EH&S LION Tutorial Series: The LATCH

Columbia University’s Department of Environmental Health and Safety (EH&S) is happy to present the LATCH in our new LION program.

The LION is the Laboratory Information Online Network, designed to simplify laboratory safety management between the research community, and supporting departments, including EH&S.

The LATCH is the Laboratory Assessment Tool and Chemical Hygiene Plan, specific to each Principal Investigator based on their research.

During this tutorial, you will learn how to login to the LION and update your laboratory’s LATCH.

The LATCH documents the personnel, training records, and hazards present in a given laboratory. The LION program populates training records for your personnel, as well as the recommended engineering controls and PPE necessary for your research. The document is available for your whole group to view online, and can be edited and updated in one place. It’s kind of like a Google doc!

Log into the LION by following the instructions outlined on the log in page.

The URL is www.ehs.columbia.edu/lion. Make sure the Single Sign-On button is set to “On” and click the Login bar to log in through Columbia’s authentication portal.
Below is the LION homepage with the menu bar on the left. Click on the LATCH icon in the side bar to get started.

The LATCH has several sections listed at the top of the screen. Begin by going through and updating the **Personnel** information.

Personnel

Keeping an up to date roster of the personnel working in your lab will let you assign and review safety training later on. If someone is no longer part of the lab, click the red “X” next to their name to remove them. You can add personnel by beginning to type in their last name or UNI, and then click the green plus sign. It’s a good idea to add in at least one emergency contact number at the bottom of your roster.
Training

Training records are updated automatically by RASCAL and EH&S whenever someone completes a course. The Training tab also allows you assign classes to your group.

You can assign safety training to your whole group, or to only certain personnel as needed. To assign safety training, select the training tab from the drop down menu, then you can either click to "Add Training to All Lab Personnel" or click the "Add Training" button next to their name to assign it individually.
New Assessment

The next step is to click on the New Assessment tab. Within this tab, you can update your lab locations, document lab hazards, and designate requirements for personal protective equipment. To update a lab location, click the "Update Room Assignments" button. You can add a lab by typing in the search or browsing the dropdown list. To remove a lab you no longer use, simply click the red "X". Next, click "Begin Assessment" to evaluate the hazards in your lab.

If your lab has previously completed the LATCH, the existing data will be available by clicking the copy button under "Previous Assessments". Or if you would prefer to start from scratch, you can click "Start New Assessment without Copying".

The activity assessment in the image below is broken down into several different categories, and you can go through them in any order. An important page every group should review is the Physical hazards page. Select the page you want to update. And Review your previous selections.
Check or un-check the activities relevant to your lab. When you select an activity a PPE recommendation will appear. If you’d like to require additional PPE, select it from the dropdown list and click “Add to Required PPE”. Or, if you’d like to modify the recommendations, explain your changes in the comment box below.
Review the rest of your lab attributes in this section, and when you’re finished with a page, make sure to click "Save Category" before proceeding to the next one.

When you’re finished with the assessment, click Save All Categories, and you are ready to move on to the “Safety and Emergency Equipment Inventory”.

Safety and Emergency Equipment Inventory

Click this tab to document the PPE and safety equipment available in each of your labs. You can start by clicking “Select All” and un-checking items to work backwards or “Clear All” and check the box if your lab has the item. It’s important to notice which rooms have what supplies. Some lab floors have a general spill kit in the corridor, but perhaps you have a specialty one for your group. When you’re done, remember to click “Save” at the bottom.
Attachments

The attachment tab gives you the opportunity to upload a safety-related file, such as a standard operating procedure, or a chemical inventory.

Notes

Use the notes tab for any additional information you would like to include. After this step, the LATCH can now be completed.
When you click “Review Assessment,” a summary page of your selections will display. Verify that your information is all correct, and then click Complete Assessment.

After you click “Complete Assessment”, you will be taken through a few brief screens with safety reminders about our programs. Take a moment to review and acknowledge these, and then you can finalize your LATCH.
Select continue.

The image above shows that the LATCH has been submitted for review.
**Open Assessments**

The LATCH will appear in your Open Assessments tab while it is pending approval, and you will receive an email once it is approved.

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**Summary**

To view your LATCH, click on Completed Assessments, and you can print or save the whole document, or just the section you updated.
The screenshot below shows the newly updated LATCH. Share this with your group, and make sure everyone reads and signs next to their name on the cover page. Replace this with the old version posted in your lab.

If you have any questions, please email labsafety@columbia.edu or call our main offices at (212) 305-6780 for the Medical Center, and (212) 854-8749 for Morningside. Stay tuned for more information about the LION!