

Advanced Photon Source

PROCEDURE	Page 1 of 8
Procedure #:	3.1.103
Revision #:	1
Effective Date:	4/3/12
Review Period:	2 years
Supersedes:	Rev. 0, 6/1/08
Last Reviewed:	4/3/12

User Training

Changes made in this revision:

- Simplified title
- Removed S. Davey as a preparer. Added XSD/DD as a reviewer.
- Reformatting and editing throughout procedure
- APS101 has gone to a two-year retraining
- Updated Section 1.
- Section 3.1: Removed ESH 377; changed training interval for ESH 100U to two years; changed ESH 100U to ESH 100 for staff and resident users (one time with updates through Building Orientation). Added clarification for ESH100U. Added (“2 year retraining”) to bullet 5.
- Revised Section 3.2.
- Added ESH 377 for resident users and deleted APS Beamline Shielding Controls in Section 4.1.
- Modified first sentence of Section 4.2.
- Added Documents/Records Created by this Procedure section
- Added information on remote, mail-in, and off-site users

Prepared by:

S. Strasser, XSD/User Program Manager
B. Glagola, AES/UES Group Leader

Reviewed by:

AES/ESH Coordinator
XSD/ESH Coordinator

Approved by:

AES/MIS ADD
AES/Division Director
XSD/Deputy Division Director
XSD/Division Director
APS/Deputy Director, X-ray Science
APS/Director

APS_1258434

The current version of this procedure is accessible from <http://centraldocs.aps.anl.gov/>. Print or electronically downloaded copies may be obsolete. Before using such a copy for work direction, employees must verify that it is current by comparing its revision number to that shown in the online version.

PROCEDURE	Page 2 of 8
Procedure #:	3.1.103
Revision #:	1

Table of Contents

1	APPLICABILITY	3
2	POLICY	3
3	TRAINING REQUIRED FOR ALL ON-SITE APS USERS.....	3
3.1	Core courses required of all APS Users.....	3
3.2	Sector-Specific Training	4
3.3	Additional training for APS Users	4
4	TRAINING REQUIRED FOR ALL APS RESIDENT USERS	4
4.1	Core courses required of all APS Resident Users.....	4
4.2	Additional training for APS Resident Users	5
5	TRAINING REQUIRED FOR REMOTE USERS	6
6	TRAINING REQUIRED FOR MAIL-IN AND OFF-SITE USERS.....	6
7	ASSISTANCE.....	6
8	DOCUMENTS/RECORDS CREATED BY THIS PROCEDURE.....	7
9	FEEDBACK AND IMPROVEMENT	7
	Appendix A – APS Model Sector Orientation Record	8

User Training

1 APPLICABILITY

APS User Training Policies and Procedures apply to beamline personnel, experimenters, and other support personnel using Collaborative Access Team (CAT), Collaborative Development Team (CDT), and/or APS/X-ray Science Division (XSD) beamlines and associated facilities (e.g., Laboratory/Office module labs). This policy applies to both Argonne employees and non-Argonne users.

2 POLICY

If training is required for any hands-on activity at the APS, the training must be completed before the start of the activity.

3 TRAINING REQUIRED FOR ALL ON-SITE APS USERS

All APS users, including XSD staff, resident users, general users, etc., must complete the five courses listed below before doing any hands-on work at the APS. The courses may be taken online at the link shown, or in the User Training Room (Bldg. 401, Rm. B1100).

3.1 Core courses required of all APS Users

1. [APS 101](#), Advanced Photon Source User Orientation (*2 year retraining*)
2. [ESH 100U](#), Argonne National Laboratory User Facility Orientation (*non-resident users, 2 year retraining*); staff and resident users take ESH100 (*one time course, updates provided through Building Safety Orientation*)
3. [ESH 223](#), Cybersecurity Annual Education and Awareness (*1 year retraining*)
4. [ESH 738](#), GERT: General Employee Radiation Training (*2 year retraining*)
Current GERT training from another DOE facility will be accepted for this requirement, present evidence to the APS User Office for credit.)
5. APS 2xx, Sector-specific Orientation
Must be completed for each beamline where a user will work. This training is provided by beamline staff and can be arranged through sector personnel. (Course number APS 2xx where xx refers to the sector number) (*2 year retraining*)

Note: A User or Argonne employee badge number is required to take the on-line core courses.

3.2 Sector-Specific Orientation

All APS users must receive sector-specific orientation for each sector where they will be doing hands-on work. This orientation is provided by the beamline staff and must be completed before the user begins work in the sector.

Each sector tailors the orientation to its operations and potential hazards. The orientation must cover the topics outlined in the model Sector Orientation Record form (see [Appendix A](#)); and other sector-specific safety topics as specified in the sector's Beamline Safety Plan.

The orientation is recorded on Sector Orientation Record form. A model form is available to the beamlines from the APS; if a sector uses a form other than the APS model, a sample copy of the sector-specific form should be provided to the User Safety Officer for review and approval.

After sector-specific orientation or refresher orientation is completed the trainer enters course completion in TMS by utilizing the [Credit for Sector Orientation](#) web link or providing the completed form to the User Office for entry into the system.

3.3 Additional training for APS Users

In addition to the five required courses, certain activities may require specific additional training. The Experiment Safety Assessment will identify experiment-specific training requirements. Resident Users have additional training described in the next section.

4 TRAINING REQUIRED FOR ALL APS RESIDENT USERS

Resident users are CAT members and staff who have been assigned work space at the APS and/or have CAT safety responsibilities assigned to them, but are not Argonne employees.

4.1 Core courses required of all APS Resident Users

The following additional courses are required of resident users:

1. [ESH 377](#), Electrical Safety Awareness Training (*3 year retraining*)
2. Building Safety Orientation (*1 year retraining*)
Resident users must complete Building Safety Orientation for the building in which they have assigned office space.

Building Safety Orientations

[431 Building Safety Orientation](#) (ESH 108/431)

PROCEDURE	Page 5 of 8
Procedure #:	3.1.103
Revision #:	1

[432 Building Safety Orientation](#) (ESH 108/432)

[433 Building Safety Orientation](#) (ESH 108/433)

[434 Building Safety Orientation](#) (ESH 108/434)

[435 Building Safety Orientation](#) (ESH 108/435)

[436 Building Safety Orientation](#) (ESH 108/436)

[438 Building Safety Orientation](#) (ESH 108/438)

[400 Area Building Safety Orientation](#) (ESH 108/400)

For information on User safety training, please contact [User Safety](#).

4.2 Additional training for APS Resident Users

In addition to the required courses, certain activities may require specific additional training. APS Resident Users complete an online Argonne Job Hazard Questionnaire (e-JHQ) to identify if their activities require further training. The JHQ should be completed in consultation with the CAT/CDT Safety Coordinator. (A typical JHQ for LOM residents is available for reference from the AES ESH Coordinator.)

Upon completing the e-JHQ, a training profile will be generated for the Resident User. The profile showing required courses, the titles and dates of courses taken, and the dates for required refresher training can be viewed through the Argonne Training Management System (TMS).

Resident Users can enroll in Web-based courses through the TMS Web pages or by contacting the User TMS representative in the user office at 630-252-3656. An Argonne domain account is required to access TMS and the Web-based training. To reset domain account name and password, send a message containing your telephone number to apsuser@aps.anl.gov.

5 TRAINING REQUIRED FOR REMOTE USERS

A remote user is one who is **not** present at the APS for the experiment but manipulates the beamline remotely.

1. [ESH 223](#), Cybersecurity Annual Education and Awareness (*1 year retraining*)

6 TRAINING REQUIRED FOR MAIL-IN AND OFF-SITE USERS

A mail-in user is one who is **not** present at the APS and mails in samples for beamline staff to run. An off-site user is one who is **not** present at the APS but is a collaborator or research participant for the experiment.

No training is required for mail-in and off-site users.

7 ASSISTANCE

Address any questions or concerns about training to the User Safety Officer, Bruce Glagola (glagola@aps.anl.gov).

8 DOCUMENTS/RECORDS CREATED BY THIS PROCEDURE

The documents/records listed below will be created in the execution of this procedure and must be retained as indicated.

Description of Document/Record (include ID number, if applicable)	Custodian	Storage Location and Medium	Retention Requirement
APS Model Sector Orientation Record	APS User Office	Maintained on paper by the CAT	Until training is logged in Training Management System (TMS)

9 FEEDBACK AND IMPROVEMENT

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#)* to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS 1408152](#)).

* http://centraldocs.aps.anl.gov/comment_form.php

Appendix A – APS Model Sector Orientation Record

Name (Last, First) User Badge Number CAT or APS XSD Sector Number(s)

SECTOR ORIENTATION RECORD

Safety Policies and Resources	
<input type="checkbox"/>	Explanation of the general policies pertaining to the control of hazards
<input type="checkbox"/>	Introduction to the CAT Safety Coordinator, the Beamline Safety Technician and the Manager and an affirmation of the importance of bringing all safety and environmental problems and concerns to their attention
General Safety Information	
<input type="checkbox"/>	Location of safety equipment (fire extinguisher, shower, eyewash station, etc.)
<input type="checkbox"/>	Emergency phone numbers (911 or from cell phone 630-252-1911)
<input type="checkbox"/>	Location and requirements for the use of safety eyewear and other personal protective equipment
<input type="checkbox"/>	Proper storage of chemicals and gas cylinders
<input type="checkbox"/>	Procedure for obtaining and using liquid nitrogen
<input type="checkbox"/>	Recent safety communications i.e. Safety Notices, Lessons Learned etc.
Beamline safety information	
<input type="checkbox"/>	Orientation to implementation of the APS Shielding Configuration Policy
<input type="checkbox"/>	Locations of the utility shutoffs for electricity, water and compressed gases
<input type="checkbox"/>	General and beamline-specific operation of the Personnel Safety Systems
	User's signature: _____ Date: _____
	Trainer: _____ Date: _____

Submit a copy of this form to the APS User Office upon completion of training. If the user does not receive the beamline safety information at the time of initial training, submit another photocopy of this form to the User Office when that information is provided. Credit for training can be entered at:
https://beam.aps.anl.gov/pls/apsweb/sst_entry_pkg.start_page