

User Check-In Checklist

Proceed to the Beamline for Experiment Safety Instructions:

- Complete Beamline Operations Safety Awareness (BLOSA) training. (Required every 2 years at each beamline you plan to work)
- Make sure you are listed as an experimenter on the Safety Approval Form (SAF).
- Take any other training as required on your SAF.
- Have Chemical Management personnel barcode any chemicals as required on the SAF.

Tag and Label Your Property:

- Property owned by you or your institution must be properly labeled. Tags can be obtained from the Stock Room.

User Check-Out Checklist

The following must be completed before leaving BNL:

Chemicals & Hazardous Materials:

- Check your SAF for notations by the Experimental Review Coordinator.
- Refer to the Chemical Wastes section of the ESH Guide at the following URL:
<http://www.nsls.bnl.gov/newsroom/publications/manuals/eshguide/>
- Remove any chemicals you own from the NSLS or label/barcode and store them properly.
- Take any hazardous wastes to the Hazardous Waste Collection Area. Complete any required paperwork.
- If you are leaving permanently, contact the Chemical Management personnel to transfer all your barcoded chemicals to another individual.

Lab Space Housekeeping:

- Check that all assigned lab space is clean and safe.

Experimental Close-Out:

- Notify an Operations Coordinator (OpCo) to close out your experiment.
- Complete an End-of-Run Form at the following URL:
http://www.nsls.bnl.gov/users/procedures/end_of_run/end-of-run.asp

Removal of your Property:

- Tag and label property owned by you or your institution that you plan to remove from BNL.
- BNL Shipping & Receiving Department must be involved in all items leaving the site. Detailed instructions in preparing the necessary shipping memo can be found at URL:
<http://www.nsls.bnl.gov/organization/admin/budget/shipping.htm>

Return BNL Property:

- Radiation Badge:
 - o Temporary Radiation Badges: If you requested a radiation badge and will return before the end of the month, put your badge in a TEMP slot at one of the badge boards for your re-use. Otherwise, put your badge in one of the "Returned Badge" containers located at each badge board. Badges are valid only for the month in which they are issued.
 - o Permanent Radiation Badges: If you are leaving permanently or will return infrequently, see Steve Musolino at Ext 4211 to cancel your permanent badge. If you will be returning frequently, place the badge into its numbered slot on your badge board.
- Return any (temporary/orange) Key Cards to the Control Room or to User Administration.
- Return Library books to the appropriate library.
- Return housing keys to the Housing Office or BNL Police if Housing is closed.
- If you are leaving permanently, return your ID badge to User Administration.

Close Out Accounts:

- Email and BNL Domain Accounts: Notify ITD (X5522) to close out email, BNL Domain Accounts and to inactivate IP addresses.
- Notification is not required if you were using DHCP to connect to the network.