



REIXS 10ID-2 Beamline Specific Orientation (BSO)

FORM
Number:30.11.37.1 Rev. 2
Issued: 2020-Jun-22

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**.
- **Fire Extinguishers:** CO₂ fire extinguishers inside **REIXS User Area** 1610.5 as well as beside safety exit **AL10, EE04, and EE10**.
- **Fire Alarm Pull Stations:** Beside safety exit **AL10, EE04, and EE10**.
- **Emergency eye wash/shower:** Nearest location in Wet Lab Room 1080 and in front of SM beamline.
- **Spill station:** Spill kits in Wet Lab Room 1080 under the sink.
- **Beamline Health & Safety Information Centre:** Posted on the external wall of Room 1610.4, namely Beamline contact list, Beamline Hazard Disclosure, Emergency Procedures, and MSDS online.
- **First Aid Room and Kit:** Located on the internal wall of Room 1610.4. First Aid Injury Report must be completed immediately if any items are used.

Emergency Contacts

- **Beamline Staff:** Refer to Beamline contact list on the Beamline Health & Safety Information Centre
- **Floor Coordinator (FC):**
 - From CLS Phone: 3639
 - From External Phone: 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
- **Health, Safety and Environment Department:**
 - From CLS Phone: 3663
 - From External Phone: 306-657-3663
- **Emergency Number** for Fire, Ambulance and Police
 - 911
- **University of Saskatchewan Protective Services**
 - From CLS Phone: 9-306-966-5555
 - From External Phone: 306-966-5555

Code of Conduct at the CLS (Doc #0.1.1.45 for details)

- User activities shall be in compliance with the laws and regulations. Users shall exercise high academic integrity, and respect the applicable confidentiality of information.
- Users shall show respect for the dignity and diversity of other people. Any harassment and violence will not be tolerated. Users shall not be impaired by alcohol or drug use.



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Hazards and Health Safety at the Beamline

- **Hazards** to be aware of include:
 - Hazardous chemicals; Pinch hazard; High voltage/current; Laser; Vacuum pressure; Cryogenic hazard; Sharps and glassware; Ladder usage; Ergonomics; and Working alone.
- **Waste Disposal:** Hazardous liquid/solid/sharps disposal location in Wet Lab Room 1080
- **Food/Drink Policy:**
 - Drinks only allowed on workstation desks, not allowed near equipment or sample prep areas.
 - Food only allowed inside user area 1610.5. Only enclosed food may be transported in 1610.4.
- Recognize that ergonomic, fatigue, and distraction may be issues.
- Users **cannot** escort visitors on the experimental floor. Only CLS staff can escort visitors on the floor.

Beamline Operation

- **Facility Access:** All facility access trainings must be valid. (Doc #8.7.1.1 for details)
- **ACIS (Access Control Interlock System) Panel:** Understand the indicator lights.
- **Beamline Enable / Disable Key:** Used in case of unsafe/unauthorized operation of the beamline as determined by the FC.
- **Beamline Hutch Lock-up Training:** Beamline POE hutch access not required.
- **Manuals and Documents:** Refer to <https://reixs.lightsource.ca/user-guide/document/> for beamline procedures and manuals.
- **Computer Control:** Locate where and how to access beamline control/data acquisition software and data display software as well as personal computer use policy.
- **Beamline Use:** A valid on-line experimental permit must be in place when the beamline is in-use.
- **Beamline Unattended:** If away from beamline for > 30 minutes, please fill in the contact information in "Beamline Unattended" window, accessible from your e-permit (via user-portal).
- **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. Appropriate PPE required.
 - Temporary sample storage: desiccator at the beamline.
- **Vacuum/Power Issues:** Immediately contact Beamline staff.
- **Data Transfer and Storage:** The data can be transferred via facility network cable, USB drive in designated Windows OPI or Globus endpoint. Data will be stored on the facility server indefinitely.
- **Additional training** may be required for some beamline 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.
- **Sign off** the experimental permit. Fill out the on-line User Feedback.
- **Publications:** Report publications on CLS website.