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 William Troy, Risk Management, at wst10@riskmgmt.rutgers.edu and Yulia Chakhalian, REHS, at yulia.chakhalian@rutgers.edu.

- **Program Registration:** The PI or a designee must register the activity in the POM Database at 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. 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 10 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, 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.

- **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.