



The Lab Rat NEWS

April 2013

Volunteers and Minors in the Lab

Summer is a great time for students to gain valuable laboratory or research experience through volunteering or internships. Working in a laboratory presents the risk of exposure to hazardous materials, which requires inexperienced lab personnel to be trained to identify the hazard of experiments.

How does Emory define “minors”?

Any person who is less than 18 years of age and who is not enrolled in an Emory University or Oxford College regular catalog course or degree program.

- Obtain the Minor registration form from the EHSO website – <http://www.ehso.emory.edu>.
- View the University’s Policy on Minors <http://policies.emory.edu/7.21> for more information.

How does EHSO define “volunteers”?

A volunteer is defined as an individual who offers a service or contributes knowledge and skills the University without expectation of compensation. Volunteers are individuals 18 years or older that are not enrolled in Emory University or Oxford College in a degree seeking program or individuals that are not employed by the University (full-time or part-time). The department head or designee is responsible for orienting, identifying assignments (including a written description of duties), and developing lines of accountability and supervision for the volunteer. Researchers must complete a separate form for each of their volunteers and submit it to Human Resources and EHSO.

- Obtain the Volunteer Registration Form from the EHSO website –<http://www.ehso.emory.edu>.
- View the University’s Policy on Volunteers <http://policies.emory.edu/4.83>.

Can volunteers and minors participate in animal experiments?

Volunteers can participate in animal experiments with permission from the Principal Investigator. The volunteer must be added to the Principal Investigator’s IACUC protocol. Additionally, the volunteer must complete DAR orientation before gaining access to the animal facility. Once a volunteer completes DAR orientation, they will receive a DAR access card.

Minors that are 16 years of age and older can participate in animal research where the animal can be housed at Animal Biosafety Level 1. The minor cannot participate in any animal experiments that involve animals housed at ABSL-2 or higher. The minor must be accompanied at all times by the Principal Investigator or their designee.

Are there training requirements for volunteers and minors?

Yes. Volunteers and minors must complete training before participating in research activities. Minors receive one-on-one training provided by the designated EHSO Research Safety Building Liaison.

Volunteers have the option of completing training requirements online or attending a classroom session. EHSO will work with the PI or designee to obtain a guest user account for the volunteer. The table below can help the labs identify the training needs for both Volunteers and Minors .

Training

Most of EHSO’s Trainings are available online. www.ehso.emory.edu for registration information.

Radiation Safety Training
2nd Tuesdays at 10:00 am

Laboratory Safety Training
3rd Thursdays at 10:00 am

Chemical/Radioactive Waste Pick-up Schedule

[Full Schedule here...](#)

All **chemical** waste pick up should be requested by emailing

chemwaste@emory.edu

All **radioactive** waste pick up should be requested via EHS Assist pick-up.

Chemical waste disposal inventory form and/or **radioactive** waste inventory form should accompany all waste containers at the time of pick-up.

PPE

Choice to be based on 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

<i>Experiment Involves:</i>	<i>Required Training</i>
Animals	<i>CITI Training; DAR Orientation (Volunteers Only)</i>
Human Bloodborne Pathogens	<i>Bloodborne Pathogen Training; Lab Safety Awareness (Minors Only)</i>
Biological Agents/Recombinant DNA	<i>Biosafety Training</i>
Hazardous Chemicals	<i>Research Laboratory Safety Training; Lab Safety Awareness (Minors Only)</i>
Radioactive materials	<i>Radiation Safety Training (Parts 1 and 2)</i>
Equipment that Generates radiation (e.g. irradiators)	<i>Dosimetry Training</i>
Lasers	<i>Laser Safety Training</i>

What is the approval process once training is completed?

First, submit the completed registration form to EHSO. Before submitting the registration form, be sure to include specific details of the procedures that the volunteer or minor will perform. Additionally, the PI or sponsor must provide hazard specific training to the volunteer or minor. The hazard specific training must be in accordance with anticipated hazards for a particular experiment or procedure. Next, submit amendments to add the volunteer or minor to your Biosafety, Chemical Safety, Radiation Safety or IACUC protocol. EHSO will review and approve the registration form. The PI or Sponsor will receive an email notification to indicate the volunteer or minor is approved to participate in research activities.

General Laser Safety Training in ELMS

As of the end of March 2013, General Laser Safety Training is no longer available in Blackboard. General Laser Safety Training can now be accessed via the Emory Learning Management System (ELMS) under course code 245000. This training is required for the users of Class 3B and Class 4 lasers. To enroll in the training course, follow the instructions provided at the following link: <http://www.ehso.emory.edu/training/index.cfm>.

Recent Biosafety Protocol & Regulation Changes

Recent changes were made the NIH Office of Biotechnology to the *NIH Guidelines for Research Involving Recombinant and Synthetic Nucleic Acid Molecules*. Also, changes were made to Biosafety Protocol review process including the committee structure. These changes have been reflected in a **Change Summary** document that is posted on the EHSO website:

<http://www.ehso.emory.edu/programs/research/research-protocol.cfm>

Please review this document so that you are up-to-date on all regulatory, committee, training and document changes. Also, be sure to always download protocol submission forms directly from the EHSO website to ensure you use the most current documents.

Notice

Signature indicates: I have read and I understand the information in this issue of Lab Rat Newsletter. Use an additional sheet of paper for more signatures, if needed and attach to this document.

- This newsletter is a tool to help fulfill a legal requirement for ongoing safety training.

- Supervisors are responsible for ensuring that individuals in their area have read and understood the information that applies to their area.

- The signed newsletter should be placed into the PIs EHSO Lab Safety Binder.

1. _____
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10. _____

Eye Wash Testing

Eyewash Stations should be tested once a month by lab personnel

Certifications

Biosafety Cabinets, Geiger Meters and Chemical Fume Hoods Certifications are required annually.

Fire Extinguishers

Visual fire extinguisher inspections conducted monthly:

- A. Is it present and mounted in its proper location?
- B. Is it readily accessible?
- C. Initial and date attached tag.

If it appears to need servicing contact the Maintenance HELP line at 7-7463

Tell us how we are doing!

The newsletter has a new home. Every individual article is now hosted online at blogs.emory.edu/labratnews/

Got something to share? [Tell us!](#) Post comments, related articles/links, and safety concerns.

Feel free to also send your comments to biosafe@emory.edu.

We look forward to reading your ideas and comments!

Building Liaisons

[Click here](#) to find your building's Radiation and Research liaisons.

