



Center for Functional Nanomaterials
Brookhaven National Laboratory

CFN Operations and Safety Awareness (COSA) Checklist

Electronic Materials Facility
Building 735

This COSA form must be completed and approved for all experimenters coming to the CFN. User(s) must have already completed Guest Site Orientation, Cyber Security, and Laboratory Standard. Return this form to the User Office.

CFN Safety Awareness Policy: Each user must be instructed in the safe procedures in CFN related activities. Instruction is valid for a maximum of 1 year, unless there are significant changes: experiment content and/or safety policies, or unless this laboratory requires a shorter duration. CFN Facility Laboratory personnel shall keep readily available all relevant instructions and safety literature.

Employee/Guest Name	Life/Guest Number	Department/Division
Bob Sabatini/x3509	Chuck Black	
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.: _____
- Training requirements completed (Indicate additional training specified in SAF or ESR in lines provided below):

Select ESR (Circle)	1	5	9	9	10	11	28	<i>User Admin Only.</i> Indicate if Training Complete Trainer/Admin Notes
JTA No.:	NC-1	NC-18	NC-1	NC-14	NC-17	NC-1	NC-21	
Room Nos.	32	10	16	16 (XRD)	35	17	3a	
Cyber Security Training GE-CYBERSEC	X	X	X	X	X	X	X	
Laboratory Standard HP-IND-220	X	X	X	X	X	X	X	
Hazardous Waste HP-RCRIGEN3	X	X	X	X	X	X	X	
Compressed Gas TQ-COMPGAS-1	X	X	X	X	X	X		
Cryogen Safety HP-OSH-25	X		X	X	X	X		
Electrical Safety - Benchtop Workers TQ-ELECT-BENCHTOP	X	X	X	X	X	X	X	
Oxygen Deficiency Hazard TQ-ODH					X			
Static Magnetic Fields Medical Surveillance OM-MEDSURV-SMF					X			
General Employee Radiation Training TQ-GERT				X				
Nanotechnology in the Workplace –Nano Workers TQ-NC-HS2	X	X	X	X	X	X	X	
Cadmium Training for HAZCOM Operations TQ-CADMIUM							X	

Signed: _____
CFN User Administration

Date: _____

FACILITY SAFETY

- Facility tour, including galley areas
- Personal protection equipment: location of all necessary PPE
- 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 controlled access to the building without authorization; require approval of Facility Leader and ES&H Coordinator for after-hours work in the labs, including weekends.

EMERGENCY PROCEDURES

- Warning Alarms (CVD-1L17) and responses
- Emergency phone numbers: Fire/Medical x2222, Security x2238, Bldg. Manager x5937, ES&H x3509
- 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 in Laboratory 1L01
 - Intermittent Siren – Evacuate site immediately; apartment residents proceed indoors, close all windows and doors, and await further instruction from the Laboratory emergency forces or housing personnel
 - Test of Site Alarm – every Monday at noon
- Nearest exits, route identification and walkdown
- Spill Containment
- Eyewash/shower station
- Fire Extinguisher & Fire Alarm Pull Station locations

LAB AND EXPERIMENTAL SAFETY

- For all users: Awareness of Radiation Generating Devices
- For XRD Users ONLY
 - XRD training checklist completed (training by lead experimenter)
 - User added to XRD user list
- Safety personnel are: C. Black x4397, F. Camino x7606, W. Han x7370
- ESR read and reviewed: Select appropriate CFN ESRs : 1 5 9 10 11 28
- SOPs read and reviewed as necessary (Specify): _____
- Read Interim Procedure: Approach to Nanomaterials ESH
- Cryogenics fill station and demonstrate use
- Chemical use, labeling, and storage
- Hydrofluoric Acid: No work with acids without additional training/authorization
 - Will not be doing HF
 - Will be doing HF; training required (given by W.L. Litzke)

Approved by: _____ Date: _____
 Wai-Lin Litzke

- Satellite Accumulation Area (Hazardous Waste SAA)
- Electrical: No work on exposed parts above 50V without Electrical Safety 1 Training and Dept. ES&H approval
- Further training: All equipment use 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
TRAINER NOTES	DESIGNATED COSA TRAINERS: Trainer: Check your name here and sign at right	
	<input type="checkbox"/>	C. Black
	<input type="checkbox"/>	F. Camino
	<input type="checkbox"/>	W. Han
	<input type="checkbox"/>	A. Stein
		Trainer's Signature: _____

I understand the instructions given to me on the facility/laboratory operations and safety awareness and that violation of facility/laboratory procedures can result in temporary loss of access to the facility.

Employee/Guest Signature: _____ Date: _____