

## Individuals Under 18 Years of Age in Laboratories, Vivarium Facilities and Other Hazardous Areas

### Brief Policy Summary

This Policy sets forth the primary requirements for allowing persons age 17 years and under to be present in laboratories, vivarium facilities and other hazardous areas at Georgia State University.

### Applicability/Eligibility

- This policy applies to all individuals including faculty, staff, students, and visiting faculty and researchers.

### Exceptions

This policy does not apply to matriculated Georgia State University students.

### Policy Administration

<b>Mandating Authority:</b>	Federal law: 29 Code of Federal Regulations Part 570 State law or regulation: University System of Georgia Human Resources Administrative Practice Manual
<b>Responsible Office:</b>	Office of Research Integrity and Department of Safety and Risk Management
<b>Responsible Executive:</b>	Vice President for Research and Economic Development

### Policy Management

<b>Policy History</b> (dates of approval)	Senate Research Committee 9/16/2013
	Administrative Council 10/23/2013

### Forms

Application for Authorization of Minor (16 or 17 years of age) to Work or Volunteer in a Laboratory or Other Hazardous Area
Consent and Release for Minor's Presence in Laboratory
Rules for Minors and Visitors in Research Laboratories and Vivarium Facilities

## Rationale or Purpose

This Policy sets forth the major requirements of the applicable laws and regulations that apply to individuals under 18 years of age in laboratories, vivarium facilities and other hazardous areas. It does not set forth every detail of every law and regulation. Instead, this Policy attempts to reflect accurately the major requirements of applicable laws and regulations. In the event of a conflict between this Policy and applicable laws and regulations, the more restrictive will govern.

## Policy

Georgia State University may allow persons age 16 and 17 to be present in laboratories, vivarium facilities and other hazardous areas under authorized programs as describe herein. Persons age 15 and younger are not eligible for laboratory or vivarium work or study experiences. Persons age 15 and younger may only be present in laboratories designated entry level (i.e. BSL1), and Georgia State University facilities considered to be non-hazardous, pursuant to an approved educational tour or Georgia State University-sanctioned educational program. The following conditions must be met for persons age 15 and younger to be present in such facilities:

1. The educational tour or Georgia State University-sanctioned activity must be approved by the Chair of the Department where the activity will take place, the Director of Safety and Risk Management, and the Vice President for Research and Economic Development. Written documentation of the approval must be provided to the Director, Safety and Risk Management prior to the activity occurring.
2. The parent/legal guardian of the Individual minor must complete the "Consent and Release for Minor's Presence in Laboratory" and return it to Safety and Risk Management prior to the activity.

Georgia State University may allow persons age 16 and 17 to work, volunteer, or participate in Georgia State University-sanctioned programs in laboratories, vivarium facilities and other hazardous areas under authorized programs as described herein. The following conditions must be met for persons age 16 and 17 to be present in laboratories, vivarium facilities and other hazardous areas.

1. The employment, volunteer work or program participation, education and collaborative activities with educational or other organizations that involves a person(s) age 16 and 17 ("the Individual") must be approved by the Chair of the Department where the activity will take place, the Director of Safety and Risk

Management, and the Vice President for Research and Economic Development. Written documentation of the approval must be provided to the Director, Safety and Risk Management.

2. The responsible faculty member or manager must contact Safety and Risk Management and complete the "Application for Authorization of a Minor (16 or 17 years of age) to Work or Volunteer in a Laboratory or other Hazardous Area." The Application must be approved by the Director, Safety and Risk Management prior to the Individual beginning work.
3. The parent/legal guardian of the Individual minor must complete the "Consent and Release for Minor's Presence in Laboratory" and return it to Safety and Risk Management prior to the minor beginning work.
4. The Individual and parent/legal guardian must read and sign the "Rules for Minors and Visitors in Research Laboratories and Vivarium Facilities" and return it to the responsible faculty member or Safety and Risk Management prior to the Individual being present in the laboratory, vivarium facility or other hazardous area.
5. The Individual must complete all required safety training and must adhere to all restrictions imposed by Safety and Risk Management, the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC). Before the scheduled assignment begins, the manager or responsible faculty is responsible for ensuring the minor individual has been trained on the specific hazards to which they may be exposed, how to recognize those hazards, and how to protect themselves from those hazards. The individual must be trained on the contents of the laboratory-specific chemical hygiene plan and the standard operating procedures and emergency procedures applicable to the scheduled assignment. Additional training may be required for tasks that involve hazardous chemicals, biological agents, research animals and physical hazards. All training must be documented in writing and maintained by the faculty member responsible for the Individual or the manager.
6. The Individual may not participate in human research without prior approval of the IRB. All required IRB training must be completed prior to participation in human research.
7. The Individual may not participate in animal research or handling of animals without prior approval of the IACUC. All required IACUC training must be completed prior to entrance in the vivarium and any participation in animal research. The Individual must be enrolled in the medical monitoring program prior to entry into the vivarium.
8. The Individual is not allowed to work with highly hazardous materials including pyrophorics, explosives, large quantities of flammable materials (i.e. 4 liters or

- more), and compounds having a rat oral LD50 less than or equal to 50mg/Kg (e.g. hydrofluoric acid, acrylonitrile, osmium tetroxide, etc.).
9. The Individual may not work with or be present in BSL-3, ABSL-3 or BSL-4 laboratories. The Individual is prohibited from handling biohazardous materials that require containment above BSL-2. Individuals may enter a BSL-2 with appropriate training documented and medical monitoring, if applicable.
  10. The Individual is not allowed to handle radioactive materials or radiation-producing machines.
  11. The faculty or principal investigator must provide direct, line-of-sight supervision of the Individual at all times. The Individual must be physically accompanied at all times by a trained, knowledgeable supervisor, including when entering, leaving or while in the laboratory or vivarium.
  12. Personal protective equipment specific to the hazard must be provided to the Individual with instructions for use and disposal. Appropriate attire must be worn: no shorts, no open-toed shoes, etc.
  13. Individuals under the age of 18 are not permitted in the non-human primate facility.
  14. When hiring individuals age 16 and 17 in temporary positions during scheduled school breaks, the hiring manager must coordinate through Human Resources and the Individual must complete all documents normally required for temporary employment at Georgia State University.
  15. The Individual must present a valid work permit as issued by the appropriate School or County School Superintendent.
  16. The Individual will be subject to a criminal background check in accordance with standard practice for temporary employees.

# Georgia State University

## Application for Authorization of Minor (16 or 17 years of age) to Work or Volunteer in a Laboratory or Other Hazardous Area

Return this form to the Director of Safety and Risk Management a minimum of five working days BEFORE the Minor begins to work or volunteer at Georgia State University.

### Proposed Project/Program Information

Project/Program Title:

Expected duration of Temporary Employment, Volunteering or Other Activity (Start Date and End Date):

Is the Project sponsored or funded by an outside organization? (Y/N) If yes, please provide the name of the sponsor:

### FACULTY INFORMATION

Supervising Faculty Member Name:

Principal Investigator (if different from Supervising Faculty Member):

Department:

Email:

Telephone:

Campus PO Box:

Building where work will be done:

Room(s):

What faculty member is responsible for this/these room(s):

**Materials and Equipment to be Used – Check all that apply and List each specific item under the category checked:**

Chemicals		Biological Material		Equipment	
Flammable:		Recombinant DNA:		Fume Hood:	
Reactive:		Bacteria:		Biosafety Cabinet:	
Carcinogenic:		Viruses:		Laminar Clean Bench:	
Toxic:		Fungi:		Autoclave:	

Corrosive:		Parasites:		Centrifuge:	
Oxidizer:		Human Source Material:		Analytical Instruments:	
Cryogen:		Live Animals:		Noise Producing Equipment:	
Gases:		Animal Tissues/Parts:		Industrial Machinery:	
Other Chemicals:		Other Biological Material:		Other Equipment:	

Describe the Minor’s activities. Include a detailed list of techniques and Equipment to be used. (To be completed by Supervising Faculty Member):

Indicate measures to be taken to ensure that the Supervising Faculty Member will have constant line-of-sight supervision of the Minor at all times while in the laboratory. Detail what measures will be taken when the Supervising Faculty Member indicated is absent or has to leave the laboratory for any reason.

Indicate measures to be taken to ensure the Minor is not exposed to radioactivity or radiation producing devices.

Indicate measures to be taken to ensure the Minor is not exposed to explosive chemicals.

Indicate measures present within the laboratory to mitigate the risks of exposure of chemical and biological agents to the Minor.

### **Health and Emergency**

Will the Minor be working with live animals?

If yes, the Minor must be enrolled in the medical monitoring program. The IACUC must approve the Minor working on the project prior to the Minor working on the project. Please include the IACUC project number below.

Will the Minor require any vaccinations prior to initiation of the project/program?

**Please note that Minors are not allowed in the non-human primate facility.**

### **Training**

Prior to the Minor beginning work in the laboratory, the Supervising Faculty Member must certify and retain documentation of the following training:

- Completion of Online Laboratory Safety training to include Chemical Right To Know Awareness Training, Blood Borne Pathogen Training, Portable Fire Extinguisher Training, and Hazardous Waste Generator Training.

If the Minor(s) will have contact with live animals, the Supervising Faculty Member is responsible for certifying completion of AALAS Learning Library Training (online) and retaining documentation of such training prior to the individuals entering the laboratory.

The Supervising Faculty Member is responsible for certifying completion of any additional training that is required, i.e. Species Specific Training, CITI training for human subjects, etc., and maintaining documentation of such training prior to the individuals entering the laboratory or participating in the project.

**Personal Protective Equipment (PPE)**

Please check which PPE the minor(s) will be required to wear (all are required to wear a lab coat)

Lab Coat (required)  Gloves  Protective Eyewear  Aprons  Mask  Shoe Covers  Hair Cover  
 Other (Specify): \_\_\_\_\_

**MINOR INFORMATION**

How many Minors will participate in the program? \_\_\_\_\_

Check one:

Temporary Employment  Volunteering  Other (explain):

Please provide the following information for each Minor participating in the program:

Minor’s Name:

Minor’s Age:

Minor’s Email Address:

Parent/Guardian Name:

Parent/Guardian Contact Telephone Numbers: Daytime:

Evening:

**Committee Approvals:**

Will the minor(s) be working on a project involving biohazardous materials? (Please note that Minors may not work with or be exposed to rDNA.)

If Yes, has the Institutional Biosafety Committee approved the minor to work on the project?

Provide the IBC protocol number: \_\_\_\_\_

Will the minor(s) be working on a project involving animals?

If yes, has the IACUC approved the minor to work on the project?

Provide the IACUC protocol number: \_\_\_\_\_

Will the minor(s) be working on a project involving human subjects?

If yes, has the IRB approved the minor to work on the project?

Provide the IRB protocol number: \_\_\_\_\_

### **Supervising Faculty Member Approval**

I AGREE TO SUPERVISE THE ABOVE NAMED MINOR(S) AND BY MY SIGNATURE BELOW, CERTIFY AND AGREE THAT:

- I have read, understand and will adhere to all applicable GSU policies, including those addressing Minors in laboratories.
- The above named Minor(s) has/have completed or will complete prior to entering the Right to Know, Laboratory Hazard and Laboratory Specific Safety Training and all required IRB, IACUC, IBC and RPC training and approvals.
- Personal protective equipment appropriate for, and specific to, laboratory hazards will be provided and the Minor(s) instructed on proper use and disposal.
- The minor(s) will receive constant line-of-sight supervision at all times while in the laboratory and never left alone.
- The hours of work or volunteering for the Minor(s) will comply with Federal Regulation 29 CFR 570.35.
- My laboratory is in full compliance with all applicable Georgia State University safety programs and regulations.

Printed Name of Supervising Faculty Member:

\_\_\_\_\_  
Supervising Faculty Member Signature

\_\_\_\_\_  
Date



**Department Chair Approval**

Department Chair: Please sign below to indicate your approval of the Project/Program involving the temporary employment or volunteering of minors 16 and 17 years of age to use the named laboratory facilities of your department. (If more than one department facilities are used for the project/program, please have each Department Chair provide approval.)

Approved by:

Department Chair Printed Name:

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

**Research and Environmental Safety Approval**

The Assistant Director, Research and Environmental Safety has reviewed the project. Additional requirements for the protection of the minor(s) are attached and must be completed prior to minors entering laboratories at Georgia State.

Assistant Director, Research and Environmental Safety Printed Name:

\_\_\_\_\_  
Assistant Director Research and Environmental Safety Signature

\_\_\_\_\_  
Date

**Safety and Risk Management Approval**

Director, Safety and Risk Management Printed Name:

\_\_\_\_\_  
Director, Safety and Risk Management Signature

\_\_\_\_\_  
Date

Upon approval of the Project/Program by the above named individuals, the Supervising Faculty Member must obtain the signature of the parent/guardian of each Minor on the following:

- “Consent and Release for Minor’s Presence in Laboratory”
- “Rules for Minors and Visitors in Research Laboratories and Vivarium Facilities”

All completed and signed forms must be received a minimum of five business days BEFORE the Minor begins work.

*A copy of each of the completed forms must be submitted **prior** to start of activities to the Georgia State University Department of Safety and Risk Management, 75 Piedmont Avenue, Suite 506, Atlanta GA 30302; Fax: 404-413-9550; Email: jsanders26@gsu.edu. Original forms should be maintained by the Supervising Department.*

**Georgia State University**  
**CONSENT AND RELEASE FOR MINOR'S PRESENCE IN LABORATORY**

I, the undersigned parent/legal guardian of \_\_\_\_\_ (the "Participant") who was born on \_\_\_\_\_, understand and consent to the following:

I understand that my child has been offered the opportunity to participate in a project entitled \_\_\_\_\_ in a laboratory at Georgia State University ("GSU") for the period from \_\_\_\_\_ to \_\_\_\_\_, under the supervision of \_\_\_\_\_ [name(s) of Supervising Faculty Member and Principal Investigator].

I understand that some laboratory facilities or related locations at GSU are potentially hazardous environments. Even under ideal conditions, including the proper use of materials and adherence to safety procedures, a risk of personal injury exists. The list of Possible Risks from Exposure provided below provides the most common potential risks, but it is not intended to be an exhaustive list. Failure to adhere to established procedures may result in greater risk. The Participant will receive appropriate training concerning how to identify hazards and how to work safely with materials and equipment and will be supervised in the handling of instrumentation and materials that may pose a risk.

The hazardous materials that may be in this laboratory and to which the Participant may be exposed include (  check here if additional sheet is attached):

Hazardous Materials

Possible Risks From Exposure

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I understand that the Participant may be removed from the project on a temporary or permanent basis if he or she refuses, or is unable, to follow the safety rules, to wear assigned personal protective equipment, or to perform activities as directed.

I hereby warrant that to the best of my knowledge, the Participant is in good health and, except as specified below, has no allergies or other physical, mental, or emotional condition that might limit his or her ability to safely participate in activities in the laboratory. I assume all responsibility for the health of the Participant.

Allergies	
Physical Conditions	
Mental or Emotional Conditions	
Other	

In the event of an emergency, I hereby give permission to transport the Participant to a hospital for emergency medical or surgical treatment. I assume the responsibility for the payment of all such emergency care and treatment. I also assume responsibility for the payment of all subsequent treatment and care that the Participant may require. I have listed emergency contact and medical insurance information below:

Emergency Contact Information

*Primary*

Name(s) \_\_\_\_\_  
Relation to Participant: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_  
Evening phone \_\_\_\_\_

*Secondary*

Name(s) \_\_\_\_\_  
Relation to Participant \_\_\_\_\_  
Daytime Phone \_\_\_\_\_  
Evening Phone \_\_\_\_\_

Medical Insurance Information:

Insurance Carrier \_\_\_\_\_ Carrier Group Number \_\_\_\_\_  
Policy Holder's Name \_\_\_\_\_ Policy Holder's ID# \_\_\_\_\_  
If applicable, Insurance Carrier pre-certification telephone number \_\_\_\_\_  
Address for claim submission \_\_\_\_\_

In consideration of GSU permitting the Participant to participate in a project in a laboratory, I hereby release, indemnify and hold harmless the Board of Regents of the University System of Georgia, GSU, and their officers, directors, faculty, staff, agents and authorized representatives from all claims, demands, rights, causes of action, suits, liabilities, losses, damages, costs and expenses (including attorney's fees and court costs) arising out of or resulting from the presence of the Participant in the above referenced laboratory.

I further understand that GSU facilities are being made available to the Participant as an educational opportunity and that he or she is not a student, employee, or affiliate of GSU. Knowing and understanding the circumstances and the risks described above, I consent to allow the Participant to be present and participate in a project in the above-referenced GSU laboratory.

Signed: \_\_\_\_\_ Printed name: \_\_\_\_\_  
(Parent/Legal Guardian) (Date)

Witness Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_  
(Date)

*Copy of completed form must be submitted **prior** to start of Participant activities to the Georgia State University Department of Safety and Risk Management, 75 Piedmont Avenue, Suite 506, Atlanta GA 30302; Fax: 404-413-9550; Email: jsanders26@gsu.edu. Original copy should be maintained by the Super*

## Rules for Minors and Visitors in Research Laboratories and Vivarium Facilities

1. Never work alone in any laboratory environment without direct, immediate adult supervision from the supervising faculty member or someone designated by the faculty sponsor.
2. Complete and follow safety training specific to the hazards in the laboratory.
3. Always follow the instructions of the supervising faculty member.
4. Always report any accident (regardless of severity) immediately to the faculty sponsor or laboratory supervisor.
5. Always wear the personal protective equipment as directed and dispose of it appropriately. Personal protective equipment includes glasses, appropriate gloves, laboratory coats/gowns, and other face/body protection as dictated by the hazard being worked with or around.
6. Always keep your hands away from your face and wash them well with soap and water prior to leaving any laboratory area.
7. Never eat, drink, chew gum, apply cosmetics or lip balm, or touch contact lenses while in any laboratory area. Food and drinks are not allowed in laboratories.
8. Always wear closed-toed shoes while in any laboratory and buttoned laboratory coat.
9. Always tie back hair to keep it out of all the hazards in the laboratory.
10. Always wear clothing that reduces the amount of exposed skin (no shorts, tanks, etc.).
11. Always ask questions if you do not understand the safety requirements.
12. Follow the Georgia State University Laboratory Safety Manual.

I have read, understand and will adhere to Georgia State University Rules for Minors and Visitors in Research Laboratories and Vivarium Facilities.

\_\_\_\_\_  
Signature of Minor/Visitor

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date