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REIXS 10ID-2 Beamline Specific Orientation (BSO)

30.11.37.1 Rev. 1

Date: 2017-Mar-30

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The current version of this document is accessible under the [Approved Documents](#) section, on the CLSI Team Site. Employees must verify that any printed or electronically downloaded copies are current by comparing its revision number to that shown in the online version.

REVISION HISTORY

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0	2011-May-17	Issued for Use	Feizhou He
0A	2017-Mar-16	Update using template form #11.11.37.4 Rev. 1 Sent for Review	Feizhou He
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The Beamline Staff or designate will complete the eBSO for each User.

Each User must be instructed in the safe operation of the beamline. The training is valid for 2 years. The Beamline Scientists must make available all relevant instructions and safety documents.

Additional training may be required.

Emergency and Safety

- **Building Evacuation:** Evacuate via the nearest safe exit and meet outside the Main Entrance in the parking lot on the North side of the building. Locate nearest exit AL10/AL19 and alternative exits EE04 or EE10.
- **First Aid Room and Kit:** Besides the beamline double door in Room 1610.4. First Aid Injury Report must be completed immediately if any items are used.
- **Fire Extinguishers:** CO₂ fire extinguishers beside safety exit AL10, EE04 and EE10.
- **Fire Alarm Pull Stations:** Beside safety exit AL10, EE04 and EE10.
- **Emergency eye wash/shower:** Nearest location Wet Lab Room 1080
- **Beamline Health & Safety Information Centre**
 - Located on the external wall of Room 1610.4
 - Signed experimental Permit must be posted at all times during the experiment
 - MSDS, online or hardcopy submitted with permit
 - Emergency Procedures
 - Beamline contact list is posted
- **Spill station:** Spill kits in Wet Lab Room 1080 under the sink.
- **Emergency Off Switch (EOS):** Inside POE hutch, to shut down or interlock the radiation source.

Emergency Contacts

- **Floor Coordinator (FC):**
 - Internal: 3639
 - External: 306-657-3639
 - Report any accidents or incidents
 - Large or dangerous chemical spill
 - Any fault lights or technical problems on the ACIS Control Panel
 - For assistance when beamline staff are unavailable
 - If appropriate, the FC will contact the Beamline Staff
- **Emergency Number** for Fire, Ambulance and Police
 - 911
- **University of Saskatchewan Protective Services**
 - Internal: 9-306-966-5555
- **Beamline Staff:** Refer to Beamline Health & Safety Information Centre
- **Health, Safety and Environment Department:**
 - Internal: 3663
 - External: 306-657-3663



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Hazards and Health Safety

- **Hazards** to be aware of include:
 - High voltage/current; Sharps and glassware; Cryogenic Dewar; Ladder usage
- **Waste Disposal:** Liquid/solid/sharps disposal location in Wet Lab Room 1080
- **Food/Drink Policy:** food & drink are not allowed on surfaces being used for sample preparation
- Recognize that ergonomic, fatigue, and distraction may be issues.

Beamline Operation

- **Building Access:** All required training must be valid. Wear dosimeter at all time in the building. Signed experimental permit must be posted at all times.
- **ACIS (Access Control Interlock System) Panel:** indicator lights and buttons
- **Beamline Hutch Lock-up Training:** Beamline POE hutch access not required.
- **Beamline Enable / Disable Key:** Used in case of unsafe/unauthorized operation of the beamline as determined by the FC
- **Manuals and Documents:** location Room 1610.4 or website for beamline procedures and manuals.
- **Procedures** for using load lock for sample transfer, initial sample alignment, and detector operations.
- **Computer Control:** control software, data acquisition and display, personal computer.
- **Beamline Unattended:** if away from beamline for > 30 minutes complete the pink Beamline Unattended Card and display beside the experimental permit.
- **Sample Preparation and Handling**
 - Non-hazardous samples may be prepared in Room 1610.4. PPE recommended: nitrile gloves and eye protection.
 - Hazardous samples must be prepared in Wet Lab Room 1080 or Life Sci Lab. Appropriate PPE required. Lab Safety Training required.
 - Temporary sample storage: desiccator at the beamline
- **Vacuum/Power Issues:** immediately contact FC and Beamline staff.
- **Data Storage and Transfer:** how long the data will be kept, and means to transfer data.
- **Additional training** may be required for some beamline or lab equipment, or hazardous materials.
- Modifications to experimental setup, beamline equipment or instruments should never be conducted without explicit approval or assistance from beamline staff.

Close Out

- **Housekeeping:** users are required to keep the area clean and tidy during their time at the beamline, and clean up after themselves after beamtime is complete.
- **Samples:** remove all samples or arrange storage/shipping with beamline staff.
- **Signing off** the experimental permit. Fill out User Experience Survey.
- **Publications:** report publications on CLS website.