

## Working with Minors

### What You Need To Know



## Information for Program Directors & PIs operating youth-serving activities in a lab at Rutgers University.

All programs or activities involving minors at Rutgers must ensure their programs are run consistent with the [University's Protection of Minors \(POM\) Policy](#), the [Policy for Minors and Volunteers in Laboratories](#) and the [Guide to Working with Minors](#).

The following requirements must be met 4 weeks before the activity involving minors begins:

- **Notify Chair:** The PI must inform their Department Chair, in writing, that a minor will be volunteering in their lab. Please copy Steve Harris, Risk Management, at [stephen.harris@rutgers.edu](mailto:stephen.harris@rutgers.edu) and Yulia Chakhalian, REHS, at [yulia.chakhalian@rutgers.edu](mailto:yulia.chakhalian@rutgers.edu).
- **Program Registration:** The PI or a designee must register the activity in the POM Database at [halflife.rutgers.edu/minors](http://halflife.rutgers.edu/minors). Please be sure to designate only one person to do this to avoid duplication.
- **Training for Adults:** Enroll the minor's supervisors in the 30-minute POM online training course by clicking "add person" during the registration process. There must be a minimum of two supervisors designated per lab.
- **Training for the Minor:** The minor must enroll in an in-person Lab Safety training session at [https://halflife.rutgers.edu/training\\_calendar/calendar.php](https://halflife.rutgers.edu/training_calendar/calendar.php). Minors must be given Hands On/Specific to Work Area training by their supervisor including the lab's [Chemical Hygiene Guide](#), SOPs, and the SDS for the chemicals they will be using. Please stress the importance of wearing proper PPE (at a minimum, gloves, safety glasses and a lab coat).
- **Background Checks:** Initiate criminal history and sex offender registry checks for the minor's supervisors through the POM Database once every three years. UHR requires individuals to electronically consent to the search within **5 days**. Be sure to communicate this to employees to avoid delays.
- **Waiver and Proof of Health Insurance:** Once Risk Management is informed, you will receive an Insurance Waiver/Informed Consent Form that must be sent to the minor's parents for review and signature. Send the completed form and proof of insurance (photocopy of card) back to Risk Management.
- **Acknowledgement Form:** The volunteer must sign an acknowledgment form [http://rehs.rutgers.edu/pdf\\_files/2009\\_CHG\\_Sign.pdf](http://rehs.rutgers.edu/pdf_files/2009_CHG_Sign.pdf), prior to using chemicals. The PI or supervisor must scan and email a copy of the acknowledgement form to Yulia Chakhalian, REHS, at [yulia.chakhalian@rutgers.edu](mailto:yulia.chakhalian@rutgers.edu).
- **Hazardous Materials:** The PI must send REHS a comprehensive list of hazardous materials (chemicals and biological materials) the minor would be working with for review and approve.

**HAVE QUESTIONS? Contact Us.**

Protection of Minors Policy Questions: [protectminors@rutgers.edu](mailto:protectminors@rutgers.edu)

Rutgers Environmental Health & Safety Questions: [yulia.chakhalian@rutgers.edu](mailto:yulia.chakhalian@rutgers.edu)

Risk Management Questions: [stephen.harris@rutgers.edu](mailto:stephen.harris@rutgers.edu)

For more information, visit us online at [protectminors.rutgers.edu](http://protectminors.rutgers.edu)

