

AAALAC International Site Visit Preparation

AAALAC International will be conducting its triennial site visit of Columbia University laboratories in June or July 2022 (final date pending). This visit is an important part of the re-accreditation process. The scope of the AAALAC site visit includes a walk-through of laboratories that work with animals in research.

It is crucial that laboratories maintain best practices to help ensure that the site visit is a success. Environmental Health and Safety has prepared the following information to help laboratories prepare for the site visit. Please review the below information to ensure your laboratory is prepared.

Laboratory Attire and Personal Protective Equipment

- Long pants or equivalent must be worn at all times while in the laboratory; absolutely no shorts or short dresses/skirts with exposed skin.
- Closed foot shoes are worn. Sandals or other types of shoes that expose the skin of the feet are not permitted.
- A laboratory coat, gloves, and eye protection must be worn if you are actively working at the bench.
- *Columbia University Policy for Personal Protective Equipment in Research Laboratories* - <https://research.columbia.edu/system/files/EHS/Policies/PPE.pdf>.

Food and Drink

- Absolutely no food or drink should be consumed or stored in the laboratory or a lab support area at any time. There are no exceptions to this requirement unless in a lab-adjacent office with the door closed.

The Laboratory Assessment Tool and Chemical Hygiene Plan (LATCH)

- Principal Investigators are required to have a LATCH posted in their laboratory
- To create or update the LATCH, please visit – <https://research.columbia.edu/chemical-hygiene-plan-latch>.

Controlled Substances

- Controlled substances MUST be stored in the storage cabinet or safe when not in use.
- All required paperwork must be filled out.
- Expired controlled substances must be clearly labeled 'Expired; Do not use'.
- <https://research.columbia.edu/system/files/EHS/Policies/ControlledSubstances.pdf>.

Eyewash Inspections

- Each eyewash in the laboratory must be inspected weekly by laboratory personnel to ensure proper function and clear water.
- <https://research.columbia.edu/system/files/EHS/Policies/EyewashEmergencyDrench.pdf>.

General Housekeeping

- Chemical bottles should be clearly labeled and closed when not in use.
- Emergency equipment must be kept clear.
- Laboratory benches, fumes hoods, and biosafety cabinets should be free of excess clutter and rubbish.
- Sharps (needles, scalpels) should not be left on the bench.
- Carbon isoflurane scavenger canisters are disposed by submitting a chemical waste pickup request https://cumc.co1.qualtrics.com/jfe/form/SV_6gqSpJrYyxX5lul.

For questions or concerns, please contact labsafety@columbia.edu.