

**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. In many cases, such visitors are appointed as officers of research or instruction or designated as visiting scholars or visiting scientists, as set forth in the Columbia University *Faculty Handbook* (see Chapters III, IV and VIII).¹ In a few very limited exceptions, short-term visitors have no appointment, formal affiliation, or designation with the University (“Non-Affiliated Visitors”). Non-Affiliated Visitors may include high school students, visiting undergraduates, post-baccalaureates, and other observers (who observe, but do not practice, research or clinical techniques or processes) or trainees (who receive training in research or clinical techniques or processes, including practice with appropriate supervision).

Typically, Non-Affiliated Visitors are not compensated. 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. In some instances, Non-Affiliated Visitors may be compensated through a sponsored project program, such as the National Institutes of Health Supplements Providing Summer Research Experiences for Students and Science Educators.

Except in unusual circumstances, Non-Affiliated 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 instruction 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.

Non-compensated visitors may not perform work that would otherwise be performed by University employees and their services may not be considered compensable work. In particular, non-U.S. nationals may not perform uncompensated services for the University. 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.

¹ As set forth in the *Faculty Handbook*, anyone participating in collaborative research with a Columbia researcher must receive an appointment as an officer of research or instruction. By contrast, visitors who come to Columbia to conduct their own research or scholarship are designated as visiting scientists or visiting scholars.

Guidelines:

The University has well-established procedures for making appointments as officers of research and instruction 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/Director of the Office of International Students and Scholars is responsible for designating visiting scholars and visiting scientists (including both international and U.S. individuals).

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." At CUMC, the form should be submitted to the Director of the Office of Faculty Affairs, who will submit it to the CUMC 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 CU Human Resources Office. 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, the applicable department chair, dean, or director and reviewed by the departmental administrator in the relevant department, school, 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 all visitors: (1) 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 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.

All CUMC visitors must comply with CUMC's drug screening policy and procedures.

B. Research Subjects and Patients

Visitors may not interact with human subjects without the prior approval of the University's Institutional Review Board. In addition, collaboration on the conduct of human subjects research requires an appointment as an officer of research or instruction. Prior to undertaking the conduct of human subjects research, visitors must complete on-line training in human subjects protection and any other applicable trainings.

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, together 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 Workforce Health and Safety Service or Emergency Room at NYPH. In each case, an Accident Report Form should be completed and sent to University Risk Management.

D. Miscellaneous

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

No Non-Affiliated 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 this Policy should be directed to the Assistant Provost for Academic Appointments (for non-CUMC departments) or the Director of Faculty Affairs (for CUMC).

COLUMBIA UNIVERSITY
Office of Human Resources
Visitor Registration Form

Please Indicate: **Research** **Clinical** **Administrative (Non Research/Non Clinical)**

Name: _____ Date: _____

Home Address: _____ Dept/#: _____

_____ Work Location: _____

Home Phone No.: _____ Work Phone No.: _____

If student, indicate academic affiliation: _____

Are you currently authorized to work in the United States? ___ Yes ___ No

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

Emergency Contact: _____ Check One: _____
Name: _____ 14 to 18 Years of Age
Relationship: _____ Over 18 Years of Age
Phone No. _____

Supervisor Name: _____ Supervisor Phone No.: _____
Supervisor Title: _____

Describe the Role and Activities to be Performed in Detail **(Please attach Resume to this form)**:

Estimated Number of Hours per Week: _____

Project Start Date: _____ Project End Date: _____ (Not to Exceed One Year)

Will any of the following Special Indicators be part of the duties of the Visitor:

Yes No

If Yes, Please check the applicable boxes and schedule the required Medical Surveillance appointment at <http://asp.cpmc.columbia.edu/horient/msr/> for your visitor.

- Potential Blood Borne Pathogen Exposure-**Includes Handling/Transporting unfixed Human Specimens, Human Cell Lines, HIV Virus, HBV/HEPC (No interaction with Human Subjects)**
- Known work with Infectious Agents (e.g. Varicella, Polio)(Please Indicate) _____
- Laboratory work with Exposure to Formaldehyde/Xylene/Phenol –**Check this only if working in these units: Autopsy, Gross or Anatomical Pathology, Dermatopathology or the Anatomical Gift Morgue.**
- Medical Clearance to wear a respirator
- Work with Class 3b or 4a Lasers (Required only for specific projects)
- Work with Patients or Human Subjects in an NYPH (New York Presbyterian Hospital) or ACNC (Ambulatory Care Network) space- **Includes: Obtaining/Handling Blood, Urine, Sputum, Saliva, EEG's/EKG's, Home Visits, Interviewing/Evaluating Human Subjects and Staff**
- Work with Patients or Human Subjects in CUMC space (non-hospital)- **Includes: Obtaining/Handling Blood, Urine, Sputum, Saliva, EEG's/EKG's, Home Visits, Interviewing/Evaluating Human Subjects and Staff**
- Working with Animals (Research)- must register at the IACUC website: <http://www.cumc.columbia.edu/dept/iacuc/> or contact IACUC directly at 212-305-2404 for additional information

Any workplace incidents/exposures please complete an Accident Report Form and take to WHS:
http://hr.columbia.edu/files_humanresources/imce_shared/Forms_Disability_Workers-Comp.pdf or contact Worker's
Compensation directly at 212-851-0645 for additional information

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**PLEASE NOTE: If Roles and Responsibilities change from the above description, please notify your CUMC
HR Client Manager immediately for reassessment.**

Visitor Signature: _____ Date: _____

PI/Sponsor Authorization: _____ Date: _____

Chair/ Dep't Authorization: _____ Date: _____

Dean's Office Authorization: _____ Date: _____

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

CU HR Authorization (Morningside, Lamont and Nevis; other non-CUMC)
_____ Date: _____

Office of Faculty Affairs Authorization (CUMC)
_____ Date: _____

CUMC HR Authorization: _____ Date: _____

**Please note that this form is used for research, clinical, and administrative short-term visitors. For
administrative short-term visitors, not all signatures may be relevant.**

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For Department Use Only:

- Pre-Employment Screening Form sent to CUMC Human Resources
- Drug Screening Confirmation Email received from CUMC Human Resources
- Medical Surveillance Appointment Scheduled

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CU/CUMC Human Resources Use Only:

- Drug Screening Verified
- Medical Surveillance Appointment Verified
- Resume Attached and Reviewed

COLUMBIA UNIVERSITY
Office of Human Resources

Minor Visitors Parental Consent Form

Required for Visitors under 18 years of age

My child, _____, has my permission to participate as a visitor in the _____ program at Columbia University under the supervision of _____. I understand that, depending on the kind of project being conducted, my child may be required to participate in environmental health and safety programs and/or medical surveillance may be required for visitors working in research, clinical and educational programs. I understand that there may be risk of injury to my child and I agree that I will not hold the Trustees of Columbia University in the City of New York, and its officers, faculty, students, employees, and agents, responsible for any injury that my child may incur at the University or while traveling to and from the University.

My child is covered by the following health care plan:

Insurance Carrier

Policy/Membership Number

Name of Insured

Name of Employer

Signature of Parent or Guardian

Date

Signature of Witness

Date

Print the full name and address of a person who can be reached between the hours of 9:00 a.m. and 5:00 p.m. in case of emergency.

Name

Relationship

Address

Phone Number