

SLU Environmental Health & Safety (EHS)

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

(Updated 1/8/2025)

A. MINORS IN LABS POLICY & COMPLIANCE

[Minors in Labs Web Page](#) (Individual links to documents are also included below.)

1. Read Research Administration Policy RC-007, [Minors in Laboratories Policy](#), in its entirety.
2. **UPDATED for 2025!** Complete [PI Minors in Labs Request Form](#)
 - a. This is an online form, best viewed and completed on a computer.
 - b. **NOTE:** The form can be saved and returned for additional editing, if necessary. Click “Save & Return Later” at the bottom of the form to receive a return code prior to exiting the form. When ready to continue, follow the same link and click “Returning?” at the upper right corner of the form. Input the code to access saved information.
 - c. Up to 10 minors may be included in one submission if the project details and project hazards are the same for each minor. You will need each minor participant’s name, email address, age, and parent/guardian email address prior to starting the form.
 - d. Submitted forms will be automatically sent to EHS for preliminary review. No further action is required at that time. EHS members may reach out if any questions or concerns arise during the review process.
3. **UPDATED for 2025!** **Parent/Guardian and Minor Participant Consent**
 - a. Following review, consent forms will be sent automatically to the email addresses listed on the request form. Emails will appear from minorsinlabs@slu.edu via REDCap.
 - b. Parent/guardians and minors will complete separate consent forms. One form will be sent first to the parent/guardian, then another will be sent to their respective minor(s) upon completion.
4. **UPDATED for 2025!** **Final Approval**
 - a. Once all parent/guardian and minor consent forms are completed, a form for final review and signature will be sent to the PI via email.
 - b. Signed consent forms and final PI signature must be received by EHS before full and final approval, at least two weeks prior to arrival. Minors must not be in the lab until the PI receives Final Approval by email from EHS.

B. PARALLEL STEPS

1. **Amend Institutional Biosafety Committee (IBC) Protocol:** If the minor(s) will be involved with biological materials covered under an existing IBC protocol, add the name(s) and duration of time in the lab to Item 4: Summary of Changes on the Amendment tab of eIBC and submit. Do not add the minor(s) to the personnel page. Contact eibc@slu.edu with any questions.
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.

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3. **Review 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 currently required for Minors in Labs faculty mentors. Faculty mentors and other designated lab supervisors of minors are required to review key elements of the Protection of Minors Policy [website](#) and [policy](#) for best practices, including but not limited to:
 - a. Open Environment
 - b. Reporting Abuse
 - c. Responsibilities
 - d. Definitions

C. FINAL STEPS

1. Training:

- a. **Laboratory Safety and Compliance Training (LST):** Ensure minor has completed LST if total duration of visit is greater than 4 hours and/or on two or more different days. Training can be access on the [EHS website](#).
 - b. **Laboratory Specific Training:** Ensure minor has been provided [laboratory specific training](#) by the faculty mentor or designee and training has been documented.
 - c. **Bloodborne Pathogen Training:** If working with bloodborne pathogens, human-derived materials, or primate-derived materials (including cell lines), ensure minor has completed the Bloodborne Pathogen Training module. Training can be access on the [EHS website](#).
 - d. **Mandatory Animal Use and Occupational Health Orientation:** If working with research animals, ensure minor has completed the “Mandatory Animal Use and Occupational Health Program Orientation”.
2. **Occupational Health Program (OHP) Enrollment:** Ensure student has completed the necessary forms for enrollment in OHP (*if total duration of visit is greater than 4 hours and/or on two or more different days*).
- a. [Occupational Health Program for Laboratory and Animal Research Policy](#)
 - b. [Enrollment Details](#) (Follow link and scroll down to Enrollment.)
 - c. [Enrollment Form/Medical History Questionnaire](#)

3. I.D. Badges and Parking and Card Services:

- a. Upon first arrival at SLU, have minor(s) go to the **Parking and Card Services Office (Wool Center, Suite 130, 3545 Lindell Blvd., St. Louis MO 63103)** to obtain their I.D. Badge. Parking and Card Services can also help the minor locate the appropriate parking lot to use for their building location.

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- b. The sponsoring faculty member and/or department should make parking arrangements in advance with the Parking and Card Services Office. This may include costs to the minor participant or the department.
- c. Written instructions for I.D. badges and parking can be viewed and downloaded [here](#). Please provide this link to minor participant(s) you will be hosting.

D. COMPLETED BY EHS

1. Employee Number and SLU Username:

- a. Requests for Employee Numbers (previously called Banner numbers) are handled in coordination with the Registrar's Office. Any questions can be directed to Renee Knoll, renee.knoll@slu.edu.
- b. **IMPORTANT:** Employee numbers, SLU usernames, and I.D. badges are required for all minor participants. Information from your submission is essential to obtaining these items in a timely manner. Please review information carefully prior to submission.

- 2. Building Access:** Specific building access required by each minor participant will be communicated by EHS to the Department of Public Safety or DRC Building Manager (*Sandra Cornell*), as needed.