

CALIFORNIA STATE UNIVERSITY LONG BEACH, COLLEGE OF NATURAL SCIENCES POLICY GOVERNING MINORS IN LABORATORIES

(April 2012)

Minors often seek and acquire opportunities to study or work at the California State University Long Beach (CSULB) and gain valuable knowledge and experience. We recognize both the importance of the educational and outreach missions of the university, and also the need to ensure a safe environment for all faculty, staff, students, and visitors.

The following policy pertains to the presence of minors in all College of Natural Sciences-based research laboratory settings or other work areas where potentially hazardous materials or conditions exist. For the purpose of this policy, a minor is considered any individual under the age of 18. No individual under the age of 16 may enter a laboratory, unless they are part of a one-time tour that was approved by the individual faculty member and the Department Chair.

Tours involving minors may only be conducted at times when all hazardous materials are properly stored and not being used for experiments. The faculty or staff member will be responsible for proper supervision and for providing any appropriate personal protective equipment for the visitors. **Tours must be supervised at all times while on the premises**, and tour participants may not participate in any laboratory activities. **Children under 12 years of age are prohibited from entering laboratory areas under all circumstances.** For the purposes of this policy, “laboratory” refers to any part of a building used or intended to be used for scientific or technical activities which may be hazardous; this includes teaching laboratories, research laboratories and field study sites.

No individual, age 16 or 17 may work in a laboratory or other workplace with potentially hazardous conditions unless the minor is:

- An established registered CSULB student officially linked to the lab, or
- Part of an educational program approved in advance by CNSM Safety, the employee in charge of the area(s) and/or the Department Chair/Dean.
- A Dean-appointed formal Volunteer, with defined duties and timeline.

Application and approval procedure for minors who wish to work in the laboratory:

1. The faculty sponsor submits the completed *Parental Consent for Minor Volunteer Assignments* form to the Office of the Dean, CNSM. A letter detailing the proposed activities must be provided as well. The original document is held in the Dean’s Office, a copy is retained by CNSM Safety.
2. The Dean or designee reviews the submittal, and may add conditions or restrictions. CNSM Safety or campus EH&S may be consulted as appropriate. If approved, a letter of appointment is sent both to the minor volunteer and to the legal guardian.
3. Approval of the appointment by CNSM Safety is given subject to the following:

- A final review of proposed activities by CNSM Safety and the Dean's office, CNSM;
- Successful completion of CNSM Introductory Safety Training;
- Providing a completed *Safety Program Form* bearing the signatures of the minor, legal guardian and lab supervisor.

4. CNSM Safety will contact the faculty sponsor to relay additional training and other restrictions/requirements to be addressed before the laboratory activity begins. If the nature/scope of the student's research changes, the faculty sponsor must notify CNSM Safety and ask for a reappraisal of the risk assessments.

All proposed activities conducted by minors in CNSM laboratories must adhere to any requirements or restrictions imposed by CNSM Safety, the Office of the Dean, CNSM and the Department Chair. In addition, all required training must be completed by the student prior to engaging in lab activities. The activities must be conducted under continuous direct supervision by a person who is fully trained in the tasks being performed.

CNSULB faculty members sponsoring minors shall be responsible for the following:

- Adherence to this policy;
- Informing the minor's parent/guardian of the risks associated with the workplace. This task is accomplished by indicating the hazards on the *Safety Program Form*;
- Submitting the completed *Parental Consent for Minor Volunteer Assignments* to the Office of the Dean, CNSM. The form must include signatures of the minor's legal guardian;
- Arranging for all required training to be completed *before* the specific laboratory activity begins;
- Providing hazard specific, documented, safety training with the minor as permitted hazardous operations are introduced into the workplace;
- Ensuring that the student is supervised at all times by an appropriately trained and qualified person, and that the minor never has access to a State key;
- Providing personal protective equipment, specific for any hazard, with instructions for proper use;
- Ensuring that the laboratory is in full compliance with all applicable CNSM and University safety policies and regulations, and that any safety inspection deficiencies have been adequately remediated.
- Activities involving the following specific hazards are prohibited in University laboratories for participants under the age of 18:
- **Biological**

Human blood and other potentially infectious materials
Biohazardous materials of BSL2 or greater
Non-human primates, or animals presenting special hazards (bite, sting, zoonosis)
Select agents and toxins

- **Chemical**

Carcinogenic materials
Known human reproductive toxins
High acute toxicity chemicals – These are listed on the CNSM Safety website.
DEA-controlled substances
Pyrophoric and air/water reactive chemicals
Explosive or highly reactive chemicals (*e.g.*, sodium, butyllithium)

- **Radiation/Physical**

Ionizing radiation-generating equipment (XRD, X-ray, accelerator)
Radioactive materials
Unshielded lasers \geq class 3B
High magnetic field equipment (> 5 G)

- **Other equipment and machinery**

High voltage equipment
Hazardous machinery (saws, mixers, centrifuges etc.)

NOTE: If the educational plan proposed by the faculty member includes an activity that may technically fall under one of the above categories but poses an acceptably low risk to the minor, the sponsoring faculty member may request a special approval for the activity from CNSM Safety. Non-participatory observation of these activities is allowed.

6. Sponsoring faculty must be especially careful to monitor the handling by minors of:

- Organic solvents, especially halogenated solvents;
- Strong and/or oxidizing acids;
- Strong bases
- Toxic organics

7. The purpose of the minor student's participation in laboratory activities in the CNSM is to provide the student with an introduction to an academic field of study and research and/or to offer the student an educational mentoring opportunity. The laboratory experience at CSULB is solely for the benefit of the student. Accordingly, at no time will there be an employment relationship between the student and CSULB, and the student may not receive any wages or other compensation for any of his or her educational activities at CSULB.

Note: CNSM Safety and campus Environmental Health and Safety reserve the right to inspect the laboratory in which the minor is participating in laboratory activities at any time. Labs determined by CNSM Safety to be of higher-risk will be inspected prior to the commencement of the minor's educational program. Campus safety personnel have the authority to suspend the minor's laboratory activities if conditions are judged to be unsafe.