Registering Volunteers & Minors in the Lab

Summer is a great time for students to gain valuable laboratory experience through volunteering or internships. Because student volunteers and/or minors may be unaware of hazards and risks associated with working in a laboratory, Emory University policies require training before entering a lab.

Minors and Volunteers: Emory Policies 4.83 and 7.21

How does Emory define “minors”? According to Emory University policy 7.21, any person who is:
- under 18 years of age and
- not currently enrolled in an Emory University or Oxford College regular catalogue course or degree program.

Most high school students fall into this category.

How does Emory define “volunteers”? According to Emory University policy 4.83, any person who offers a service or contributes knowledge and skills to the University without expectation of compensation. A volunteer is:
- 18 years of age or older and
- not enrolled in Emory University or Oxford College in a degree-seeking program or
- not employed by the University (either full-time or part-time)

Note: Investigators at Yerkes should follow the specific process in place for volunteers and minors at Yerkes. Contact Maureen Thompson for more information at mthomp2@emory.edu.

How to Register Volunteers and/or Minors

1. Review Applicable Policies. Visit policies.emory.edu & search for one of the following 2 policy numbers:
   - Volunteers: 4.83
   - Minors: 7.21

2. Register Volunteer/Minor with EHSO. Visit ehso.emory.edu/forms & complete & submit the following applicable form(s):
   - Volunteers: “Volunteer in Research Lab Registration Form”
   - Minors: “Minors Participating in Research Labs”

   - ELMS: Visit emory.edu/elms-training/administrators, and log into toolkit. Click “Request External Learner” link.
   - Sponsored Account: Visit help.emory.edu

4. Determine if an Amendment to your Biosafety or Chemical Safety Protocols is Required.
   - Volunteers participating in research associated with a protocol need to be added.
   - Volunteers participating in University- or Healthcare-Sponsored Science Outreach Programs will not be added to protocols.
   - Minors participating in research will not be added to protocols.

Be sure to include/complete:
- Description of project and techniques/methods to be used
- Start and end dates for periods of research activity
- Required trainings for volunteer/minor
- Vaccination records (depends on research activities)
- Signatures from the investigator, volunteer or parent of minor
- Amendments to protocols
- Animal work (if applicable)

Chemical Waste

Email chemwaste@emory.edu for chemical waste pick-ups or requests.
Include a chemical waste disposal form with all waste.

Radioactive Waste

Request radioactive waste pick-ups through EHS Assist.
Include a radioactive waste disposal form with all waste.

PPE

Choose from the following based on the potential exposures involved:
- **Eye**– Glasses, goggles & face shields
- **Gloves**– Appropriate for the type of procedure.
- **Clothing**– Gowns, lab coats, aprons, coveralls.
- **Respirators**– Appropriate for the type of procedure.

Eye Wash Testing

Eye wash stations should be tested once per month.

Certifications

The following require annual certification:
- Biosafety Cabinets
- Geiger Meters
- Chemical Fume Hoods

Training information found at: ehso.emory.edu/training

Have you seen our new homepage? EHSO will continue improving elements of our website to make navigation better for our customers!
Preparing for Lab Moves & Close-Outs

EHSO guidelines for lab decommissioning: [http://www.ehso.emory.edu/content-guidelines/LabDecommissioningGuidelines.pdf](http://www.ehso.emory.edu/content-guidelines/LabDecommissioningGuidelines.pdf)

Proper Laboratory Decommissioning

- ensures that the vacated space is in a stable and known condition, safe for individuals unfamiliar with the laboratory to enter.
- reduces disposal costs associated with unwanted and unknown hazardous materials, and encourages sustainability through redistribution of unwanted, usable laboratory equipment and supplies.

Ultimate responsibility for preparing a laboratory to be safe and compliant lies with departmental management.

Point of Contact: EHSO Building Liaison
[http://ehso.emory.edu/about/liasons.html](http://ehso.emory.edu/about/liasons.html)

New Laboratory Inspection Infographic

To make the annual process easier, EHSO recently published a new laboratory inspection infographic to clarify all parts of the process for labs.

Please visit [ehso.emory.edu/programs/research-biosafety](http://ehso.emory.edu/programs/research-biosafety), and click on the “Laboratory Inspection Program” link for more.