



This COSA form must be completed for all BNL employees wishing access to Room 1028, the Technical Operations Staff Tool and Supply Room, and submitted to the CFN User Office for badge access. Coded access will not be granted to Users and Guests.

_____	_____	_____
Employee/Guest Name	Life/Guest Number	Email Address
<b>Wai-Lin Ng / x7153</b>	_____	_____
ES&H Coordinator/Ext.	Supervisor	COSA Trainer

**USER ADMINISTRATION:**

- Requirements indicated below have been completed.
- JTA NC-41 has been assigned.

Course Name	Required Courses	Date Completed	Trainer/Admin Notes
Cyber Security Training GE-CYBERSEC	X		
Compressed Gas Safety TQ-COMPGAS-1	X		
Cryogen Safety HP-OSH-025	X		
Hand and Power Tool Safety TQ-TOOLS SAFE	X		
Suspect/Counterfeit Items Awareness Training QA-TSCM1	X		
Ergonomics in Mechanical and Industrial Work TQ-ERGO-ID	X		

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

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

**FACILITY SAFETY:**

- Location of specific tools and supplies
- Sign out procedure (clipboard)
- 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. After-hours or weekend access to the room must be authorized by the Operations Manager
- Hazard Placard. Review hazards and instructions.

**EMERGENCY PROCEDURES:**

- Emergency phone numbers: Fire/Medical: 631-344-2222, Security: 361-344-2238, 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).
- Nearest exists, route identification and walkdown**
- Location of nearest Spill Containment**
- Location of Fire Extinguisher & Fire Alarm Pull Station**
- Location of nearest (accessible) eyewash/shower**
- Location** of nearest telephone
- Safety** personnel: J. Buddenhagen 631-344-2422, L. Davis 631-344-4156, A. Langhorn 631-344-4566
- Electrical:** No work on exposed parts above 50V without Electrical Safety 1 Training and Dept. ES&H approval, and rated PPE
- LOTO:** Arrangements through J. Buddenhagen 631-344-2422

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. Buddenhagen                       A. Langhorn