

BeamLine Operations and Safety Awareness (BLOSA) Checklist

BeamlineX3A

All users must be instructed in operating the beamline safely. Leave checkbox blank if not applicable. Training valid 2 years. Visitors use Visitor/Escort forms.

EMERGENCIES

- Exits R Locate routes to nearest exits
- Fire Extinguishers R Locate fire extinguisher
- Alarm Pulls R Locate fire alarm pull
- Eye Wash/Shower R Locate eye wash/shower [For labs without eye wash stations, prop open door if using corrosives]
- Spill Station R Locate spill control station
- Green/Yellow Boards R Locate/discuss Green Board (beamline emergency contacts, phones and info) and Yellow Board (safety info)
- Emergency Stop A Locate emergency stop buttons, review purpose and operation

CONTACTS

- OPCO R Refer to instructions posted on the beamline phone for Operations Coordinator (OPCO) Assistance

BEAMLINE OPERATIONS

- Hutch Interlocks A Review hutch interlock operations; emphasize that purpose of interlocks is to prevent injury when beam is on
- Enabling Beamline R Review procedures to enable beamline
- Red & Yellow Tags R Provide information about any beamline equipment or systems that are yellow or red tagged
- Beamline Config R Configuration changes to beamline are to be completed by Beamline Staff only
- Power Failure A Identify circuit breaker location; contact Beamline Staff or OPCO to reset circuit breakers
- Water Valves A User may adjust water shut-off valves (review location and procedure)
- Air Valves A User may adjust air shut-off valves but requires approval by Beamline Staff (review location and procedure)
- Gas Valves A User may adjust gas shut-off valves (review location and procedure)
- Hours of Operation B First shift (8 hours) is allocated for set up
- Staff Support B Staff support provided 7 AM to 10 PM unless in emergency
- Pink Cards R Beamline may be unattended up to 24 hours unless SAF states "no unattended operations" (review procedure)

END STATION / EQUIPMENT

- Computer Ops R Reminder to review computer operations, control software, data acquisition software
- End Station Config A Configuration changes to end station equipment may be completed by User but requires approval by Beamline Staff (review procedures and change limits)
- Equipment Vacuum A User is permitted to perform vacuum work and bleed ups on end station equipment (review procedures)
- Optics A Review optical system set up and procedures

DOCUMENTATION

- Beamline Manuals R Review location of manuals and beamline documentation (must be readily available)
- Manuals/Documents B Refer to <http://csb.case.edu/x3a.html> and beamline binders
- Reminders R Identify location of Experimental Reminders list posted at the beamline

LAB & TECH AREAS

- Procedures A Review procedures for use of lab (including request form and PPE) and/or tech space (non-lab) area
- Sample Prep B Prepare samples at your station only

EXPERIMENTAL HAZARDS

- Radiation Hazards R Identify radiation locations; inform user to move away from area and call control room if chipmunks sound off
- Chemicals A Review use, labeling, storage, spills, labs, disposal, and transportation of chemicals
- Cryogenics A Cryogen use at beamline or lab: Review filling, demonstrate use, wear PPE (eye and skin protection)
- Cryogen Fills A Cryogen Filling Station: Review filling, demonstrate use, wear PPE (eye and skin protection)
- Compressed Gas A Review use and storage
- Vent System A Review use and procedures for ventilation system and for ventilation alarms, if present
- Hazard Analysis R Identify location of beamline hazard analysis form

ENVIRONMENTAL WASTES

- Storage - SAA A Identify location and review procedures for Satellite Accumulation Area; provide SAA manager's name

CLOSE OUT

- Disabling Beam A Secure the beamline and disable shutter/beam before you leave
- BL End of Run B Complete X3A End of Run Form: <http://csb.case.edu/generalinfo.html>

I understand the instructions given to me on beamline operations and safety awareness.

PRINT User Name	Guest #	User Signature	Date	Trainer's Signature	√ UAdm

Designated BLOSA trainers for this beamline:

- John Toomey
- Jen Bohon
- Mike Sullivan
- Don Abel
- Wuxian Shi
- Erik Farquhar