

Minors In Laboratories
Faculty Step by Step Guide To Approval & Onboarding

(Updated May 1, 2023)

A. Minors In Labs Policy & Compliance

Minors in Labs Web Page: [Minors in Labs Downloads](#) (Individual links to documents are also included below.)

1. Download and read Research Administration Policy RC-007, [Minors in Laboratories Policy](#), in its entirety.
2. **Updated for 2023!** Download and complete [Form A: Request for Approval of Research Project Involving Minor Participants in Laboratories](#) (Revised 2023-05-01); complete pages 1 thru 6.
 - a. This is a fillable PDF form, best viewed and completed in Adobe Reader or Pro.
 - b. After completing the form, it can be saved and all pages forwarded via email to: MinorsInLabs@slu.edu
 - c. Page 1 of FORM A may be signed by the sponsoring faculty member at a later date and sent via interoffice mail or scanned and emailed, but must be received by EHS before final approval can be given.
 - d. ***Form A can be submitted to EHS for preliminary review and contingent approval in advance of receiving completed Form B: Parent/Guardian Consent forms back from minor(s).***
3. **Updated for 2023!** Download [Form B: Parent/Guardian Consent for a Minor in Laboratories](#) (Revised 2023-05-01); complete pages 1 thru 3.
 - a. This is a fillable PDF form, best viewed and completed in Adobe Reader or Pro.
 - b. Timesaver Tip: Simply cut and paste text fields from the text boxes you completed on Form A for Project Title, Description of Project, and Role of the minor(s) in project.
 - c. After completing pages 1 thru 3 of Form B, it can be saved and ***all 6 pages*** forwarded via email to the minor(s) for completion by their parent/guardian and the minor.
 - d. ***Executed (signed) Form B consent forms for each minor participant with all signatures, including parent/guardian, witness, and minor participant, and dates entries completed must be received by the EHS before full and final approval can be given, at least two weeks prior to arrival.***

B. Parallel Steps (In addition to compliance with minors in labs policy)

1. **Amend Institutional Biosafety Committee (IBC) Protocol:** If the minor(s) will be involved with biological materials, add the minor(s) to an approved IBC protocol.
2. **Amend Institutional Animal Care and Use Committee (IACUC) Protocol:** If the minor(s) will be involved in research involving animals, add the minor(s) to an approved protocol. Completion of the “Mandatory Animal Use and Occupational Health Program Orientation” by the minor is required.
3. **Protection of Minors Policy:** The Protection of Minors Policy was designed for Summer at SLU programs, not specifically the Minors in Labs programs. Background checks are not required for

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Minors in Labs programs faculty mentors *in 2023*. However, each faculty mentor and other designated lab supervisors of minors are required to review key elements of the [Protection of Minors Policy website](#) and the [Protection of Minors Policy](#) for best practices, including but not limited to:

- a. Open Environment
- b. Reporting Abuse
- c. Responsibilities
- d. Definitions

4. EHS Obtains Employee Number (formerly called Banner No.) and SLU Username for Each Minor Participant:

- a. **Important – Employee Number, SLU Username, and SLU ID Badge Process:** Information from your Form A and Form B submissions is essential to obtain employee numbers (previously called banner numbers), which is critical to getting the minor participant a SLU username and SLU ID badge, required for all minor participants, including for programming ID badge access to buildings.
- b. **All requests for Employee Numbers are handled through Renee Knoll in coordination with the Registrar’s Office.** (Any questions can be directed to Renee Knoll renee.knoll@slu.edu.)

5. Building Access and Parking and Card Services: <https://www.slu.edu/parking/contact-parking.php>

- a. **Programming Building Access:** Specific building access required by each minor participant will be communicated *by EHS* to the Department of Public Safety and Emergency Preparedness (*Linda Saffore*) for all buildings except DRC, and to DRC Building Manager (*Sandra Cornell*).
- b. **Parking Lot Access:** Prior to arrival of the minor participant at SLU, parking arrangements should be arranged by the sponsoring faculty member and/or his or her department, which may include costs to the minor participant or the department, and coordinated with the Parking and Card Services Office. (See also C.3. below.)

C. Final Steps (Compliance with all policies, I.D. Badge, Parking, etc.)

1. Training:

- a. **Laboratory Specific Training:** Assure minor has been provided laboratory specific training by faculty mentor or designee and training has been documented.
- b. **Laboratory Safety Training:** Assure minor has been provided Laboratory Safety Training (provided by EHS), *if total duration of visit is greater than 4 hours and/or on two or more different days.*
 - **Link for Sign-up:** [Lab Safety Training Sign-up](#)
- c. **Mandatory Animal Use and Occupational Health Orientation:** Assure minor has completed the “Mandatory Animal Use and Occupational Health Program Orientation” if working with research animals.

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- d. Bloodborne Pathogen Training:** Assure minor had completed the Bloodborne Pathogen Training module available through Skillsoft, if working with bloodborne pathogens, human-derived materials, or primate-derived materials (including cell lines).
- 2. Occupational Health Program (OHP) Enrollment:** Assure student has completed the necessary forms for enrollment in the Occupational Health Program (*if total duration of visit is greater than 4 hours and/or on two or more different days*).
- a. Link for Occupational Health Program:** [Click Here](#)
- b. Occupational Health Program Policy for Laboratory and Animal Research Policy:** [Click Here](#)
- c. Enrollment Details:** *Go to link in 2a. above, and scroll down to Enrollment.*
- d. Enrollment Form:** [Medical History Questionnaire](#)

Questions: Contact the Occupational Health Program Manager
Email: ohp@slu.edu or Call: 314-977-7026)

- 3. Parking and Card Services:** <https://www.slu.edu/parking/contact-parking.php>
- a.** Upon arrival of minor at SLU, have the minor go to the **Parking and Card Services Office**, located in **Wool Center, Suite 130**, 3545 Lindell Blvd., St. Louis MO 63103 to obtain their I.D. Badge.
- Directions and Instructions for minor participants are available on the Minors in Laboratories website, or can be downloaded here: [Minors in Labs - Participant Instructions for Getting SLU ID Badges and Parking Authorization](#). Please provide this link to minor participant(s) you will be hosting.
 - **For Parking Authorization:** Vehicle Make, Model, Year and License Plate Number is required.
- b.** Prior information regarding specific research laboratory building, room numbers and parking lot (if applicable) should have been provided to Parking and Card Services in advance.
- c.** Parking and Card Services will instruct the minor on the appropriate parking lot to use for their building location.