



Center for Functional Nanomaterials
Brookhaven National Laboratory

CFN Operations and Safety Awareness (COSA) Checklist

Soft/Bio Nanomaterials
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	Oleg Gang	
ES&H Coordinator	Facility Leader	COSA Trainer

Staff
 Guest
 User

USER ADMINISTRATION

- Checked in** at User Administration and has valid **BNL ID badge**
- Experiment 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)	4	6	12	13	24	25	<i>User Admin Only:</i> Indicate if Training Complete	Trainer/Admin Notes		
JTA No.:	NC-1 NC-1a	NC-1 NC-1a	NC-14 NC-14a	NC-19a	NC-19a	NC-13				
Room Nos.	5, 16	2, 3A, 4, 4A, 4B, 7, 13, 14, 15	16 (XRR)	9	5	1				
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	X	X	X	X				
Compressed Gas TQ-COMPGAS-1	[]	[]	[]			X				
Cryogen Safety HP-OSH-25	[]	[]	[]							
Electrical Safety - Benchtop Workers TQ-ELECT-BENCHTOP	X	X	X	X	X	X				
General Employee Radiation Training. TQ-GERT			X							
Laser Safety TQ-LASER				X	X	X				
Laser Medical Surveillance OM-MEDSURV-LASER						X				
Nanotechnology in the Work Place-Nano Workers TQ-NC-HS2	X	X	X	X	X	X				

Signed: _____ Date: _____
CFN User Administration

FACILITY SAFETY

- Facility tour**
 - For all:** Remainder of Soft Bio (2, 3A, 4, 4A, 4B, 5, 13, 14, 15, 16 and associated service chase galleys.)
- 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

- 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

- Safety personnel are: O. Gang x3645 , M. Cotlet x7778, D. Nykypanchuk x3045, W. Sherman x5024**
- ESR read and reviewed:** Select appropriate CFN ESRs : 4 6 12 13 24 25
- Confocal Microscope – Room 1L09**
 - Laser SOP Training – SOP-NC-2007-Laser-1**
- XRR – Room 1L16**
 - XRR Qualified user checklist completed**
- TCSPC – Room 1L01B**
 - Laser SOP Training – SOP-NC-SBM-Laser 4**
- SOPs read and reviewed as necessary (Specify):** _____
- Completion of BES New Laser User Orientation & Authorization Checklist**
- Read Interim Procedure:** Approach to Nanomaterials ESH
- Cryogen**s fill station and demonstrate use
- Chemical** use, labeling, and storage
- Acids**
- 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.
- 1L16 access:** Awareness of XRR and XRD Radiation Generating Devices

ADDITIONAL TRAINING/COURSE TITLE	Trainer Initial	Comments
TRAINER NOTES:	DESIGNATED COSA TRAINERS:	
	Trainer: Check your name here and sign at right	
	<input type="checkbox"/>	M. Cotlet
	<input type="checkbox"/>	O. Gang
	<input type="checkbox"/>	D. Nykypanchuk
<input type="checkbox"/>	W. Sherman	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. Final decision will be made by CFN Facility staff.

Employee/Guest Signature: _____ Date: _____