



CFN Operations and Safety Awareness (COSA) Checklist

Laser Facilities

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.	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	20	37	38	38	38	Training Complete	Notes
JTA No.	NC-13 NC-13a	NC-43 NC-43a	NC-25a NC-25b	NC-58	NC-40a NC-40b		
Room Numbers	1A	16	33	37	34		
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		
Cryogenic Safety TQ-CRYOGEN	[]		X		X		
Nanotechnology in the Workplace TQ-NC-HS2	X	X	X	X	X		
Laser Safety TQ-LASER	X	X	X	X	X		
Laser Medical Surveillance OM-MEDSURV-LASER	X	[]	[]	X			
Laser Specific Training with SOP NC-LASER-20 REV. ____ NC-LST-ESR20	X						
Laser Specific Training with SOP NC-LASER-37 REV. 1.2 NC-LST-ESR-37		X					
Laser Specific Training with SOP NC-LASER-38 REV. ____ NC-LST-ESR38			X				
Laser Specific Training with SOP NC-LASER-38A REV. ____ NC-LST-ESR38A				X			
Laser Specific Training with SOP NC-LASER-38B REV. ____ NC-LST-ESR38B					X		
CFN Laser User Orientation (JTA NC-51) NC-LASER-ORIENT	[]	[]	[]	[]	[]		

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** (tested every Monday at noon):
 - 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)
- 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:** A. Boscoboinik 631-344-7272; M. Cotlet 631-344-7778; A. Head 631-344-3245; M. Li 631-344-4349, M. Liu 631-344-2569; D. Nykypanchuk 631-344-3045; X. Tong 631-344-8236; K. Yager 631-344-7608,
- Laser Safety Officers: N. Camillone 631-344-4412; C. Weilandics 631-344-2593**
- Laser Safety Resource:** <https://www.bnl.gov/chemistry/Operations/lasersafety/laser-safety.php>
- ESRs read and reviewed as necessary
Laser SOP Training: SOP NC-LASER-20 SOP NC-LASER-37 Rev. 1.2 SOP NC-LASER-38 SOP NC-LASER-38A SOP NC-LASER-38B
Revision No.: _____
A change in the SOP revision number requires the completion of a COSA addendum.
- Laser System Specific Training (expires 2 years)**
- Additional SOPs read and reviewed as necessary (Specify):
- New Laser User Orientation required (for visits of 2 months or longer per year)**
- Observe signage/posting** at the door, indicating Laser Controlled Area, **Lab 1L37**
- Chemical** use, labeling, and storage
- Satellite Accumulation Area** (Hazardous Waste SAA)
- Electrical:** No work on exposed parts above 50V without Electrical Safety 1 Training and Dept. ES&H approval
- Class 3B Laser:** No entry during calibration. Follow postings.
- Good Housekeeping:** Return samples/chemicals to home institution
- Further training:** All equipment use is subject to additional training from authorized CFN Staff.

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:

- A. Boscoboinik
- M. Cotlet
- A. Head
- M. Li
- M. Liu
- D. Nykypanchuk
- X. Tong
- K. Yager