

IFNH POLICY

Category	Content
Policy Name:	Volunteers and Minors
Section #:	900.2
Section Title:	Research
Approval Authority:	Director of Administration & Finance
Responsible Executive:	Director of Administration & Finance
Responsible Office:	IFNH Business Office
Contact:	IFNH Business Specialist (848) 932-3675
Adopted:	05/19/2017
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1. Policy Statement

This Policy provides uniform guidance to support the Institution's commitment to scholarly programs with minors and volunteers in research laboratories and adheres to RU Policies

2. Reason for Policy

Under this policy, faculty and their designated staff members shall follow this process for minors and volunteers that work in their labs or perform research activities.

3. Who Should Read this Policy

IFNH members wishing to have a minors and/or volunteers perform research in the laboratory.

4. Resources:

REHS, Laboratory Safety & Environmental Programs - Volunteers and Minors in the Laboratory:

http://rehs.rutgers.edu/lslab_minors-and-volunteers.html

RU Department of Risk Management & Insurance – Informed Consent Waiver

Information Technology Section 70.1.1

Rutgers Guest Request Role/NetID Policy: <https://requests.rutgers.edu/GuestPolicy.htm>

Contacts:

Campus Health Safety Specialists, or call (848) 445-2550

Office of Risk Management & Insurance (848) 932-7300

5. Definitions:

Volunteer – any individual that does not receive payment for work activities performed in a laboratory.

Minor - any individual under 18 years of age. This applies whether or not they receive payment for work.

PI – Principal Investigator, the individual responsible for all aspects of research.

RCI – is a central computing system that the faculty and staff on the Rutgers New Brunswick campuses use for services such as email, publishing web pages and group accounts.

6. The Policy:

I. The following is the process for requesting Minors and/or Volunteers in the Labs at IFNH

- a. The principal investigator must notify the Director for Administration and Finance that minor(s) or volunteer(s) will be working in their lab.
- b. Prospective minor(s) and volunteer(s) must complete an employment application that provides appropriate individual information (address, phone, etc.), emergency contact

information, as well as any medical concerns. Employment application can be found: <https://uhr.rutgers.edu/sites/default/files/userfiles/External%20Employment%20Application%207-12.pdf>

- c. All applicants must complete the Risk Management waiver form and provide proof of medical coverage.
- d. IFNH and Principal Investigator (PI) must ensure compliance with applicable labor laws for all minors.
- e. The minor(s) or volunteer(s) must attend training appropriate for the work activities they perform or that may be performed by others in their assigned laboratory.
- f. Personal protective equipment shall be provided by the research laboratory and worn by the minor(s) or volunteer(s) as directed by the laboratory principal investigator and requirements specified in the chemical hygiene plan for the work activities performed by that individual.
- g. Minor(s) shall not be permitted to work unsupervised at any time in the lab.
- h. Minor(s) shall be prohibited from the following work activities:
 - i. Handle or manipulate organisms at Biological Safety Level 2 or higher
 - ii. Operate or work in laboratories with hazard class 3b or 4 open beam lasers
 - iii. Handle or manipulate Select Agents
 - iv. Handle or manipulate radioactive materials or ionizing radiation sources
 - v. Handle or manipulate Particularly Hazardous Substance (PHS) without prior approval from the IFNH Director for Administration and Finance, PI, and REHS.
 - vi. Perform research activities with live laboratory animals

II. Responsibilities:

- a. An effective policy identifies the individuals and units that participate in the process and highlights their respective responsibilities. The following individuals and administrative units share responsibility for the participation in and implementation of this policy for minors and volunteers that work in laboratories.
- b. Minors and Volunteers:
 - i. Observe all safety requirements for the work activity you are performing. This includes, but is not limited to:
 - ii. Attending required safety training [Right-to-Know, Chemical Hygiene, etc.] for the work activities you perform, as well as others in your work area(s).
 - iii. Review and know the hazards associated with the substances and equipment you use to conduct your work activities, as well as others in your work area(s).
 - iv. Perform your work according to manufacturer instructions, safety data sheets (SDS), training, and the Chemical Hygiene Plan.
 - v. Wear personal protective equipment as provided by the department.
 - vi. Immediately report all spills, concerns, or exposures to your supervisor, the principal investigator, and REHS.

- c. Principal Investigators and Supervisors:
 - i. Ensure minors and volunteers know and follow the manufacturer instructions, safety data sheets (SDS), training, and the Chemical Hygiene Plan requirements for their work activities.
 - ii. Ensure minors and volunteers attend the required safety training and wear appropriate personal protective equipment for their work activities.
 - iii. The PI can sponsor a Guest by completing the RCI Guest Account Request Application. <https://requests.rutgers.edu/retirees.htm>
 - 1. Upon processing the request, a Guest Role is established and the Guest is provided with instructions to activate (establish a password) for their assigned NetID to use to authenticate and authorize Rutgers services.
 - 2. Guest must comply with Rutgers policies or applicable laws, otherwise have their privileges revoked if inappropriate use is discovered.
- d. REHS
 - i. Provide training appropriate for the work activities performed in the lab.
 - ii. Upon request, assess the control measures and personal protective equipment used for the work activities performed.