

COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

DEPARTMENT OF APPLIED PHYSICS AND APPLIED MATHEMATICS

DEPARTMENT POLICY ON THE NEW YORK CITY FIRE DEPARTMENT CERTIFICATE OF FITNESS REQUIREMENT AND LABORATORY SAFETY TRAINING

NYC Fire Department Certificate of Fitness

All 2nd year and later non-theory APAM graduate students who do not yet have a NYC Fire Department Certificate of Fitness card **MUST** take and pass the Certificate of Fitness Exam by the last day of October. The Certificate of Fitness must be renewed every 3 years.

There are two ways to obtain a Certificate of Fitness:

- ◆ In person at FDNY headquarters (which is the only way for 1st year students who may want to fulfill this requirement early)
- ◆ a Self-Certification program given here at CU

Please check additional handouts for requirements or visit the Environment Health and Safety website.

The Certificate of Fitness test is given on site:

Morningside - every Tuesday @ 2 pm in Mudd 351

CUMC - every Wednesday @ 12 noon in EHS Suite #63 (Building 601 West 168th Street)

Certificate of Fitness Renewals:

If your Certificate of Fitness is expired for more than 1 year, you will be required to retake the C-14 test. If you have any questions, please contact the [EH&S](#) office 1 at (212)854-8749 (Morningside) or (212)305-6780 (CUMC) <http://ehs.columbia.edu/index.htm>

Laboratory Safety Training

All 2nd year and later non-theory APAM graduate students who are doing experimental research and have not yet received the initial training session specific to their laboratory activities **MUST** attend a safety training session each Fall term. This training is beyond the laboratory fire safety training given during 1st year orientation. Please check additional handouts for safety training schedules or visit the [EH&S](#) website.

In addition, any student requiring refresher training has the option each Fall term of attending a classroom session or going on-line, which includes a post-test administered by RASCAL @<https://www.rascal.columbia.edu>.

If you have any questions, please contact the [EH&S](#) office 1 at (212)854-8749 (Morningside) or (212)305-6780 (CUMC) <http://ehs.columbia.edu/index.htm>



Certificate of Fitness Requirements and Study Materials

There are two ways to obtain a Certificate of Fitness for Supervision of Chemical Laboratories (C-14):
In person at FDNY headquarters or a Self-Certification program given here at CU.

Certificate of Fitness (C-14) Requirements

1. Applicant statement (filled out at time of exam).
2. Fire Department form A20 (filled out at time of exam). <http://nyc.gov/html/fdny/pdf/a20.pdf>
3. BS degree plus 5 years Chemical Laboratory experience OR
4. MS or greater degree plus 2 years Chemical Laboratory supervision.
5. Photocopy of Diploma (English).
6. Study material and pass short multiple-choice test (70%).
7. Additional paperwork and photo session prior to taking examination.

The self-certification program will allow us to accomplish our goal with regards to Laboratory Supervisors as mandated by the New York Fire Department regulations.

[Certificate of Fitness Application](#)

[Study Materials for the Certificate of Fitness Examination](#)

Certificate of Fitness test is given on site:

- Morningside - every Tuesday @ 2 pm in Mudd 351 ([View the schedule page](#))
- CUMC - every Wednesday @ 12 noon in EHS Suite #63 (Building 601 West 168th Street) ([View the schedule page](#))

In Person Certificate of Fitness (C-14) Program Requirements:

If you do not meet the education and experience requirements for Self Certification Program, you may take the Examination for the Certificate of Fitness for The Supervision of Chemical Laboratories (C-14) anytime at Fire Department Headquarters at 9 Metro Tech, Brooklyn N.Y. For study material, requirements, directions and further information go to the New York City Fire Department website at:

http://nyc.gov/html/fdny/html/c_of_f/coff.shtml

****Please note: Reference material should be studied before exam date.****

Certificate of Fitness Renewals:

- If you are currently in the EH&S Certificate of Fitness database, your renewal will automatically be processed and paid for by Columbia University. Disregard renewal notices mailed to your home. Call EH&S to verify that your name is listed in the database.
- If you discover that you are not in the EH&S database, EH&S will then enter your name and all renewal fees will be paid by Columbia University.
- If your Certificate of Fitness is expired by less than 1 year, call EH&S to renew your C of F, which

will be paid for by Columbia University.

- **If your Certificate of Fitness is expired for more than 1 year, you will be required to retake the C-14 test.**

If you have any questions, please contact the [EH&S](#) office at (212)854-8749 (Mornginside) or (212)305-6780 (CUMC)

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 ENVIRONMENTAL HEALTH & SAFETY

Rascal Rules (What Safety Training is needed?)

Criteria for determining safety training, personnel	Required Safety Training	Initial Training Method	Refresher Training Method	Training Frequency
Working in a "laboratory" or with chemicals	Laboratory Safety & Hazardous Waste Management Training	"Live" initial (Rascal for pre-approved exceptions)	"Live" or Rascal (individual's preference)	Initial training w/in 30 days of appointment; refresher every 3 years.
Working with quantities of Formaldehyde or Xylene	The Safe use of Formaldehyde and Xylene	"Live" initial (Rascal for pre-approved exceptions)	"Live" or Rascal (individual's preference)	Initial training w/in 30 days of appointment; Annual refresher as per OSHA.
Using Hydrofluoric Acid.	Hydrofluoric Acid Safety Training	Rascal (at present); "live" will be available upon request by department or group.	"Live" or Rascal (individual's preference)	Initial training w/in 30 days of appointment; refresher every 3 years.
Working with: human blood, body fluids, cell lines or unfixed tissue; infectious (capable of causing disease in healthy adults) microorganisms; or viral vectors.	Biological Safety/ Bloodborne Pathogen Training	"Live" initial (Rascal for pre-approved exceptions)	"Live" or Rascal (individual's preference)	Initial training w/in 30 days of appointment; Annual refresher as per OSHA.
Shipping specimens/viable microorganisms known to or reasonably expected to contain material that may cause disease in humans or animals and dry ice.	Shipping Biological(infectious and potentially infectious) Materials Training	Rascal (at present); "live" will be available upon request by department or group.	"Live" or Rascal (individual's preference)	Initial training w/in 30 days of appointment; refresher every 3 years.
Working in a lab that uses Radioactive Material (RAM) or X-ray producing machinery.	Radiation Safety Training	"Live" initial (Rascal for pre-approved exceptions)	"Live" or Rascal (individual's preference)	Initial live training; Annual refresher.

Working with Class 3b or 4a Lasers. Personnel working with other lasers are encouraged, but not required, to attend.	Laser Safety Training	"Live" initial (Rascal for pre-approved exceptions)	"Live" or Rascal (individual's preference)	Initial training w/in 30 days of appointment; refresher every 3 years.
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[Medical Center classroom training schedule](#)
[Morningside classroom training schedule](#)

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Safety Training Schedules

Environmental Health & Safety (EH&S) offers monthly safety classroom training sessions as required for laboratory personnel. Individuals who have not yet received the initial training are asked to attend. Lab personnel requiring refresher training have the option of attending a classroom session or going on-line which includes a post-test administered by RASCAL @ <https://www.rascal.columbia.edu/>

Laboratory Safety/Chemical Hygiene/Hazardous Waste Training

University personnel working with chemicals must attend an initial training session and refresher* training every three years thereafter. University personnel responsible for hazardous chemical waste generation, storage and disposal may alternatively call EH&S at 854-8749 to schedule a customized training session.

Date	Time	Room
July 11, 2008	10:00 AM - 11:00 AM	Havemeyer 309
August 1 , 2008	10:00 AM - 11:00 AM	Havemeyer 309
September 5, 2008	10:00 AM - 11:00 AM	Havemeyer 209
October 3, 2008	10:00 AM - 11:00 AM	Havemeyer 209
November 7, 2008	10:00 AM - 11:00 AM	Havemeyer 209
December 5, 2008	10:00 AM - 11:00 AM	Havemeyer 209

Laboratory Fire Safety Training

Laboratory fire safety measures and compliance with FDNY regulations and best practices for all laboratory staff. Fire safety training is also provided to individual laboratories upon request.

July 11, 2008	11:00 AM - 11:30 AM	Havemeyer 309
August 1 , 2008	11:00 AM - 11:30 AM	Havemeyer 309
September 5, 2008	11:00 AM - 11:30 AM	Havemeyer 209
October 3, 2008	11:00 AM - 11:30 AM	Havemeyer 209
November 7, 2008	11:00 AM - 11:30 AM	Havemeyer 209
December 5, 2008	11:00 AM - 11:30 AM	Havemeyer 209

Biosafety Training

Laboratory staff working with microorganisms (including recombinant DNA work) and any unfixed human or animal tissue must attend an initial training session and annual refresher* training thereafter.

July 11, 2008	11:30 AM - 12:00 PM	Havemeyer 309
August 1 , 2008	11:30 AM - 12:00 PM	Havemeyer 309
September 5, 2008	11:30 AM - 12:00 PM	Havemeyer 209
October 3, 2008	11:30 AM - 12:00 PM	Havemeyer 209
November 7, 2008	11:30 AM - 12:00 PM	Havemeyer 209
December 5, 2008	11:30 AM - 12:00 PM	Havemeyer 209

Certificate of Fitness (COF) Holder Training

[Click this link for requirements, application, and study materials](#)

Every Tuesday	2:00 PM - 3:00 PM	Mudd 351
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Radiation Safety Training

Laboratory staff working with radioactive materials or x-ray producing machine must attend an initial training session. Annual refresher* training will be offered.

July 1, 2008	10:00 AM - 11:30 PM	Mudd 351
August 5, 2008	10:00 AM - 11:30 PM	Mudd 351
September 2, 2008	10:00 AM - 11:30 PM	Mudd 351
October 7, 2008	10:00 AM - 11:30 PM	Mudd 351
November 4, 2008	10:00 AM - 11:30 PM	Mudd 351
December 2, 2008	10:00 AM - 11:30 PM	Mudd 351

Laser Safety Training

Laboratory staff working with laser must attend an initial training session. Annual refresher* training will be offered.

July 1, 2008	11:30 AM - 12:00 PM	Mudd 351
August 5, 2008	11:30 AM - 12:00 PM	Mudd 351
September 2, 2008	11:30 AM - 12:00 PM	Mudd 351
October 7, 2008	11:30 AM - 12:00 PM	Mudd 351
November 4, 2008	11:30 AM - 12:00 PM	Mudd 351
December 2, 2008	11:30 AM - 12:00 PM	Mudd 351

* Refresher training is available web based via RASCAL@ <http://www.rascal.columbia.edu>

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