



Center for Functional Nanomaterials  
Brookhaven National Laboratory

# CFN Operations and Safety Awareness (COSA) Checklist

Soft-Bio Nanomaterials Facility  
Building 735

This COSA form must be completed and approved for all experimenters working in the CFN and must be submitted to the CFN User Office for badge access.

**CFN Safety Awareness Policy:** Each user must be instructed in the safe procedures in CFN related activities. CFN Facility Laboratory personnel shall keep readily available all relevant instructions and safety literature.

Employee/Guest Name

Life/Guest Number

Department/Division

ES&H Coordinator/Ext.

Facility Manager

COSA Trainer

Staff

Guest

User

## USER ADMINISTRATION

Checked in at User Administration and has valid **BNL ID badge**

Safety Approval Form (SAF) approved. SAF No.: \_\_\_\_\_ /Added to ESR \_\_\_\_\_

Training requirements completed (Indicate additional training specified in SAF or ESR in lines provided below):

Select ESRs	4	6	12	13	24	25	User Admin Only Training Complete	Trainer/Admin Notes
JTA No.	NC-01a NC-01b	NC-24a NC-24b	NC-14 NC-14a	NC-19 NC-19a	NC-30 NC-30a	NC-31 NC-31a		
Room Numbers	5, 16	2, 3A, 4, 4A, 4B, 7, 13, 14, 15	16 (XRR)	9	5	1B		
CFN Safety Module for Users NC-ESH-USERS	X	X	X	X	X	X		
Cyber Security Training GE-CYBERSEC	X	X	X	X	X	X		
Laboratory Standard HP-IND-220	X	X	X	X	X	X		
Hazardous Waste HP-RCRIGEN3	[ ]	X	[ ]	[ ]	[ ]	X		
Compressed Gas TQ-COMPGAS-1	[ ]	[ ]	[ ]			[ ]		
Cryogen Safety HP-OSH-25	[ ]	[ ]	[ ]					
Electrical Safety for Benchtop Workers TQ-ELECT-BENCHTOP	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]		
General Employee Radiation Training TQ-GERT			X					
Laser Safety TQ-LASER				X	X	X		
Laser Medical Surveillance OM-MEDSURV-LASER						X		
Nanotechnology in the Workplace-Nano Workers TQ-NC-HS2	X	X	X	X	X	X		

User Admin Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## FACILITY SAFETY

- Facility tour**
  - Rooms 1, 3A, 4, 4A, 4B, 5, 13, 14, 15, 16 and associated service chase galleys.**
- Personal protection equipment:** location of all necessary PPE; requirements posted on lab doors
- Card Entry:** Use of card to enter room, proper room entry (no piggybacking) - *no entry to service chase by users without specific authorization*
- After Hours Policy:** Normal working hours is 8 to 6, Mon. to Fri. Users and guests do not receive after-hours or weekend access to the building without authorization of Facility Leader and ES&H Coordinator

## EMERGENCY PROCEDURES

- Emergency phone numbers:** Fire/Medical 631-344-2222, Security 631-344-2238, Facility Complex Manager 631-344-5937, ESH 631-344-3509
- Fire alarms: Evacuate** by nearest safe exit and meet at semi-circle by the recharge basin on the west side of the parking lot
  - Site alarms:**
    - Continuous** Siren - Go to indoor main assembly area (1<sup>st</sup> Floor, middle corridor)
    - Intermittent** Siren - **Evacuate site** immediately (apartment residents proceed indoors, close windows and doors, await further instruction)
  - Test of Site Alarm** - every Monday at noon
  - In the event of a highly toxic gas release at CFN**, a unique, temporal, 3-tone alarm will be generated by the building emergency notification system, followed by a verbal message to evacuate out of the North exits only (front of building). All must gather at the Outdoor Assembly Area, near the West parking lot (curved stone wall)
  - Nearest exits**, route identification and walkdown
  - Spill Containment**
  - Eyewash/shower station**
  - Fire Extinguisher & Fire Alarm Pull Station** locations
  - Location** of nearest telephone

## LAB AND EXPERIMENTAL SAFETY

- Safety** personnel are: **O. Gang x3645, M. Cotlet x7778, D. Nykypanchuk x3045, W. Sherman x5024**
- ESR** read and reviewed  4  6  12  13  24  25
- Confocal microscope - 1L09: Laser SOP Training - SOP-NC-2007-Laser 1**
- XRR - Room 1L16:** XRR Qualified user checklist completed
  - Awareness of XRR and XRD Radiation Generating Devices
- TCSPC - Room 1L01B: Laser SOP Training - SOP-NC-SBM-Laser 4**
- Completion of **BES New Laser User Orientation and Authorization Checklist**
- Chemical** use, labeling, and storage
- Satellite Accumulation Area**
- Electrical:** No work on exposed parts above 50V **without Electrical Safety 1 Training and Dept. ES&H approval**
- Further training:** All equipment used is subject to additional training from authorized CFN Staff. ESR, SAF and COSA do not represent authorization for use of any equipment.

ADDITIONAL TRAINING/COURSE TITLE	TRAINER INITIAL	COMMENTS

I understand the operations and safety instructions given to me for this facility and that I must promptly report equipment failures, spills, or off-normal events. I am aware that a willful violation of these requirements and clean room rules may result in the loss of my access to the facility.

Employee/Guest Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DESIGNATED COSA TRAINERS:**  M. Cotlet  O. Gang  D. Nykypanchuk  W. Sherman