

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 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.

HAVE QUESTIONS? Contact Us.

Protection of Minors Policy Questions: protectminors@rutgers.edu

Rutgers Environmental Health & Safety Questions: yulia.chakhalian@rutgers.edu

Risk Management Questions: wst10@riskmgmt.rutgers.edu



For more information, visit us online at protectminors.rutgers.edu