

## 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 Matthew Spaventa, Risk Management at [spaventa@finance.rutgers.edu](mailto:spaventa@finance.rutgers.edu) and Yulia Chakhalian, REHS at [yulia.chakhalian@rutgers.edu](mailto:yulia.chakhalian@rutgers.edu).
- **Program Registration:** Please designate one person to register the activity at [halflife.rutgers.edu/minors](https://halflife.rutgers.edu/minors).
- **Training for Adults:** As part of the registration process above, you will need to enroll the minor's supervisors in a 30-minute online training course by clicking "add person." There must be a minimum of *two* supervisors per lab.
- **Background Checks:** As part of the registration process, criminal history and sex offender registry checks must be initiated for the minor's supervisors. Criminal history checks are required once every three years and sex offender checks are required annually for ongoing programs. UHR requires individuals to electronically consent to the search within 5 days. Be sure to communicate this to employees to avoid delays.
- **REHS & Risk Management Approval:** The PI or designee must inform REHS and Risk Management of the proposed work and chemicals the minor will be working with for approval at [https://halflife.rutgers.edu/forms/minors\\_in\\_labs](https://halflife.rutgers.edu/forms/minors_in_labs).
- **Waiver and Proof of Health Insurance:** Risk Management will provide 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 [spaventa@finance.rutgers.edu](mailto:spaventa@finance.rutgers.edu).
- **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 also 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).
- **Acknowledgement Form:** The volunteer must sign an acknowledgment form prior to using chemicals. The PI or designee must scan and email a copy of the acknowledgement form to Yulia Chakhalian, REHS, at [yulia.chakhalian@rutgers.edu](mailto:yulia.chakhalian@rutgers.edu).

**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: [spaventa@finance.rutgers.edu](mailto:spaventa@finance.rutgers.edu)

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

