XOR-UNI SECTOR ORIENTATION

Facility Safety Information

- ○ Alarms & phone numbers
- ○ Emergency egress routes & procedures
- ○ APS Registration & TLD usage
- ○ Location of safety equipment (fire extinguisher, shower, eye wash)
- ○ Waste disposal & Chemical Storage
- ○ Safety Documentation (XOR-UNI ES&H Plan, MSDS Access, Lab Binders etc)
- ○ Resources (XOR-UNI Staff & APS Floor Coordinator)

Beamline Safety Information

- ○ Beamline Personnel Safety System (PSS) usage
- ○ Shielding Configuration Control Policy
- ○ Remote Motion Control Policy
- ○ Utility Shutoffs
- ○ LN2 usage & fill procedures
- ○ Gas cylinder handling & usage
- ○ Electrical Safety

Beamline Operations Information

- ○ Experiment Safety Approval Procedures
- ○ Procedure to use XOR-UNI Lab Facilities
- ○ Procedure to use LOM User Shop
- ○ Crane Operation Procedures
- ○ Location of Beamline Documentation
- ○ Equipment Protection System
- ○ Computer Usage
- ○ End of Run Survey
- ○ Publications

Authorizations

User permitted unescorted access to   Sector 33 / Sector 34 / Both   XOR-UNI Facilities

User   permitted / not permitted   to submit Configuration Control Work Request.

User   permitted / not permitted   to make beamline vacuum changes.

User   permitted / not permitted   to utilize the Dark Room

I understand the instructions given to me.

User's Signature:_____Date:_____

Name (print):_____ID Number:_____

Instructor (print):_____ Signature:_____

1. Alarms and phone numbers. Remind that 911 is emergency phone number for all emergency response. In this area, important alarm is the fire bell. Either continuous or intermittent ringing indicates evacuation is required.

2. Emergency egress routes and procedures. Identify several nearby exits from experiment hall. Note that assembly area in case of evacuation is outside LOM central pentagon. Also point out location of fire alarm box at LOM exits.

3. APS registration. All users must participate in APS administered orientation and must receive GERT through the user office.

4. Location of safety equipment. Identify location of fire extinguishers, shower, and eyewash. Remind user that activity that may require shower or eyewash should be performed in the Chem Lab.

5. Waste disposal and chemical storage. Note that XOR-UNI is not a chemical stockroom and cannot store users chemical needs. So, users should plan to have chemicals shipped in and out of ANL for their experimental needs. Any waste that is generated must be disposed of properly through XOR-UNI Chemical Safety Officer.

6. Safety documentation. Identify location of XOR-UNI ESH Plan, explain MSDS access, written lab procedures (if required).

7. Resources. Identify XOR-UNI persons responsible for comprehensive safety, electrical safety, chemical safety, laboratory safety, and LOM shop. Note the APS floor coordinator office and their helpfulness.

Beamline Safety Information

1. Beamline PSS usage. Emphasize the importance of search to assure no one is ever closed inside a hutch. Walk through the search pattern for experimental hutch. Note location of experimental stop button and use. Explain shutters and usage.

2. Shielding configuration control policy. Point out yellow and red tags that identify shielding that is under administrative control. Explain that users are not to move any controlled shielding. If movement is required, XOR-UNI staff must be contacted first.

3. Utility shutoffs. Locate main electrical power distribution shutoff for each beamline. Explain water distribution and shutoff locations. Identify compressed air supply shutoff location.

4. LN2 usage and fill procedures. Identify location of LN2 fill station and filling procedures. Emphasize use of proper PPE.

5. Gas cylinder handling and usage. Identify storage location for gas cylinders. Emphasize safe handling requirements and use of proper regulators. Identify requirement that cylinders in use must be properly secured.

Beamline Operations

1. Experimental Safety Approval Procedures. Remind that all experimental activities must be identified on the approved and posted safety form. This includes identification of all samples. Explain procedure to change/modify ESA form.

2. Procedure to use XOR-UNI Lab facilities. XOR-UNI Laboratory Safety Officer must assign space in the lab to assure that activities are appropriate and compatible with other activities in the lab.

3. Procedure to use LOM shop. XOR-UNI Shop Coordinator must give orientation and grant approval prior to shop usage. Practical demonstration and approval required by APS.

4. Crane operation procedure. Cranes cannot be used without authorization by XOR-UNI Safety Officer.

5. Location of Beamline documentation. Location of equipment manuals, software manuals, etc.

6. Equipment Protection System. Description of EPS and potential impact on white-beam shutter operation.

7. Computers are to be used for official use only. Also, software is not to be loaded without being approved.

8. APS requires all users to complete an end of run survey; this is located at www.uni.aps.anl.gov under *forms*.

9. XOR-UNI requires and relies on published manuscripts. Without copies of such materials, XOR-UNI cannot demonstrate the productivity of our facilities. More information concerning this can be found at www.uni.aps.anl.gov under *publications*. This will also provide you with the exact *acknowledgement* that needs to be provided when publishing any manuscript that is supported by the use of XOR-UNI facilities.

Authorization

1. This orientation will apply to either Sector 33 or to Sector 34. Although many items are the same, locations of shutoffs are different.

2. Users are not permitted to make requests to move or modify shielding. Only XOR-UNI staff are authorized to submit these requests to the APS.

3. Users are generally not permitted to access the beamline vacuum sections. Only those individuals with a demonstrated need will be given this privilege. These individuals must have knowledge of the beamline vacuum design and APS vacuum policy.

6. If the XOR-UNI Dark Room has been permitted, all postings are to be followed. Working alone is permitted only if a floor coordinator is contacted.