

May 23, 2006

COLUMBIA UNIVERSITY

**GUIDELINES FOR SHORT-TERM VISITORS IN RESEARCH-RELATED
ACTIVITIES***

Introduction:

Columbia benefits from the presence of many visitors who come to the University for limited periods of time to participate in its research programs. Such individuals are given either salaried or non-salaried appointments as officers of research when they are providing services to the University. Others wish to use the facilities of the University to engage in their own research or learn new research techniques. These do not hold University appointments, do not provide services to the University and may not receive compensation. They are instead designated as visiting scholars or visiting scientists. In addition, individuals who are members of the University community as students or employees may provide uncompensated volunteer services in research-related activities that are not part of their course of study or position at the University.

In a few very limited exceptions, visitors do not have any formal affiliation with the University ("Non-Affiliated Visitors"). For example, high school students, such as Intel Science Talent scholars, may participate in laboratory activities as part of an educational/mentoring program sponsored by their school or other educational organization in conjunction with the University. Except in unusual circumstances, these visitors may not remain at the University for longer than a year without an appointment as an officer of research or the designation of visiting scholar or visiting scientist.

While the presence of visitors promotes the research mission of the University, we have an obligation to ensure that their activities are conducted in a safe, professional and responsible manner. These Guidelines are designed to achieve that end. Nothing in them should be interpreted to change existing University policies on the appointment of officers of research and the designation of visiting scholars and visiting scientists. All visitors are subject to University policies and procedures, as well as applicable federal, state and local laws that may apply to their activities.

All non-compensated visitors may not perform work that would otherwise be performed by University employees and their services may not be considered compensable work. Visitors who do work that is of benefit to the University and that otherwise would be performed by employees of the University may be considered entitled to wages by the U.S. or New York State Department of Labor.

* This Policy was originally issued on March 23, 2006

Guidelines:

The University has well-established procedures for making appointments as officers of research or designating individuals as visiting scholars and visiting scientists. Questions about whether someone should receive an appointment should be directed to the Assistant Provost for Academic Appointments or, at the Columbia University Medical Center (CUMC), to the Director of the Office of Faculty Affairs. The Associate Provost and the Director of the Office of International Students and Scholars is responsible for designating visiting scholars and visiting scientists.

Non-Affiliated Visitors are required to register with the appropriate office of the University prior to their arrival by completing the attached “Registration Form for Short-Term Visitors Engaged in Research-Related Activities.” At CUMC, the form should be submitted to the Human Resources Office. On other University campuses, the form requires the approval of the Assistant Provost for Academic Appointments who will submit it to the Human Resources Office of the University. The form must clearly state the purpose for which the visitor is coming to the University, the activities in which he or she will be engaged while at the University, and the anticipated length of his or her visit. It must be signed by the visitor and countersigned by the person sponsoring the individual and the departmental administrator in the relevant department, institute or center. Once the applicable Human Resources Office has approved the form, it will arrange for the individual to obtain a temporary identification card from the Office of Public Safety.

It is the responsibility of sponsoring investigators and departmental administrators to ensure that (1) all visitors have received the necessary training and/or approvals in the following areas and (2) comply with all relevant University rules and policies during their stay:

A. Environmental Health and Safety; Radiation Safety

All visitors must attend the appropriate Environmental Health and Safety and/or Radiation Safety training sessions. They must be made aware of basic institutional life safety policies and procedures that are applicable to regular employees. Visitors working in laboratories must read the University’s Laboratory Safety and Chemical Hygiene Plan for the applicable campus.

Prior to undertaking laboratory activities, visitors must attend Laboratory Safety and Hazardous Waste training and, if applicable, Formaldehyde/Xylene, Bloodborne Pathogen, Laser and /or Radiation Safety training.

The principal investigator or the visitor’s sponsor, or his/her designee, will provide task-specific training in handling hazardous materials:

- Visitors with no prior experience may not handle hazardous materials until they can demonstrate technical proficiency obtained through initial work with non-hazardous materials. (e.g., use of water to demonstrate and teach dilution

techniques at the outset of activities.) A progression of work activities will be assigned as techniques are learned and proficiency developed.

- For those with prior experience in handling hazardous materials, the principal investigator or the visitor's sponsor, or his/her designee will assess the level of competency and provide further training as needed if a progression of work activities is required.

Visitors may not perform any spill clean-up activities other than those necessary for the immediate protection of themselves and others.

The involvement of visitors in the handling of hazardous waste is limited to placing the waste in designated containers; they may not be involved with labeling, identification or storage of the waste. Those are responsibilities of trained laboratory staff members.

Visitors who may use or be exposed to radioactive material or ionizing radiation at the Morningside campus or at Lamont or Nevis must contact the Office of Environmental Health and Radiation Safety at Morningside. Visitors who may use or be exposed to radioactive material or ionizing radiation at CUMC must contact the Office of Radiation Safety at CUMC.

B. Research Subjects

Visitors may not work with human subjects without the prior approval of the University's Institutional Review Board. Visitors may not work with patients at New York Presbyterian Hospital ("NYPH") without the approval of the appropriate NYPH representative. In addition, no visitor may work with patient records or protected health information without completing the University's HIPAA training. Visitors at CUMC who may be present in patient care settings are subject to the University's Medical Surveillance Policies and Procedures and if such patients are at NYPH, the NYPH Medical Surveillance Policies and Procedures.

Visitors may not work with research animals without the prior approval of the University's Institutional Animal Care and Use Committee. The principal investigator is required to include the names, qualifications and activities of all visitors in his/her animal protocol form, along with a description of the activities that the visitors will perform on animals. Prior to undertaking such activities, visitors must attend the species-specific training courses offered by the Institute of Comparative Medicine. In addition, they are subject to the University's Medical Surveillance Policies and Procedures for the applicable campus.

C. Accidents or Emergencies

In the event of an accident or emergency, the same procedures used for employees should be used for visitors. The individual should be treated (a) for the Morningside campus, at the Student Health Services or the Emergency Room at St. Luke's Hospital, (b) for

Lamont, at the Emergency Room at Nyack Hospital, (c) for Nevis, at the Emergency Room at Dobbs Ferry Hospital, or (d) at CUMC, the Occupational Health Service or Emergency Room at NYPH. In each case, an Accident Report Form should be completed and sent to University Risk Management.

The University reserves the right to withdraw any visitor privileges and remove a visitor from campus without prior notice.

No visitor will be allowed on any ship owned or operated by the University.

Special Provisions for Non-University Minor Visitors:

In addition to the above Guidelines, special provisions apply to minors, defined as individuals less than eighteen years of age, performing research-related activities in University laboratories (as opposed to being present during a tour for strictly observational purposes):

- In addition to the Registration Form referred to above, the attached Parental Consent Form must be filled out and signed by a parent or guardian of the minor volunteer or observer prior to performing any research related activities.
- No one under the age of fourteen is allowed in any University laboratory.
- No one under the age of eighteen is allowed to be alone in a laboratory.
- No one under the age of eighteen may handle human blood, human cell lines or any other material defined as “other potentially infectious materials” by OSHA (Bloodborne Pathogens Standard 29CFR 1910.1030).
- No one under the age of eighteen may handle radioactive materials.
- No one under the age of eighteen may work with animals.

Questions relating to these Guidelines should be directed to the Human Resources Office at the relevant campus.

**COLUMBIA UNIVERSITY
REGISTRATION FORM FOR SHORT-TERM VISITORS ENGAGED IN RESEARCH-
RELATED ACTIVITIES**

Name: _____

Date: _____

Home Address: _____

Sponsoring Dept.: _____

Work Location: _____

Home Phone No.: _____

Work Address: _____

Work Phone No: _____

If student, indicate academic affiliation: _____

Name(s) and Department(s) of Any Family Members Employed at Columbia University:

Emergency Contact:

Check One:

Name: _____

_____ Under 14 Years of Age

Relationship: _____

_____ 14 to 18 Years of Age

Phone No: _____

_____ Over 18 Years of Age

Supervisor Name: _____

Supervisor Phone No. _____

Supervisor Title: _____

Describe the role and activities to be performed: _____

Estimated number of hours per week: _____

Project Start Date: _____ Project End Date: _____ (Not to exceed one year)

Will any of the following be present at the worksite?	Yes	No
Bloodborne pathogens	_____	_____
Chemicals	_____	_____
Formaldehyde/Xylene	_____	_____
Radioactive materials	_____	_____
Laboratory animals	_____	_____
Contact with patients	_____	_____
Contact with human research participants	_____	_____
Infectious agents	_____	_____
Lasers	_____	_____

Will medical surveillance for workplace hazards be required? _____



Visitor Signature: _____ Date _____

Sponsor Approval: _____ Date _____

Department Authorization: _____ Date _____

HR Authorization (CUMC): _____ Date _____

Assistant Provost Authorization (Morningside, Lamont and Nevis)
_____ Date _____

HR Authorization (Morningside, Lamont and Nevis)
_____ Date _____

