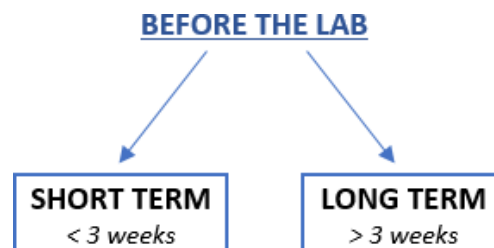


MINORS CHECKLIST

This checklist concerns individuals classified as “*minors*” (under eighteen years of age) that require the consent of a parent or legal guardian prior to entering a Division of Biological Sciences research space and/or engaging in related activities.

FIRST STEPS

- **Make an appointment (2+ weeks prior) to meet with Biology HR** to sign and complete the appropriate paperwork, including the Division’s “Minors on Lab Tours and Visits” and “Waiver of Liability, Assumption of Risk, and Indemnity Agreement.” Both forms, as well as the Division of Biological Sciences’ “Lab Tours and Visits Safety Policies” can be found [online](#).



- **SHORT TERM:** If volunteering solo or participating with an organized group activity/program for a total time of **less than three weeks**, in-person orienteering and hands-on training with a laboratory supervisor (or designee) is sufficient in lieu of the standard gambit of online research safety modules through UC Learning. This 1:1 safety training should be documented using the “[Supervisor’s Safety Meeting Form](#)” and stored on-site for a total of three years post-work.

If in-house **personal protective equipment (PPE)** is unavailable for use over short-term visits or longer term (yet still temporary) laboratory work is assigned, please visit the campus [PPE Office](#) to receive a “loaner” set of white lab coats and safety glasses for provisional use.

- **LONG TERM:** If such volunteer and/or group activity/program extends **beyond three weeks’ time**, then the standard Division training requirements apply and both online courses must be completed prior to entry into research space. Upon meeting with Biology HR in the previous step, an affiliate user account will be generated and a *single sign-on* (SSO) received with authorized username and password. Once an SSO is obtained, the following training modules must be completed prior to entry into a Division research space:

- [UC LABORATORY SAFETY FUNDAMENTALS](#)
- [ANNUAL LABORATORY HAZARDS](#)

Personal protective equipment (PPE) is provided by campus EH&S for long-term lab personnel. If research work will extend into the future with a more permanent, paid role, the laboratory supervisor (or designee) will add your name to the lab roster and “Laboratory Hazard Assessment Tool” (LHAT) for PPE fitting and assignment at the campus [PPE Office](#). **Currently, the PPE Office does not supply embroidered lab coats to volunteers.** Volunteers can still acquire a loaner lab coat.

In addition to the LHAT, **your supervisor (or designee) may include your name on several additional EH&S safety applications based on potential chemical and biological hazards**, including the lab’s “Biohazardous Use Authorization” (BUA) and “Hazard Control Plans” (HCPs). These applications require immediate electronic approval via email confirmation, which must be completed prior to initiation of any and all work in the laboratory.

IN THE LAB

- With Biology HR paperwork and safety PPE consignment completed, meet with your PI and lab manager/area safety coordinator (if applicable) to review laboratory safety requirements and sign the “[New Worker Checklist](#)” after conducting a lab walkthrough and in-person training session to identify age-restricted equipment and standard laboratory safety procedures. Supplementary training may be assigned based on the lab’s research focus with the PI’s approval in accordance with age restrictions for minors (e.g. autoclave training). Deviations from parameters outlined below are acceptable only through expressed, written permission from the Division Safety Office, the Division Business Officer, and EH&S Research Safety:
 - **Minors are restricted** from any research setting with **controlled substances** (actively used or stored), **highly hazardous materials** (i.e. pyrophorics, explosives, large quantities of flammable materials, or compounds with an LD50 less than or equal to 50 mg/kg), and **highly carcinogenic materials** (e.g. Group 1 or 2A carcinogens, CAL OSHA regulated carcinogens).
 - **Minors are also restricted** from any research space assigned as Biosafety Level 3 or 4 (BSL-3 or BSL-4) level containment. **Minors between the ages of 14 and 16 are prohibited from handling biohazardous materials above BSL-1** and may only enter an area with BSL-2 work if no contact with higher risk level materials takes place. **Minors between the ages of 16 and 18 are prohibited from handling biohazardous materials above BSL-2** and may only enter such research space with the appropriate training and medical surveillance (if applicable).
 - **Minors must complete all forms/waivers, all required training, remain under close supervision, and wear PPE at all times within Division research spaces.**
- **In preparation for an emergency situation**, your lab supervisor (PI, lab manager, and/or designee) will request your emergency contact information and provide lab-specific instructions for emergency evacuation procedures. In addition, please study your building’s **Emergency Action Plan** (located [online](#)) and be aware of your emergency evacuation area (located [online](#) and at each physical exit). [Red emergency response flip-guides](#), outlining various emergency scenarios and their appropriate follow-up actions, and **red emergency evacuation clip-boards**, denoting lab contact information in the event of an emergency building departure, are also posted at the primary lab entrance for use in catastrophic emergency situations.