



CFN Operations and Safety Awareness (COSA) Checklist

Electron Microscopy 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	Chuck Black	
ES&H Coordinator/Ext.	Facility Manager	COSA Trainer
<input type="checkbox"/> Staff	<input type="checkbox"/> Guest	<input type="checkbox"/> 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	16	17	18	19	29	39	User Admin Only Training Complete	Notes
	Hitachi	ETEM	JEOL 2100	Prep	JEOL 1400	Talos		
JTA No.	NC-26 NC-26a	NC-27 NC-27a	NC-28 NC-28a	NC-29 NC-29a	NC-32	NC-46		
Room Numbers	29, 30	24, 25	27, 28	1C	31	23		
CFN Safety Module for Users NC-ESH-USERS	[]	[]	[]	[]	[]	[]		
Cyber Security Training GE-CYBERSEC	X	X	X	X	X	X		
Laboratory Standard HP-IND-220	X	X	X	X	X	X		
Hazardous Waste Generator HP-RCRIGEN3	[]	[]	[]	X	X	X		
Compressed Gas Safety TQ-COMPGAS-1		X		X	X	X		
Cryogenic Safety TQ-CRYOGEN	X	X	X	X	X	X		
Nanotechnology in the Workplace-Nano Workers TQ-NC-HS2	X	X	X	X	X	X		
Corrosive Etch Solutions TQ-CORETCH				[]				

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
- Location** of nearest telephone

LAB AND EXPERIMENTAL SAFETY:

- Safety** personnel: F. Camino 631-344-7606, S. Hwang 631-344-6247, K. Kisslinger 631-344-5174, D. Zakharov 631-344-3507, L. Zhang 631-344-3512
- ESR** read and reviewed 16 17 18 19 29 39
- 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:

- F. Camino
- S. Hwang
- K. Kisslinger
- D. Zakharov
- L. Zhang