



USER GUIDE

MAX IV EXPERIMENTAL SAFETY RISK ASSESSMENT FORM

Reminder

Only the Principal investigator (PI) receives the ESRA request. The task of completing the ESRA however, allowed to delegate to the leading scientist on site, so either PI (proposer) or LS (leading scientist on site) should fill the ESRA. The platform will assign a unique ESRA-document number which is linked to your DUO proposal ID.

Guide to providing information in ESRA

Section 1 Introduction

Submitter details

- *Declare name and e-mail of the submitter*

Section 2 Experiment Category

Admin evaluation

- *Classification category of your experiment (filled by EST administrator)*

Section 3 General Information on Experiment and Experimental Team

- *Provide the right **DUO proposal ID**, **Beam Line**, and the **Title** of your experiment.*
- *Include the confirmed start **and end date** of your experiment.*
If dates are yet to planned, tick the box “the dates have not yet been scheduled”

Main Proposer

- *Provide name, e-mail and phone number (including country code) of the **main proposer***

Leading principal Investigator on-site

- *Provide name, e-mail and phone number (including country code) of the leading scientist on site.*
- *Provide name, e-mail and phone number (including country code) for the assigned local contact at MAX IV (expand the checkbox to the right and start writing your local contacts name – applicable data for MAXIV staff will appear and you can click on the right name to auto-fill)*

Modifications

- *If you significantly altered information from your original proposal, click the checkbox “**significant modifications** have been made to the proposal”*
- *Describe the changes in the textbox*
- *do not check the box if no significant changes need to be reported*

Section 4 Equipment’s used in Experiment

Experiment equipment - Use of Beamline Equipment’s and its associated risks

- *If the experiment involves beamline equipment’s that falls under the hazard categories below, click the checkbox “the experiment will involve hazardous equipment” and fill in areas that are applicable in your experiment.*
 - *Pressurized equipment’s/vessels with liquid and gases*
 - *Heater/Furnace*
 - *Cryostat or cryo-magnet*
 - *Electromagnetic fields/wave generators*
 - *Electrochemical cells and battery*
 - *Laser*
 - *LED,IR, UV,Hg Lamps*
 - *Ultrasounds/Ultrasonic*
 - *Micro blowtorch*
 - *Heating Ribbon*
- *declare equipment hazards according category*
- *comment on hazard mitigations in the text field*
- *do not check the box if no hazardous equipment is being used*
- *Get assistance from your local contact or EST if you are unsure of how to determine the hazardous equipment.*

Bringing your own equipment

- *if the experiment involves bringing your own equipment, click the checkbox “the experiment involves bringing our own equipment”*
- *provide an equipment description*
- *comment on hazard mitigations in the text field*
- *prepare documents that support the review of user supplied equipment for upload*
- *do not check the box if no user supplied equipment is being used*

Section 5 Samples, Gases, Chemicals and other materials used in Experiment

Nanomaterials

- *If the experiment involves nanomaterials, click the checkbox “declaration of nanomaterials”*
- *Declare all samples that apply to this category and provide information on name, source, aggregation state, quantity, size, length and Nano class*
- *The classification valid for MAX IV user experiments is outlined below the text field*
- *Nano class III, Nano powders more than 1 g are currently not allowed at MAX IV*
- *Please provide additional information in the text field*
- *Do not check the box if no nanomaterials are being used*

Declaration of Samples, chemicals, gases, radioactive materials

- *Click the checkbox “declaration of samples, chemicals, gasses, radioactive material”*
- *declare all samples that apply to this category and provide information on name, CAS, quantity and aggregation state*
- *press the + symbol to the right to add all respective hazard classification signs/pictograms (refer to the SDS for each chemical)*
- *Ensure ALL samples, including gases or solvents provided by the beamline are added.*
- *Ensure all samples declared are identical the sample declaration in DUO*
- *Provide additional information like amount or grade of gas to be ordered, in the text field*
- *Prepare documents and safety data sheets (SDS) for upload*

CMR Compounds

- *If the experiment involves **CMR compounds** (compounds that are cancerogenic, mutagenic or toxic to reproducibility), click the checkbox “one or several of the substrates are classed as a CMR”. This information can be found in the Safety Data Sheet of the substance.*

- prepare documents and CMR substitution investigation form for upload
- do not check the box if no CMR compounds are being used

Biological Samples

- if the experiment involves **biological samples**, click the checkbox “declaration of biological samples”
- Declare all samples that apply to this category and provide information on name, category, source, source details, aggregation state and quantity.
- do not check the box if no biological samples are being used

Section 6 Sample storage and removal

The sample removal option choose appropriate option if you intend to send samples by post.

- Please choose option “removed by MAX IV” and provide your Local Contact with instructions. Contact chemsafety@maxiv.lu.se or EST@maxiv.lu.se if you have any questions regarding waste handling.

Section 7 Lab access

- If you need to access a chemical or biological lab at MAXIV for sample preparations, click and select “Yes”.
- You will be notified by the lab manager regarding booking time and access training prior to your experiment.

Section 8 Experiment details – The experimental Method, Risks and Mitigation

- You are required to provide the scope of work and a detailed outline of how you plan your work with the experiment/method.
- Highlight the Risks/Hazards from the suggested actions/process and your suggestion of how you plan to mitigate them. The EST will review the information and further clarifications might be requested if required.

Section 9 Files

- Upload all prepared documentation (SDS, equipment, permits etc.).

Final Submission

- Save as draft for later amendment or submit for experimental safety review.
- A rejected ESRA can be amended. Experimental Safety Team will outline which points to address before resubmission.