



CFN Operations and Safety Awareness (COSA) Checklist

Electrophoretic Deposition Facility

Building 735

This COSA form must be completed 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 literatures.

Employee/Guest Name	Life/Guest Number	Email Address
Wai-Lin Ng / x7153 ES&H Coordinator/Ext.	James Dickerson 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. Added to ESR: \_\_\_\_\_ Proposal No: \_\_\_\_\_
- Training** requirements completed (indicate additional training specified in SAF or ESR in lines provided below):

Selected ESRs	33	33	33	33	33	User Admin Only Training Complete	Trainer/Admin Notes
JTA No.	NC-34	NC-34a	NC-34b	NC-34c	NC-34d		
Room Numbers	1L03A	1L03A	1L03A	1L03A	1L03A		
CFN Safety Module for Users NC-ESH-USERS	[ ]	[ ]	[ ]	[ ]	[ ]		
Cyber Security Training GE-CYBERSEC	X	X	X	X	X		
Laboratory Standard HP-IND-220	X	X	X	X	X		
Hazardous Waste Generator HP-RCRIGEN3	X	X	X	X	X		
Compressed Gas Safety TQ-COMPGAS-1	X	X	X	X	X		
Cryogen Safety HP-OSH-025				X	X		
Electrical Safety for Benchtop Workers TQ-ELECT-BENCHTOP	X	X	X	X	X		
Nanotechnology in the Workplace-Nano Workers TQ-NC-HS2	X	X	X	X	X		
Cadmium Training for HAZCOM TQ-CADMIUM		X			X		
Methylene Chloride for HAZCOM TQ-MCAT			X		X		

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

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

**FACILITY SAFETY:**

- Facility Tour**, including all galleys
- Personal protection** equipment: location of all the necessary PPE; requirements posted on lab doors
- Card Entry:** Use of card to enter room, proper room entry (no piggybacking)
- After Hours Policy:** Normal working hours is 8-6, Mon. to Fri. Users and guest do not receive after-hours or weekend access to the building without authorization of Facility Leader and Operations Manager
- Hazard Placard.** Review hazards and instructions.

**EMERGENCY PROCEDURES:**

- Emergency phone numbers:** Fire/Medical: 631-344-2222, Security: 361-344-2238, Laser Safety Officer 631-344-4371, Facility Complex Manager 631-344-5937, ES&H 631-344-7153
- Site Alarms:**
  - Continuous Siren** – Go to indoor main assembly area (1st floor, middle corridor)
  - Intermittent Siren** – Evacuate site immediately (apartment residents proceed indoors, close windows and doors, await further instruction from the Laboratory emergency forces or housing personnel)
- Test of Site Alarm** – every Monday at noon.
- Building Alarms:**
  - Fire alarms: Evacuate** by nearest exit and meet at semi-circle recharge basin on the west side of the parking lot.
  - In the event of a highly toxic gas release at the 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 exists only (front building). All must gather at the Outdoor Assembly Area near the West parking lot (curve stone wall).
- Fume hood alarm:** Do not use hood if beeping; contact Safety personnel.
- Nearest exists, 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: J. Dickerson 631-344-8812
- ESR** read and reviewed  33
- SOPs read and reviewed as necessary
- 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
- Good Housekeeping:** Return samples/chemicals to home institution
- 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.

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

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

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

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

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

**DESIGNATED COSA TRAINERS:**  J. Dickerson