



Center for **F**unctional **N**anomaterials  
Brookhaven National Laboratory

## CFN Operations and Safety Awareness (COSA) Checklist

Electronic 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	1	5	9	9	10	26	27	28	Indicate if Training Complete	Trainer/Admin Notes
JTA No.	NC-01	NC-18 NC-18a	NC-14b	NC-14	NC-17	NC-23	NC-22	NC-21		
Room Numbers	31, 32	10	16, 17	16 (XRD)	35	16	3B	3A		
CFN Safety Module for Users NC-ESH-USERS	X	X	X	X	X	X	X	X		
Cyber Security Training GE-CYBERSEC	X	X	X	X	X	X	X	X		
Laboratory Standard HP-IND-220		X	X	X		X	X	X		
Hazardous Waste HP-RCRIGEN3		X	X	X		X	X	X		
Compressed Gas TQ-COMPGAS-1		X	X	X		X	X			
Cryogen Safety HP-OSH-25	X		X	X	X	X	X			
Electrical Safety for Benchtop Workers TQ-ELECT-BENCHTOP	X	X	X	X	X	X	X	X		
Nanotechnology in the Workplace-Nano Workers TQ-NC-HS2	X	X	X	X	X	X	X	X		
Oxygen Deficiency Hazard TQ-ODH					X					
General Employee Radiation Training TQ-GERT				X						
Cadmium Training for HAZCOM TQ-CADMIUM		[ ]					X	X		
Methylene Chloride for HAZCOM TQ-MCAT							X			

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

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

## FACILITY SAFETY

- Facility tour**, including galley areas
- 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)
- 1L35: Magnetic Field Warning: Caution!** Magnetic field >0.5 mT (5 Gauss). Medical device wearers are not permitted entry without approval.
- 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**
- Fire Extinguisher & Fire Alarm Pull Station** locations
- Eyewash/shower station**
- Location** of nearest telephone

## LAB AND EXPERIMENTAL SAFETY

- Safety personnel** are: **C. Black x4397, F. Camino x7606, R. Grubbs x2382, W. Han x7370, A. Stein x3527**
- ESR** read and reviewed  1  5  9  10  26  27  28
- For XRD users only**: XRD training checklist completed (user added to XRD user list)
- SOPs** read and reviewed as necessary
- Cryogenics** fill station and demonstrate use
- Chemical** use, labeling, and storage
- Acids**
- 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:**  C. Black  F. Carmino  W. Han  R. Grubbs  C. Nam  A. Stein  X.-L. Wang