



University Department of Safety & Health

**Guidelines for Minors in Research Laboratories**

**Minors in Research Laboratories:**

Minors often seek and acquire opportunities to study or work at Drexel University and gain valuable knowledge and experience. We recognize both the importance of the educational and outreach missions of the university, and also the need to ensure a safe and healthy environment for all employees, students, and visitors.

The following guideline pertains to the presence of minors in all University-based research laboratory settings or other work areas where potentially hazardous materials or conditions exist. For the purpose of this guideline, a minor is considered any individual under the age of 18.

No individual under the age of 16 may enter a Drexel University laboratory unless he/she is participating in an organized educational program sponsored by his/her school and approved by the Vice Provost for Research Compliance, the Department of Safety and Health, and the Chair of the Department where the program will take place.

*No individual between the ages of 16 and 18 may enter a laboratory or other work area with potentially hazardous conditions unless the minor is:*

- An established Drexel employee or student
- Part of a group or individual educational program approved in advance by the Vice Provost for Research Compliance, the Department of Safety and Health, and the Chair of the Department where the program will take place
- Part of a relationship in which a Drexel faculty member or researcher is acting as a mentor to the minor, the minor will not be present in the laboratory for more than two months, and all activities performed by the minor have been approved by the Department of Safety and Health

*If a faculty member wishes to bring a minor into his/her laboratory for an educational program, the faculty member must:*

- Submit to the Chair of his/her Department a request that provides the name and age of the student(s) and describes the educational intent of the proposed experience
  - The Chair should review the request for educational appropriateness and forward a copy to the Vice Provost for Research Compliance with a



## University Department of Safety & Health

statement that the proposed activity represents an approved educational program of the Department

- The Vice Provost for Research Compliance should forward this document to the Department of Safety and Health
- Upon receipt of the document, the Department of Safety and Health will perform the appropriate laboratory safety inspections

Additional responsibilities for any faculty member planning to bring a minor into his/her laboratory include:

- Review the Guidelines for Minors in Research Laboratories and discuss the guideline with all minors that may be working in their laboratory
- Provide hazard specific safety training with the minor as approved by the Department of Safety and Health
- Provide personal protective equipment, specific for any hazard, with instructions for proper use and disposal
- Ensure the minor is supervised at all times while in the facility and never left alone
- Ensure the laboratory/facility is in full compliance with all applicable university safety policies and regulations

All minors are prohibited from working in the following laboratories or facilities:

- Any laboratory designated as Biosafety Level 3 (BSL-3)
- Any laboratory where select agents or explosives are used or stored

All minors are prohibited from working with any of the following materials:

- Radioactive materials, radiation generating equipment (X-rays), or lasers
- Acutely toxic chemicals



## University Department of Safety & Health

### **Guidelines for Visitors & Volunteers Participating in Research**

Drexel benefits from the presence of many visitors and volunteers who come to the University for limited periods of time to participate in its research programs. These individuals may be given either salaried or non-salaried appointments for their research activities. Others wish to use the facilities of the University to engage in their own research or learn new research techniques. These individuals 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.

For the purpose of this guideline, a “visitor” is considered any person who enters a laboratory, clinic area, animal facility, or other potentially hazardous area upon the express or implied invitation of the site’s director/supervisor. A “volunteer” is considered any person who, by his/her own decision, provides services to Drexel University with no monetary or material compensation. We have an obligation to ensure that the activities of these visitors and volunteers are conducted in a safe manner. These individuals are subject to the same university policies as employees, as well as applicable federal, state, and local laws that may apply to their activities.

All visitors and volunteers must complete the appropriate online training modules provided through the Department of Safety and Health website. These individuals must also read and comply with the University’s Laboratory Safety Manual and Chemical Hygiene Plan. The Principal Investigator or the visitor’s/volunteer’s sponsor will be required to provide task-specific training in handling hazardous materials. The sponsor is responsible for assessing the individual’s level of competence and providing further training as necessary.

There are several restrictions and approvals necessary for visitors and volunteers performing various types of work. The following restrictions and approvals are required where applicable:

- May not work with human subjects without the prior approval of the University’s Institutional Review Board (IRB)
- May not work with patient records or protected health information without completing HIPAA training



### **University Department of Safety & Health**

- May not work with research animals without the prior approval of the University's Institutional Animal Care and Use Committee (IACUC)
- May not work with recombinant DNA or infectious agents without prior approval from the University Biosafety Committee – the individual should be listed as a visitor or volunteer on the protocol submitted by the sponsoring Principal Investigator

It is the responsibility of any person sponsoring a visitor or volunteer to ensure the individual understands and is compliant with the requirements contained in this guideline. It is also the sponsor's responsibility to ensure the laboratory/facility is in full compliance with all applicable university safety policies and procedures. In the event that the visitor/volunteer or the laboratory is not compliant with the requirements in this guideline, the visitor/volunteer may be removed from the laboratory and no longer granted permission to perform research activities in a Drexel lab. You may contact the Office of Research Compliance with any questions or concerns regarding the content of this guideline.

The Visitor/Volunteer Authorization Form included on the following page must be completed, signed, and submitted to the Department of Safety and Health prior to any visitor or volunteer performing research activities in a Drexel lab.



University Department of Safety & Health

**Visitor/Volunteer Authorization Form**

I, \_\_\_\_\_, as a visitor/volunteer of Drexel University, certify that I have read and understand the *Guidelines for Visitors & Volunteers Participating in Research* Guideline. By signing this form, I acknowledge my responsibility and intention to comply with all requirements outlined in this guideline. I further understand that I will no longer be granted permission to perform research activities in a Drexel lab if I fail to comply with the requirements included in this guideline.

\_\_\_\_\_  
Visitor/Volunteer Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department/Company Name

\_\_\_\_\_  
Laboratory Location (Building & Room #)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Principal Investigator / Laboratory Sponsor

*Please fax the completed form to:*

*University Department of Safety & Health  
215-895-5926*