

Dear Principal Investigators and Laboratory Managers-

On behalf of Columbia University EH&S, we hope that this message finds you safe and well.

As we all look forward to the day when Columbia University can resume “normal” research operations, EH&S wants to remind Principal Investigators and Laboratory Managers that there are a few safety-related actions you and your staff can complete remotely to ensure a smooth and safe transition back to the laboratory.

EH&S asks that all laboratories please review (or complete) your specific **Laboratory Assessment Tool and Chemical Hygiene Plan (LATCH)**. LATCH has been recently enhanced to include a “high hazard” category of research materials/activities that may require specialized safety considerations that laboratory staff should be apprised of and prepared for. Information about LATCH, including a video tutorial, can be accessed @ <https://research.columbia.edu/chemical-hygiene-plan-latch>. Scroll down the webpage and click “**Laboratory Assessment Tool & Chemical Hygiene Plan**” to login to LATCH or click this link (<https://labeliq.com/login.cfm>). Please use Google Chrome, Safari, or Firefox web browsers (not Internet Explorer) when accessing LATCH.

With so many staff working remotely, now is also an ideal time to complete all required safety training, refresh training courses that have expired or get a head start on those that are soon to expire. Your LATCH includes a “**Lab Rosters**” section for you to actively manage your laboratory group’s roster. It is very important that you continuously update your group’s roster in LATCH as new laboratory staff join your group and others depart. LATCH receives a daily data update from the University’s Rascal software of all safety-related trainings you have assigned to each individual on your roster and allows you, and EH&S, to quickly and easily identify staff who are up-to-date with training, as well as staff who need to complete a course(s).

A list of safety trainings and their Rascal-based equivalents can be accessed @ <https://research.columbia.edu/safety-trainings>. Until EH&S can safely resume live training sessions, all courses can be taken in Rascal, whether initial or refresher. Additionally, Lab Rosters” includes a section for “**24-Hour Emergency Contact Numbers**” for you to update your group’s emergency contact information. Please update this information regularly in LATCH, as well as on your laboratory’s physical door sign (more to come about door sign updates as research ramp-up plans are developed and announced).

As a reminder, EH&S has a team of safety professionals working on-site, in rotations Monday – Friday during normal business hours at the Barnard, Morningside, Manhattanville and CUIMC campuses. We are performing a number of activities to support on-going essential laboratory research and working to help ensure laboratories are in a state of readiness to resume research, such as calibrating EH&S-supplied oxygen sensors where cryogenics are used/stored, and performing annual chemical fume hood certifications.

When laboratory personnel are on-site, please adhere to social distancing requirements and other advisories to limit the spread of COVID-19 (<https://preparedness.columbia.edu/>). Please refer to this site and other relevant University guidance often, as the situation and the University’s response may continue to change.

For access to past, current and future EH&S COVID-19 related tools and guidance, please visit <https://research.columbia.edu/ehs-covid-19-guidance>.

EH&S is available to support your laboratory group, whether working on-site or remotely. Please contact us at labsafety@columbia.edu if your laboratory needs any safety assistance or EH&S services throughout this period, including help with completing your LATCH.

Please distribute this message and links widely to your entire research staff.