

Guidance for 2024 Pilot: Use of LION and Campus Access

The University is piloting the use of Environmental Health & Safety's (EH&S) [Laboratory Information Online Network](#) (LION) database to streamline campus access approval in the event of an emergency which requires campus access restrictions. The pilot is currently for wet labs on the Morningside campus only. For these labs, principal investigators (PIs) or their designee(s) as assigned in LION should log in and update their laboratory personnel roster as soon as possible. These rosters will serve as the basis for research deans to coordinate access for specific individuals. Research deans may download LION reports to finalize researcher access designations.

Please note, wet laboratory personnel must be current with applicable Laboratory Safety Training (TC2150, TC4951 or TC0950) in order to be eligible to access campus during periods of significant restriction. Training completion is visible to the PI in LION.

A. LION Access Roles

In the LION system, there are three possible campus access roles:

1. Essential Personnel (All lab members)

The definition of "Essential Personnel" for research is broad and includes all faculty, researchers (including postdoctoral researchers), students and staff who require campus access for research continuity purposes. For wet labs, we assume that all research team members meet the definition of "Essential." The following 2 additional categories are smaller subsets of Essential Personnel.

2. Time & Life Critical Essential Personnel (up to ~25-30% of personnel)

Time & Life Critical Essential personnel are a subset of Essential Personnel that includes:

- (a) personnel who require campus access to complete time-sensitive research responsibilities, such as work needed to meet imminent deadlines or time-sensitive experimental procedures; and
- (b) personnel who need to complete tasks required to maintain the life of a research asset.

In general, this group should be limited to roughly 30% of the PI's team as a starting point. However, the relevant research deans may use their discretion to allow a larger number on a case-by-case basis.

3. Life Critical Essential Personnel

Life Critical Essential Personnel make up the smallest subset of Essential Personnel, limited to only those individuals who require campus access to maintain the life of a research asset or to address an imminent life safety concern. *Only EH&S can designate Life Critical Essential Personnel in LION.* Principal investigators of wet labs automatically qualify as Life Critical Essential Personnel, as does the designated Lab Safety Manager/Liaison. If a principal investigator would like to change who is designated as Life Critical Essential Personnel for their laboratory, they should send updated information to their research dean, who will review and transmit to EH&S.

B. Updating Access Roles in LION

PIs should log into [LION](#) and update the access roles for their team members now and on a regular basis (at least once a semester and when there are personnel changes to the roster). Detailed directions are below:

1. Log into LION and navigate to "LATCH -> Personnel" to update the roster.

The screenshot shows the LION LATCH interface. The top navigation bar has 'Personnel' highlighted. The left sidebar has 'LATCH' highlighted. The main content area shows a table of users with columns for Name, Email, Allowed, and Role. A '24-Hour Emergency Contact Numbers' section is also visible below the table.

Name	Email	Allowed	Role
Test Inspection (PI)	culabsafety@gmail.com	<input type="checkbox"/>	Principal Investigator Lab Safety Manager/Liaison
Andriana David Raharjao	adr2187@cumc.columbia.edu	<input type="checkbox"/>	Lab Safety Manager/Liaison
David Skorodinsky	ds4010@columbia.edu	<input type="checkbox"/>	Time & Life Critical Essential Personnel Lab Safety Manager/Liaison

2. To add an individual to the roster, search by Uni or Name in the "Add User To Roster" Search field. Select the name from the drop down and press the green "+" icon. (If user cannot be found then they likely have either not taken or very recently taken the Initial Lab Safety Training Course via RASCAL. Any exceptions should be referred to EH&S for manual account creation.)

The screenshot shows the 'Add User To Roster' search interface. The search field contains 'ds4010' and a dropdown menu shows 'David Skorodinsky [ds4010@columbia.edu]'. A green '+' icon is circled in red.

3. Once an individual is added to the roster, assign or adjust roles by selecting the pencil icon to the left of each record.

The screenshot shows a user record for David Skorodinsky. The user's name, email, and role are displayed. A pencil icon is circled in red next to the role 'Lab Safety Manager/Liaison'.

4. Pressing the pencil icon will open this screen. Press the "+Add Role" button to view the dropdown options.

The screenshot shows the 'Select Roles' dialog box. The '+Add Role' button is circled in red. The dropdown menu shows 'Lab Safety Manager/Liaison'.

5. Select the appropriate role from the dropdown and press save.

Select Roles

6. Repeat for all relevant users!

If you have questions about this process, please visit the [EH&S FAQs](#) or contact labsafety@columbia.edu.

C. Roles and Responsibilities

The nature of any particular campus emergency will drive which roles in LION are permitted to access campus for research purposes.

<u>Role</u>	<u>Responsibilities</u>
Principal Investigator	<ul style="list-style-type: none"> • Update personnel roster for their lab in LION • Assign access roles to lab personnel (Essential or Time & Life Critical Essential) • Ensure safety training is completed by all personnel in lab
Research Dean	<ul style="list-style-type: none"> • Communicate requirements to researchers in their school • Review and approve access roles assigned in LION for their school personnel; update as needed. • Transmit updated lists of personnel who require access to Public Safety for access programming.
EH&S	<ul style="list-style-type: none"> • Functional owner of LION • Designate Life Critical Essential Personnel in LION • Troubleshoot technical issues • Make LION data available to senior management on request • Communicate to relevant personnel as appropriate
EVPR	<ul style="list-style-type: none"> • Establish relevant policy and definitions • Develop and support research continuity infrastructure • Communicate requirements to broader research community • Lead and facilitate response to emergencies as needed • Ensure research needs are communicated to senior management • Coordinate with senior management and schools on potential research access restrictions