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STEP BY STEP GUIDE FOR MINORS IN THE RESEARCH LABORATORY

To provide a safe and rewarding research experience for minors, the Department of Environmental Health, Safety, and Laboratory Operations (EHSLO) and the Office of Ethics, Compliance and Enterprise Risk (OECE), have created the following process for Faculty to facilitate bringing minors into a research group.

Please review the key documents and websites related to minors:

[Policy 811, University Programs or Activities Involving Minors](#)

[University Programs or Activities Involving Minors Website](#)

[Minors in University Activities Registration Form](#)

[Guidelines for Minors in Laboratories](#)

[Participation Agreement and Release of Liability](#)

Steps to bring minors into the laboratory:

When an individual faculty or lab member decides to bring a minor seeking to pursue research into their laboratory, the following processes will need to be completed.

1. **Registering the Minor.** A web-based form, [Minors in University Activities](#), must be filled out at least 30 days before the expected start date by the sponsoring faculty member, lab manager, or research scientist familiar with the work that the student will pursue. The individual registering will need to provide the work the minor will be assisting with, the lab or location where this work will be taking place, and estimated dates the minor will be working in the lab.

The full name of the Faculty Member and their contact information will be required. In addition, the full name and contact information for the Mentor, the individual(s) who will be responsible for daily supervision of the minor, is also required. Any individuals supervising or mentoring the minor during their time in the lab will need to be added to the Authorized Adult list. All Authorized Adults, whether faculty member or mentor, are required to complete a background check (in the past three years), child protection training (in the past two years), and review our code of conduct (in the past year) prior to the minor starting in the lab. Each program must include two authorized adults that are required to complete the above requirements.

The remainder of this form provides information that will be utilized to ensure appropriate safety training has taken place and activities are approved by EHSLO. The form will then be reviewed by OECE to ensure all [Policy 811](#) requirements are met. The form may be sent back for additional information or reviewed and finalized to begin once all compliance requirements are met.

2. **Safety Training.** To ensure appropriate and timely safety training for the Minor, please complete the section on the form describing accurately the type of research the minor will pursue and select the appropriate boxes describing the risks to which the minor will be exposed. This information will be utilized by EHSLO to ensure proper training prior to entering the laboratory. EHSLO will assume that the start date submitted in the form is when the Minor is set to arrive to



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begin participating in the research activities. The Minor is required to complete safety training on or before their first day in the lab.

3. **Child Protection Training.** Any individual supervising or mentoring the minor during their time in the lab is **required** to complete Child Protection Training. Individuals will receive an email to complete the training once the registration form has been submitted. ***The training is good for 2 years.***
4. **Background Check.** Based on state law, the **adult(s) identified** in the Minors in University Activities web-based form must also complete a background check. Individuals will receive an email to complete the background check once the registration form has been submitted. ***The background check is good for 3 years.***
5. **Code of Conduct.** In addition to the above items, each adult(s) will need to review and acknowledge the Youth Protection Code of Conduct. Individuals will receive an email to complete the code of conduct once the registration form has been submitted. ***The code of conduct is good for 1 year.***
6. **Required Forms:** The following forms are required to be completed by the parent or guardian prior to the minor starting in the laboratory:
 - **Participation Agreement and Release of Liability** — must be completed by a parent or guardian. ***This form will remain at all times with the assigned mentor,*** and a copy should be sent to the Department Administrator for record keeping.
 - **Parent/Guardian Emergency Contact Information** – must be completed by a parent or guardian. ***This form will remain at all times with the assigned mentor in the lab,*** and a copy should be sent to the Department Administrator for record keeping. This form can also be attached to the session in the registration form.
7. **Appointment of the Minor:** Minors in research laboratories can be registered as an Academic Visitor in the [Visitor Management System](#). It is the responsibility of the faculty member (or designated person in the laboratory) to inform their Department Administrator that the minor(s) in their program requires registration.

Questions? Please contact **Joanne Baptista, Assistant Director, Youth Protection and Compliance**, at youthprotection@rice.edu or 713-348-5068.