

MINORS IN LABORATORIES
FACULTY STEP by STEP GUIDE TO APPROVAL & ONBOARDING

(Updated April 12, 2022)

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 2022!** Download and complete [FORM A: Request for Approval of Research Project Involving Minor Participants in Laboratories](#) (Revised 2022-03-15); 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 2022!** Download [FORM B: Parent/Guardian Consent for a Minor in Laboratories](#) (Revised 2022-03-15)"; 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 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.**
4. **NEW for 2022! Updated April 12, 2022!**

Proof of Vaccination: *All research projects involving minors in labs approvals are contingent upon each minor submitting satisfactory proof of Covid-19 vaccination, by completing this secure HIPPA compliant online proof of vaccination form and uploading a scan of vaccination card: [Proof of Vaccination](#). See EHS Minors In Labs website for additional details and requirements for exemptions: [Minors in Labs](#). [For convenience, the above information, including links, is embedded in both Minors in Labs Form A and Minors in Labs Form B.]*

NOTE: It's best for the minor participant to complete the Proof of Vaccination steps preferably when their FORM B is submitted, and must be completed prior to arrival on campus. Any requests for exemptions must be submitted by the minor participant to vaccineexemption@slu.edu at least two prior to the start of their program. See [Minors in Labs](#) webpage for additional information and details.

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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. **UPDATED for 2022! 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 Minors in Labs programs faculty mentors in 2022. 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:**
 - **STARS Program Participants:** STARS Program participants will be automatically set up for general parking at no cost prior to the students arriving on SLU Campus.
 - **OTHER Minors in Labs:** 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.4. below.)

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C. FINAL STEPS (Compliance with all policies, I.D. Badge, COVID-19 Proof of Vaccination, 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](#)
 - **STARS Program:** *For minors in the STARS program, the Lab Safety Training will be coordinated through UMSL and presented by EHS (possibly on the first day of the STARS program, or earlier, including via on-line).*
- 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.

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 Employee Health (Email: employeehealth@slu.edu or call 314-257-8400)

3. **NEW for 2022!** All research projects involving minors in labs approvals are contingent upon each minor submitting satisfactory proof of Covid-19 vaccination, by completing this secure HIPPA compliant online proof of vaccination form and uploading a scan of vaccination card: [Proof of Vaccination](#). See [Minors in Labs](#) webpage for additional information and details.

4. 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.