Checked box indicates authorization.
☐ L Microscope Nikon  Users must obtain approval before using. Checked box indicates authorization.
☐ L MicroscopeSpotlight IR  Do not use unless authorized and trained.
☐ L Microtome  Do not use unless authorized and trained.
☐ L Minispin  Show location and operation.
☐ L Nanodrop 2000  Do not use unless authorized and trained.
☐ L Oven (Forced-Air)  Do not use unless authorized and trained.
☐ L Oven (Vacuum)  Check with staff on the materials being used and the maximum temperature before use. Checked box indicates authorization.
☐ L Oven (Vacuum/Hi Temp)  Proper PPE required, must be used under technician’s supervision.
☐ L Piranha Etch Solution  Do not use unless authorized and trained.
☐ L RGD Microprobe  Do not use unless authorized and trained.
☐ L Robot Operations  Only trained Automation Staff are authorized to operate Robot. Authorization requires thorough understanding of ESR Automation Oper Conditions & Equip manuals for Staubli TX60, TX60L, TX40 robots and the Absolut Dews.
☐ L SDS-PAGE  Do not use unless authorized and trained.
☐ A Vacuum Oven Sys  Show Location. Obtain authorization prior to operation.
☐ L Soldering station  Show location and operation.
☐ L Sorvall LYNX 4000  Do not use unless authorized and trained.
☐ L Spectrometer (UV)  Do not use unless authorized and trained.
☐ L Spectrophotometer  Do not use unless authorized and trained.
☐ L Spectrophotometer  Do not use unless authorized and trained.
☐ L Speed Vac  Do not use unless authorized and trained.
☐ A Ultra-sonicator Sys  Show location. Obtain authorization prior to operation. Follow usage guidelines in the ESR.
☐ 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.
☐ A 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.
☐ A Security  Keep laboratory doors closed and locked at all times. Do not allow "piggy backing".
☐ R Food/drink  No food or drink allowed in lab.
☐ A PPE  Check the placard for your required PPE. Wear additional PPE as designated in SAF or ESR. Please remove any PPE (Nitrile gloves and/or lab coat) used/worn/contaminated in the lab before exiting.
☐ 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 deleted 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 equipment  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.

- **Beryllium**
  - Identify location of beryllium articles or beryllium windows and process for notification in case of breakage.

- **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.

- **Oxygen Deficiency Haz**
  - Discuss use of ODH monitor. In case of alarm, evacuate area, call control room. A FLOCO will investigate and call the fire dept.

- **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.

- **Gas cylinder use**
  - Show location and operation. Use minimum pressure and flow rate needed for use. No pressurizing of closed vessel.

- **Comp Air/N2 Supplies**
  - Show location of taps. N2 taps must not be left open without flow control. Max N2 flow 200 SCFH.

- **LHe authorization**
  - Do not use unless LHe in lab unless authorized and trained. Check box when training is complete.

- **SealedRadioactivSource**
  - Do not use unless authorized and training completed.

### WASTES

- **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.

- **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.

- **Shipping**
  - Review shipping process for hazardous materials.

- **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:

- 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>
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<th>PRINT User Name</th>
<th>Life #</th>
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