



Columbia University Environmental Health & Safety  
Radiation Safety Program

# Radioactive Material Module User Manual for Laboratory Information Online Network

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\*Contact Radiation Safety at [rso-ehrs@columbia.edu](mailto:rso-ehrs@columbia.edu) for additional assistance.

# Managing Radioactive Material Permits

A radioactive material (RAM) permit is issued by Radiation Safety that allows a user to order and use radioactive materials. A permit application can be submitted through LION (Laboratory Information Online Network) system.

## Submitting a New RAM Permit Application

1. Log into LION with your Columbia University UNI and password
2. Go to “**LATCH**” in the left hand menu and select “**Permits**” on the right hand screen. Click on “**Apply for New Permit**”



The screenshot shows the Columbia University Laboratory Information Online Network (LION) interface. The left sidebar, titled 'SafetyStratus', contains a menu with 'LATCH' highlighted in orange. A red arrow points to 'LATCH'. The top navigation bar, titled 'COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK', contains a menu with 'Permits' highlighted in blue. A red arrow points to 'Permits'. The main content area displays the 'Welcome to the Columbia University Laboratory Assessment Tool and Chemical Hygiene Plan (LATCH)' page. The page includes a welcome message, a description of the LATCH, and a link to the 'Permits' page.

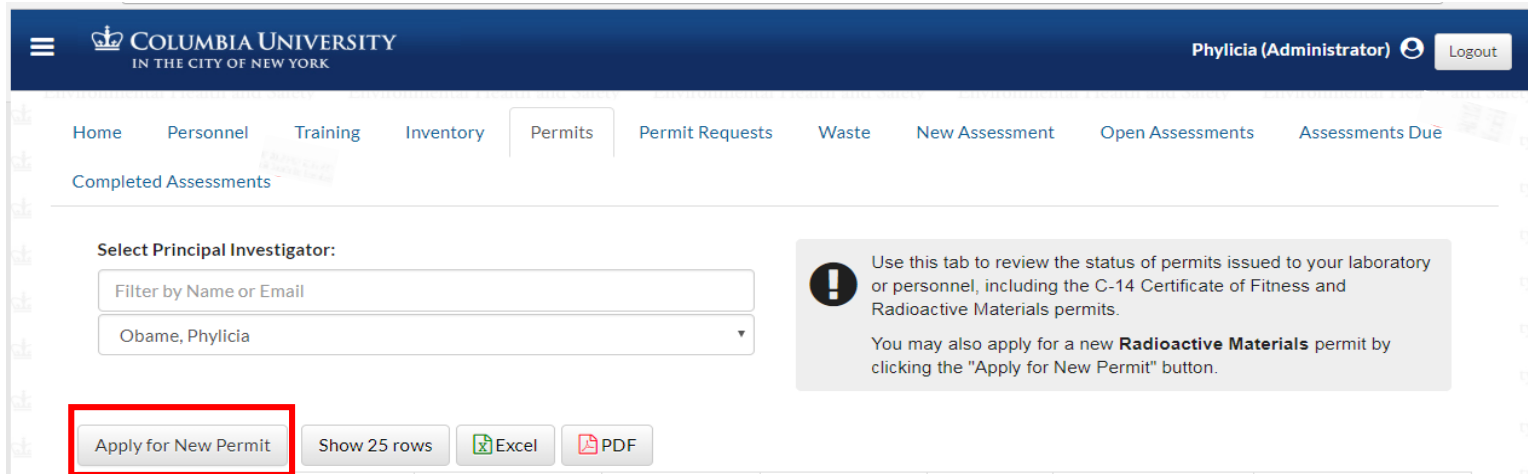
Home Personnel Training Inventory **Permits** Permit Requests Waste New Assessment Open Assessments Assessments Due 689 Completed Assessments !

## Welcome to the Columbia University Laboratory Assessment Tool and Chemical Hygiene Plan (LATCH)

The LATCH is your laboratory-specific complement to the Columbia University Chemical Hygiene Plan; it is a living document that should be reviewed at least annually and revised as-needed, and should serve as the primary resource for laboratory-specific safety information in your research space(s).

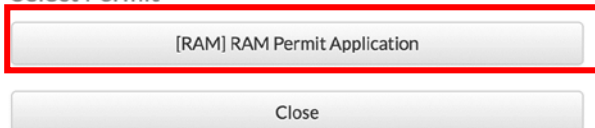
A Chemical Hygiene Plan (CHP) is required in accordance with OSHA's Occupational Exposure to Hazardous Chemicals in Laboratories standard (29 CFR 1910.1450) and Columbia University policy. The CHP provides essential information for prevention of potential exposures to hazardous materials and physical hazards in the laboratory. Columbia University has developed a **Chemical Hygiene Plan** to provide an overview of information about the use of hazardous materials in research laboratories, their hazards, warning signs, control measures, safety training to minimize exposure and waste management.

Please begin by clicking on any of the menu tabs above to enter or manage important information about your lab.

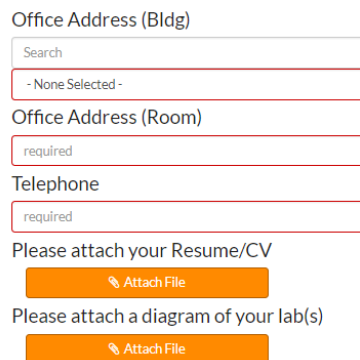


3. Select “**RAM Permit Application**” by clicking on the tab in the pop-up dialogue box

Select Permit



4. Fill out the required fields for information on the authorized user and attach a copy of CV and a diagram of the lab



5. Fill out the required fields for isotope and activity, order and possession limits, the physical form of the material, etc.

Radioisotope Usage  
Information

<b>Isotope</b>
<input type="text" value="Search for Isotope"/>
<input type="text" value="Carbon-14"/>
<b>Limits Unit of Measure</b>
<input type="text" value="mCi"/>
<b>Estimated Maximum Activity Per Procedure</b>
<input type="text" value="5"/>
<b>Maximum Quantity Purchased at Any One Time</b>
<input type="text" value="25"/>
<b>Maximum Possession Limit on Permit</b>
<input type="text" value="100"/>
<b>Estimated Total Activity to be Ordered per Year</b>
<input type="text" value="200"/>
<b>Chemical Compound or Physical Form</b>
<input type="text" value="GLUCOSE, D- [U-14C]-"/>
<b>Procedure(s) in which the Isotope Will Be Used</b>
<input type="text"/>
<b>Estimated Frequency of Procedure (per month)</b>
<input type="text"/>
<input type="button" value="✕ Remove"/>

6. Describe RAM use in experiment

Please include the following information when completing the “**Explain Reason for Application**” section.

- Name of protocol or experiment (e.g. Northern Blot, DNA Labeling, etc.)
- Isotope
- Activity to be used in the experiment (e.g. 100uCi, 1mCi, etc.)
- Estimated amount of total time spent handling radioactive material
- A brief summary of the steps in the protocol or experiment

## Explain Reason for Application

The labeling is according to the Dideoxy Method. The label is added a reaction mix of less than 50 ul and incubated at 37 C for 30 to 45 minutes. The samples are boiled and fractionated by gel electrophoresis (Rm. VC3), dried (Rm. VC4) and autoradiograms (freezer in Plant Growth Area) prepared. Unincorporated label in the electrophoresis buffer chamber is stored as liquid waste.

7. Select RAM use and storage spaces by checking the boxes in front

### Requested RAM Use and Storage Spaces

☒ 601 W. 168th St: 44

8. Provide additional information on radiation detection instruments that will be used and lab personnel who will use RAM. Your lab must have access to a liquid scintillation counter (LSC). If high energy beta and gamma emitters such as F-18, Na-22, P-32, Cr-51, Co-57 will be used, please state what Geiger Müller (GM) detector is available to your lab. If low energy gamma emitters such as Fe-55 and I-125 will be used, please state what sodium iodide (NaI) detector is available to your lab.

#### Radioisotope Usage Information


[+Add Additional Radioisotope](#)

#### Radiation Detection Instruments Available

[+Add Additional Instrument](#)

#### Laboratory Workers Using Radioactive Materials / Equipment

9. If mixed waste will be generated from research, provide additional information on the hazardous chemicals, how the mixed waste will be generated and a plan to minimize volume of the mixed waste (when hazardous chemical waste (e.g., flammable, corrosive, toxic, reactive, heavy metals, etc.) and radioactive waste are mixed together, it is known as mixed waste. Mixed waste is specially regulated.)

Will your lab generate any combination of radioactive and hazardous chemical waste mixed together? 

- ☒ Yes  
☐ No

▶ Please list the names and estimated concentrations of hazardous chemicals and radiochemicals.

required

▶ Please explain how the mixed waste will be generated.

required

▶ Please explain how your lab will minimize the volume of mixed waste generated.



required

10. Click on [Submit for Approval](#) to submit the application or [Save Changes](#) to save changes for further edits.

Once the application has been submitted in LION, a Radiation Safety Officer and a Chair of the Radiation Safety Committees will review and approve or deny the permit application. The status of your application will be available under the **“Permit Request”** tab.

## Viewing a RAM Permit


- Log into LION with your Columbia University UNI and password
- Go to **“LATCH”** in the left hand menu and click on **“Permits”** on the right hand screen. Find the RAM permit in the list and click on **“View”**

Issue Date	Amendment Date	Campus	Building	Room	
Nov 10, 2017		Columbia University Medical Center Morningside	601 W. 168th St 419 W 119th Street	44 LowerLevel	 View  Amend

## Submitting an Amendment Request for an Existing RAM Permit

1. Log into LION with your Columbia University UNI and password
2. Go to “**LATCH**” in the left hand menu and click on “**Permits**” on the right hand screen. Find the RAM permit in the list and click on “**Amend**”

Issue Date	Amendment Date	Campus	Building	Room	
Nov 10, 2017		Columbia University Medical Center Morningside	601 W. 168th St 419 W 119th Street	44 LowerLevel	<a href="#">View</a> <a href="#">Amend</a>

3. Click on the  button to modify the permit status, expiration dates, locations, isotopes, equipment, and special conditions of a RAM permit.

## Renewing a RAM Permit

You can request a renewal of a RAM permit by amending the permit and selecting a new expiration date (up to 5 years from current expiration date).

New Expiration Date

08/18/2019

Current Expiration Date

08/18/2018

← August 2019 →

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

g Hall: 747

Facility

Boeing Hall

Room

747



## Amending a RAM Permit

To **add a RAM-use location to a permit**, search for and select the new space from the drop-down list and then click on the “**Add+**” button.

**Permitted Spaces**

**Add +**

Kwolek College | Boeing Hall: 747

	Location	Facility	Room
	No Room Assigned		
✕	Kwolek College	Boeing Hall	747

To **remove a RAM-use location from a permit**, click on the ✕ in front of the location.

To **add an isotope to a permit**, search for and select the new isotope from the drop-down list and then click on the “**Add+**” button. Next, enter the order and possession limits.

**Permitted Radioisotopes**

**Add +**

Phosphorus-32

To **remove an isotope from a permit**, if the isotope is not present in the lab (as vials or waste), click on the ✕ in front of the isotope. If there is a ⛔ in front of the inventory, it means that the isotope is present in the lab as vials or waste. Contact Radiation Safety at [rso-ehrs@columbia.edu](mailto:rso-ehrs@columbia.edu) for assistance.

To **add a radiation detection equipment** or an X-ray device to a permit, search for and select the equipment from the drop-down list and then click on the “**Add+**” button.

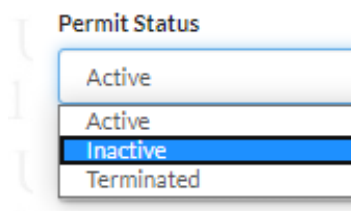
**Permitted Equipment**

**Add +**

Geiger Counter: Geiger Counter (GC-12345)

## Inactivating, Terminating or Reactivating a RAM Permit

If your lab no longer works with RAM, you can submit a request to **inactivate** or **terminate** your RAM permit. An inactive permit status places the permit on hold, and a terminated permit is often requested when the lab is vacating all current space. Before a permit can be set to “inactive” or “terminated”, all RAM inventory must be removed from the permit including RAM waste. Once inactivated, the lab is not allowed to receive new RAM inventory until a reactivation request is submitted. To request a change to the status of your RAM permit, select the new permit status from the drop-down list under “**Permit Status**”



To **reactivate** a permit, please verify that all radiation users including the PI’s radiation safety trainings are current. Choose “Active” from the drop down menu under “**Permit Status**” and click on “**Submit for Approval**”.

## Managing RAM Inventory & Recording RAM Use

To view or manage the radioactive materials inventory of your laboratory, navigate to “**LATCH**” and then go to the “**Inventory**” tab.

The data table will display each item in a separate row. You can use the filters at the top of the page to select the items that you want displayed.

Select “**Show All**” to see all inventory items and change the **Status** to see the inventory items that are **ordered, received, in stock, disposed or decayed**. Click on “**Apply Filters**” to refresh the results. To view details of a specific inventory item and the **usage log**, click on the **down-arrow**.

## Radioactive Materials

caracappa

Caracappa, Peter

Any radioactive material in your laboratory will be displayed in this data table. You can record disposal of your

[Read more](#)

Status	In Stock

Element Show All

Code

Compound

Principal Investigator

Isotope

Lot  Search

Apply Filters





Unit: **Ci**

Start Date 07/14/2019 End Date 07/15/2020

PDF

EXCEL

Show 10 rows ▾

Status	Code	Principal Investigator	Element	Isotope	Compound	Current Activity	Physical Form	Receipt Date	Possession Limit	Last Survey	Permit Number	Manufacturer	Model/Product Number	
In Stock	20171018-171018001-771	Caracappa, Peter	Carbon	C-14		0.01000 uCi	Liquid	Oct 18, 2017	3.00000 Ci		R-55	Perkin Elmer		  Surveys    Dispose
In Stock	20171018-171018002-	Caracappa, Peter	Phosphorus	P-32		0.00000 uCi	Liquid	Oct 18, 2017	800.00000 mCi	Oct 18, 2017	R-40	PerkinElmer	BLU513H250UC	  Surveys    Dispose

Status ↓↑	Code ↓↑	Principal Investigator ↓↑	Isotope ↓↑	Compound ↓↑	Current Activity ↓↑	Physical Form ↓↑	Receipt Date ↓↑	Last Survey	Permit Number ↓↑	
In Stock	160412001		C-14	4,7,10,13,16,19-Docosahexaenoic acid, [1-14C] 10uCi	3.99913 uCi	Liquid			292	<a href="#">Surveys</a> <a href="#">Dispose</a> <a href="#">Sub-Vial</a>
Element			Carbon							
Quantity			0.00							
Total Permit Usage			64.9%							
Assay Date			Apr 12, 2016							
Assayed Activity			4.00120 uCi							
Order Limit			250.00000 uCi							
Possession Limit			5.00000 mCi							
Manufacturer										
Model/Product Number										
Lot										
Parent Vial			N/A							
Usage Log			Sub-Vial					Inventory Use Detail		
			Code	Isotope	Status	Compound	Lot	Model/Product Number	Activity Used	Quantity Used
			160412001-1	C-14	Disposed	4,7,10,13,16,19-Docosahexaenoic acid, [1-14C] 10uCi			0.00000 uCi	0.99 l
Container Detail										
Notes										

## Recording RAM Use after Dose Draw



**Sub Vial** is used to create virtual smaller vials to reflect samples drawn from a RAM vial. Click on **Sub-Vial** icon and specify the activity of material that is extracted from the starting material. A new inventory item will be created after this information is submitted.

### Current Vial

Isotope	C -14	Code	20170818-2
Manufacturer	Perkin Elmer	Model/Product Number	NEC042V250UC
Compound		Activity	15.00000 mCi
Lot		Quantity	1 ml

### New Vial

Code	<input type="text" value="20170818-2-1"/>		
Physical Form	<input type="text" value="Liquid"/>		
Compound	<input type="text" value="Enter chemical compound"/>		
Extracted Activity	<input type="text" value="5"/>	<input type="text" value="mCi"/>	
Extracted Quantity	<input type="text" value="0.33333"/>	<input type="text" value="ml"/>	
Additional Quantity	<input type="text" value="Volume of additional solution (if any)"/>	<input type="text" value="ml"/>	
Total Quantity	<input type="text" value="0.33333"/>	<input type="text" value="ml"/>	

## Recording RAM Use after Disposal

To record the use and disposal of a radioactive material, begin by clicking the “**Dispose**” icon adjacent to the inventory item to get to the following window:

### Inventory Disposal Form

Isotope	I -125	Code	20200331-6823
Compound	PINP RIA Kit	Activity	1.46702 uCi
Lot	1894635	Quantity	0.00 ml

Inventory Use Detail

Enter total disposed/used amount.

Activity Used	Quantity Used
1.46702	0.00
uCi	ml



Waste Container Detail

To move inventory into waste, enter the activity into each of the containers directly or by percentage and then submit log.



Container	Percentage	Activity	Total Waste Quantity	Contents/Description
MC002610 [Animal Carcasses, Dry Waste, Scintillation Vials, Mixed Waste, Beta Plates] 30 Gallon Plastic Drum [ I-125 ] Presbyterian Hospital Building: 10-113	0.00	0.00000 uCi	ml	
MC002744 [Aqueous Waste, Infectious Waste, Mixed Waste] 5 Gallon Plastic Jerrican [ I-125 ] Presbyterian Hospital Building: 10-113	0.00	0.00000 uCi	ml	
MC002745 [Dry Waste, Scintillation Vials, Mixed Waste] 5 Gallon Pail [ Empty ] Presbyterian Hospital Building: 10-113	0.00	0.00000 uCi	ml	

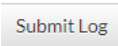
Add Container

Begin by entering the total activity you are disposing of. Allocate the percentage of material to be disposed of into each waste container. The sum of percentages to be disposed in the selected containers must equal 100%.

If you need to create a new waste container, or add an additional container(s), click the  button, select the container and enter details for Type and Location, and then click the  button.

#### Create New Container

Container Code:	Select Type:	Location:
<input type="text" value="Leave Blank to Auto-Generate"/>	<input type="text" value="[DAW] 10 Gallon Liner"/>	<input type="text" value="Engineering Terrace: 398"/>
<div> </div>		

The container will now be available to accept waste. Make sure to click  once all the required fields have been entered.

## Managing RAM Waste

Users can view all RAM waste containers that were entered into LATCH for containers that are currently in the lab's possession. Go to "LATCH" and click on the "Waste" tab on top.

Inspections ▾  
New Inspection  
Continue an Inspection  
Pending Inspections  
Follow Up Items  
Inspection Findings ▾  
Corrective Actions  
Summary Reports  
Completed Inspections  
**LATCH** ←  
Incidents ▾  
Task View  
New Incident  
Open Incidents  
Closed Incidents

Home Personnel Training Inventory Permits Permit Requests **Waste** New Assessment Open Assessments Assessments Due Completed Assessments Files

Select Principal Investigator:  
  

Caracappa, Peter

Create New Container Show Disposed Request Supplies

Show 25 rows ▾

Number	Type	Status	Location	Pickup Date	Contact	Aggregated Contents
MC002969	5 Gallon Pail	In Use	Physicians & Surgeons: LoadDock			[Iodine-125] 0.01105 uCi
MC002632	5 Gallon Pail	In Use	Physicians & Surgeons: B417			[Carbon-14] 0.99967 uCi [Hydrogen-3] 0.18504 uCi [Phosphorus-32] 0.00000 uCi

This page displays your radioactive waste container Form.  
To request a pick-up and replacement for your radioactive waste container, click here.

## Creating a New RAM Waste Container

Users can create a RAM waste container by clicking on the “Create New Container” button.

The screenshot displays the LATCH system interface. On the left is a navigation sidebar with categories: Inspections, Inspection Findings, LATCH (highlighted with a red arrow), Incidents, and Administration. The top navigation bar includes links for Home, Personnel, Training, Inventory, Permits, Permit Requests, Waste (highlighted with a red arrow), and New Assessment. The main content area is titled 'Select Principal Investigator:' and features a search box with the text 'Filter by Name or Email' and a dropdown menu showing 'Caracappa, Peter'. Below this, there are three buttons: 'Create New Container' (highlighted with a red box and a red arrow), 'Show Disposed', and 'Request Supplies'. At the bottom, there is a table with the heading 'Show 25 rows' and columns for Number, Type, Status, and Location. The table contains two rows of data.

Number	Type	Status	Location
MC002969	5 Gallon Pail	In Use	Physicians & Surgeons: LoadDock
MC002632	5 Gallon Pail	In Use	Physicians & Surgeons: B417

In the pop-up window, enter the container ID# on the physical waste tag as **Container Code**. Specify type of waste, container type and location. If more than one container needs to be created, click on **New** and repeat the steps for another container. Click on “**Create New Container**” when completed.



Pickup Details

Request Pickup Now

Yes

No

New Waste Container

Owner

Peter Caracappa (pc2837)

Number of Containers

1

Container Code

Enter container code (optional). Leave it blank for auto generate.

Waste Type

Animal Carcasses

Container Type

1 Gallon Container

Location

Search...

Contents

Add New Item +

New

Copy

Cancel

Create New Container

## Submitting a RAM Waste Pickup Request

Users may submit a waste pickup request by using the “Waste” tab in “LATCH”.

SafetyStratus

Inspections

Inspection Findings

LATCH

Incidents

Administration

User Guides

Feedback and Questions

COLUMBIA UNIVERSITY  
IN THE CITY OF NEW YORK

Phylcia (Administrator) Logout

COLUMBIA LI  
(LABORATORY INFORMATION  
ONLINE NETWORK)

Home Personnel Training Inventory Permits **Permit Requests** Waste New Assessment Open Assessments Assessments Due

Completed Assessments


Select Principal Investigator:  
Filter by Name or Email  
Morgan, Thomas

Create New Container Show 25 rows Excel PDF


Unit: Ci

Number	Type	Status	Location	Pickup Date	Aggregated Contents
MC010898	55 Gallon Drum	In Use	Physicians & Surgeons: B417		[Caesium-137] 184.36449 mCi




Contents **Pick-Up**

Click on the  icon and fill out the following form. Select the container for pickup, check off any supplies needed and specify quantities.

## Waste Pickup Request

Earliest Pickup Date	07/16/2020
Contact Name	
Contact Phone	
Comments 	Please use the comments to request additional supplies or to provide any additional information about the pickup request, such as a contact phone number.

Select Containers Ready for Pickup Add + 5 Gallon Pail [MC002969] 

 	5 Gallon Pail [MC002969]	Peter Caracappa (pc2837)	Physicians & Surgeons: LoadDock	Unknown	
I-125 : 0.01105 uCi					

### Additional Items Requested

<input type="checkbox"/> Container: 14 gal (53 L) fiber for beta plates/96-well plates	Qty <input type="text" value="1"/>
<input type="checkbox"/> Container: 1 gal (4L)	Qty <input type="text" value="1"/>
<input type="checkbox"/> Container: 1 gal (4L) solid	Qty <input type="text" value="1"/>
<input type="checkbox"/> Container: 2.5 gal (10 L) - liquid waste only	Qty <input type="text" value="1"/>
<input type="checkbox"/> Container: 30 gal (113.6 L) - liquid/ dry solid/ liquid scintillation vial waste	Qty <input type="text" value="1"/>
<input type="checkbox"/> Container: 5 gal (18.9 L) - LSV or dry solid waste (pail or bucket)	Qty <input type="text" value="1"/>
<input type="checkbox"/> Container: 5 gal (20 L) carboy - liquid waste	Qty <input type="text" value="1"/>
<input type="checkbox"/> Drum Liners	Qty <input type="text" value="1"/>
<input type="checkbox"/> Label : Chemical/ Hazardous Waste	Qty <input type="text" value="1"/>
<input type="checkbox"/> Label : Radioactive Waste	Qty <input type="text" value="1"/>
<input type="checkbox"/> Other (Please specify in the comments)	Qty <input type="text" value="1"/>

Exit Submit Request

Select for pickup as many waste containers as you wish in the drop-down menu by clicking on the “Add+” button. Click on **Submit Request** when the request is complete.

## Submitting a RAM Waste Supplies Delivery Request

Users can also **submit request for waste supplies only** by click on the “Request Supplies” button separately from a waste pickup request. Check off any supplies needed and specify quantities. Click on **Submit Supply Request** when the request is complete.

The screenshot displays the LATCH system interface. On the left is a blue sidebar with navigation options: Inspections, Inspection Findings, LATCH (highlighted with a red arrow), Incidents, and Administration. The main content area has a top navigation bar with links: Home, Personnel, Training, Inventory, Permits, Permit Requests, Waste (highlighted with a red arrow), and New Assessment. Below the navigation bar, there is a 'Select Principal Investigator' section with a search filter 'Filter by Name or Email' and a dropdown menu showing 'Caracappa, Peter'. Below this, there are three buttons: 'Create New Container' (orange), 'Show Disposed' (grey), and 'Request Supplies' (orange, highlighted with a red box and a red arrow). Below the buttons is a table with the following data:

Number	Type	Status	Location
MC002969	5 Gallon Pail	In Use	Physicians & Surgeons: LoadDock
MC002632	5 Gallon Pail	In Use	Physicians & Surgeons: B417

Pickup Details

Location

Search...

Contact Phone

Items Requested

<input type="checkbox"/> Container: 14 gal (53 L) fiber for beta plates/96-well plates	Qty <input type="text" value="1"/>
<input type="checkbox"/> Container: 1 gal (4L)	Qty <input type="text" value="1"/>
<input type="checkbox"/> Container: 1 gal (4L) solid	Qty <input type="text" value="1"/>
<input type="checkbox"/> Container: 2.5 gal (10 L) - liquid waste only	Qty <input type="text" value="1"/>
<input type="checkbox"/> Container: 30 gal (113.6 L) - liquid/ dry solid/ liquid scintillation vial waste	Qty <input type="text" value="1"/>
<input type="checkbox"/> Container: 5 gal (18.9 L) - LSV or dry solid waste (pail or bucket)	Qty <input type="text" value="1"/>
<input type="checkbox"/> Container: 5 gal (20 L) carboy - liquid waste	Qty <input type="text" value="1"/>
<input type="checkbox"/> Drum Liners	Qty <input type="text" value="1"/>
<input type="checkbox"/> Label : Chemical/ Hazardous Waste	Qty <input type="text" value="1"/>
<input type="checkbox"/> Label : Radioactive Waste	Qty <input type="text" value="1"/>
<input type="checkbox"/> Other (Please specify in the comments)	Qty <input type="text" value="1"/>

Comments

Please use the comments to request additional supplies or to provide any additional information about the request.

Cancel

Submit Supply Request

# Managing Inspections

## Managing Corrective Actions

After an EH&S survey visit, the Principal Investigator and a designated lab safety contact will be able to view their Safety Survey report, which may include corrective actions. This chart shows how to manage your laboratory's corrective actions.

There are two ways to manage corrective actions

### ① Link in Survey Email



Research Safety Program  
Medical Center - T:212-305-0303  
Morningside - T:212-854-8749  
labsafety@columbia.edu

Dear Phylcia Obame, :

Environmental Health & Safety (EH&S) completed a Personal Protective Equipment Awareness and Administrative Controls survey in your laboratory(s) on Jan 7, 2017 and have assigned corrective action(s). Click [here](#) to view the corrective actions assigned to you, certify that they have been completed, request an extension, or reassign them to someone else.

#### Survey Details

Observation	Corrective Action	Assigned To	Corrected at Time of Survey	Action Required
Are beverages visible or evidence of beverages present in the laboratory? coffee and tea	Food and beverages in the laboratory pose cross-contamination risks, and can enable the inadvertent ingestion of hazardous materials.	Phylcia Obame	No	Yes
Is the laboratory roster complete?	The laboratory's LATCH should accurately list a current staff roster. Please log into LION to update the lab's roster. From the "Laboratory Assessment Tool" page, click "Personnel", then add or delete individuals, as necessary.	Phylcia Obame	No	Yes

Click on the link provided, which will prompt you to log in with your UNI, and the page will open directly to your manage options

### ② Log in to LION

<https://ehs.Columbia.edu/lion>

The screenshot shows the 'SafetyStatus' interface for Phylcia Obame. The 'Corrective Actions' tab is selected. It displays a list of 'Open Actions' with columns for Due Date, Assigned To, and Inspection Date. Two actions are listed, both assigned to Phylcia Obame and due on 6/21/17, with inspection dates of 6/7/17. An orange file folder icon is visible next to the second action.

Once you log in with your UNI, go to **Inspection Findings** → **Corrective Actions** to see your lab's list of **Open Actions** and click the orange file folder icon

### Manage Options!

Inspection Question: Are all compressed gas cylinders secured correctly with a strap, chain, floor stand or bench clamp?

Due: Aug 2, 2018

Assigned: Phylcia Obame (po2241)

Please secure all compressed gas cylinders to a fixed point with a strap, chain, floor stand or bench clamp.

Phylcia Obame [Jul 19, 2018 2:39:49 PM]: This is where the laboratory's comments will appear.

Comment

Photo

Reassign

Extend

Complete

## Printing Audit Report

1. Click on “**Completed Inspections**” to view your audit reports (make sure that you select the appropriate time interval: start and end dates)

The screenshot displays the SafetyStratus interface for Columbia University. The left sidebar contains navigation links: Inspections, Inspection Findings, Corrective Actions, Summary Reports, Completed Inspections (highlighted), LATCH, Incidents, Administration, User Guides, and Feedback and Questions. The main content area is titled 'Completed Inspections' and includes tabs for User Inspections, Room Inspections, and Asset Inspections. Below these are filters for User Inspected (test), Inspection Type (Show All), Inspector (Show All), Department (Show All), and Scope (Search). A red box highlights the Start Date (09/03/2018) and End Date (10/04/2018) filters. Below the filters are buttons for 'Show 25 rows', 'Excel', and 'PDF'. A table displays the inspection data with columns: Date, User Inspected, Scope, Inspector, Type, Department, Open, and Total. A red arrow points to the 'Date' column header.

Date	User Inspected	Scope	Inspector	Type	Department	Open	Total
Sep 19, 2018	Test Inspection [testinspection]	<ul style="list-style-type: none"><li>Room: Test Room - Test Building</li><li>Room: Test Room 2 - Test Building</li><li>Asset: TEST - TEST</li><li>Asset: TEST - TEST1</li><li>Asset: TEST - TEST2</li><li>Asset: TEST - TEST O2 Sensor</li></ul>	Phylcia Obame	Research Radiation Safety Audit	Test Department	0	3

- Click on the magnifying glass and then on the “View Full” button to view the full report

SafetyStratus

Inspections ▾

Inspection Findings ▾

LATCH

Incidents ▾

Administration ▾

User Guides ▾

Feedback and Questions

COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

Phylcia (Administrator)

Logout

COLUMBIA LION

(LABORATORY INFORMATION ONLINE NETWORK)

Environmental Health and Safety

Environmental Health and Safety

Environmental Health and Safety

Environmental Health and Safety

Inspection History

#89632 | Research Radiation Safety Audit | Wednesday, September 19, 2018 2:47:27 PM

View Full

Export

PI Name:	Test Inspection	Inspection Scope	
PI Email:	culabsafety@gmail.com	Asset:	TEST: TEST Biological Safety Cabinet (TEST)
Inspection Type:	Research Radiation Safety Audit		TEST: TEST Fire Extinguisher (TEST1)
Inspector:	Phylcia Obame		TEST: TEST Laser (TEST2)
Date:	Sep 19, 2018 2:47 PM (Duration: 1 minute)		TEST: TEST O2 Sensor (TEST O2 Sensor)
Organization:	Test Organization	Room:	Test Building: Test Room
Department:	Test Department [Test Department]	<div>Show All</div>	

Roster

Sam Dindayal

EHS Action, Lab Safety Manager, Laboratory Staff Action

Phylcia Obame

EHS Action, Lab Safety Manager, Laboratory Staff Action

Taekyung Yun

EHS Action, Lab Safety Manager, Laboratory Staff Action

Corrective Actions

All waste containers should be closed.

Inspector Notes: TEST

Action Notes: EMAIL TEST BY Phylcia

Completed by: Phylcia Obame (Sep 19, 2018)

- Click on PDF “Export” icon
- Print

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# LATCH

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



## Managing 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.

Add User To Roster:

Name	Email	Allowed
<div><div>X</div></div>	biosafety@columbia.edu	<input type="checkbox"/>
<div><div>X</div>Phylicia Obame</div>	po2241@columbia.edu	<input checked="" type="checkbox"/>
Lab Member A Test [Co-PI]	test1@test.com	<input checked="" type="checkbox"/>
Lab Member B Test [Co-PI]	test2@test.com	<input checked="" type="checkbox"/>
New PI Test [PI]	test@test.com	<input checked="" type="checkbox"/>

Please keep at least one **Emergency Contact** number at the bottom of your roster. To add an emergency contact number, click on “**Add Phone Number**”. Enter the phone number, select the contact person from the drop-down menu and select a room assignment from the drop-down menu. Click “**Save**”.

Enter Phone Number:

+1 ###-###-####

Select Contact Person:

Lab Member A Test

Assign Room:

Test Room

Cancel

Save

Assigning Roles to Lab Personnel

If anyone in your lab is typically responsible for safety-related activities, the PI and current Lab Manager(s) can designate them as the **Lab Safety Manager** by clicking on the pencil icon under **Role**. The PI and current Lab Manager(s) should designate lab members who use radiation as **Radiation User**. To edit Role of a lab member, click on the pencil icon to the right.

Name	Email	Allowed	Role
<div><div></div>Peter Caracappa</div>	pc2837@columbia.edu	<input checked="" type="checkbox"/>	EHS Action
<div><div></div>Ran Angela Meng</div>	rm2943@columbia.edu	<input checked="" type="checkbox"/>	EHS Action <div></div>

Click on “**+ Add Role**” or “**x Remove Role**” and select the person’s role from the drop-down menu and click “**Save**”.

Select Roles

+ Add Role

x Remove Role

Building Coordinator / Facilities Action

EHS Action

Laboratory Staff Action

Lab Safety Manager

Co-Principal Investigator

Project Manager

Radiation User

Shop Manager

Shon Monitor

Select Roles

+ Add Role

x Remove Role

Radiation User

Cancel

Save

## Managing Training

Training records are updated automatically by RASCAL and EH&S whenever someone completes a course. The **“Training”** tab also allows you assign courses to your group. Radiation safety training are required for all radiation users and must be refreshed annually. Lab safety training are required for all lab members

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.

**Inspections ▼**

- New Inspection
- Continue an Inspection
- Pending Inspections
- Follow Up Items
- Inspection Findings ▼**
- Corrective Actions
- Summary Reports
- Completed Inspections

**LATCH**

**Incidents ▼**

- Task View
- New Incident
- Open Incidents
- Closed Incidents

**Administration ▼**

- Analytics
- Data Manager
- Edit Inspection

Home Personnel **Training** Inventory Permits Permit Requests Waste New Assessment Open Assessments

Assessments Due Completed Assessments Files

Select Principal Investigator:

test

Test, New PI

Use this tab to assign safety training to your personnel and to review their training status.

- First, search for and select the name of the PI for the personnel you would like to review

[Read more](#)

Select Training

Annual Radiation Safety Refresher Training for Users of Radioactive Materials - TC3350

Add Training to All Lab Personnel

Add Selected Training

Training	Last Completed	Status
No Training Assignments		

**Phylicia Obama**

Add Selected Training

Training	Last Completed	Status
✗ Lab Safety, Chemical Hygiene, and Hazardous Waste Management - TC0950	Dec 1, 2016	Expired
✗ Biological Safety/Bloodborne Pathogen Training - TC0509	Mar 17, 2017	Expired
✗ Initial Radiation Safety Course - TC1750	Oct 11, 2017	Current
✗ Biosafety Cabinet - TC3550	Mar 17, 2017	Expired