

## Appendix A – APS Model Sector Orientation Record

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

### SECTOR ORIENTATION RECORD

<b>Safety Policies and Resources</b>	
<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
<b>General Safety Information</b>	
<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.
<input type="checkbox"/>	Locations of Sector tornado shelters and evacuation assembly area
<b>Beamline safety information</b>	
<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](https://beam.aps.anl.gov/pls/apsweb/sst_entry_pkg.start_page)