Institutional Biosafety Committee Guidelines
Applicable to Minors Working with Animals
Policy

I. Purpose

The Einstein Institutional Biosafety Committee (IBC) passed a motion on 11 November 2010 to allow some minors to volunteer on Einstein Research projects on a case-by-case basis. The purpose of this policy is to ensure proper application and documentation of such activities.

II. Scope

This policy applies to all research experiments and programs at Einstein.

III. Policy

All minors who want to volunteer in a laboratory must:

• Register through human resources,
• Be cleared by the occupational health service.
• Be trained in accordance with all applicable regulatory and institutional guidelines for laboratory workers
• Carry a valid ID card.

Once all this is in place, the following guidelines must be followed.

A. Volunteers 18 Years of Age or Older

No restrictions.

B. Volunteers 16 or 17 Years of Age

• Volunteers must obtain a signed form releasing Einstein from potential liability with a parent or guardian signature. The form titled “Student/Volunteer Release Form/Affidavit of Supervision”, a copy of which is attached, is a triplicate form which is obtained from Human Resources. When completed, the white copy is sent back to HR, the yellow copy is sent to Occupational Health and the pink copy is sent to Environmental Health and Safety. The form must include a description of the work in which the volunteer will be involved and a signature of the Principal Investigator and parent or guardian of the minor.
• Volunteers in laboratories supported by an outside entity such as Howard Hughes Medical Institute must obtain a written consent from the outside entity.
• Volunteers must be continuously supervised by either the Principal Investigator or a designated competent substitute.

C. Prohibitions

Volunteers may not prepare any composition in which dangerous or poisonous acids are used unless (s)he has completed a training program given by a public school or nonprofit institution which includes safety instruction approved by the Commissioner of Labor.

Volunteers may not work in a BSL-3 facility, or with any of the following: radiation, hazardous chemicals, animals or exposure to silica or other harmful dust.

D. Hours

When school is in session, we recommend that volunteers, consistent with New York State Department of Labor restrictions, work a maximum of:

• 28 hours per week
• 8 hours per day on Friday, Saturday, Sunday, or a holiday
• 4 hours per day on Monday through Thursday
• Volunteers should not work between 10:00 p.m. and 6:00 a.m.

When school is not in session and during school vacations lasting at least one week, volunteers may work a maximum of:

• 6 days/48 hours per week
• 8 hours per day between the hours of 6:00 a.m. and 10:00 p.m.

E. Volunteers Under 16 Years of Age

Volunteers under 16 years of age in high school will be considered on a case-by-case basis by the IBC or its designate. The Principal Investigator in whose lab the minor will volunteer/work should contact Anthony Chibbaro (718 430-4150) or Delia Vieira-Cruz (718 430-3560) for this determination.

IV. Definitions

None.

V. Effective Date

Effective as of: 23 February 2018.

VI. Policy Management and Responsibilities

Einstein’s Institutional Animal Care and Use Committee (IACUC) is the Responsible Office under this Policy. The Institutional Official for the IACUC is the Responsible Executive for this policy. The IACUC Chairperson is the Responsible Officer for the management of this policy.
VII. Approved (or Revised)

[Signature] 3/30/2018

Institutional Official  Date
Student/Volunteer Release Form/Affidavit of Supervision

Part A to be completed by student/volunteer
Part B to be completed by department

PART A

Student/Volunteer Name: * __________________________________________________________

Address: ________________________________________________________________

Telephone #: ______________________________________________________________

SS#: ______________________________________________________________

1. I, _______________________________________, am working/volunteering in ___________________________ of the Albert Einstein College of Medicine of Yeshiva University. In this capacity my duties may include but may not be limited to______________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

2. I hereby release from liability and hold harmless Yeshiva University, the Albert Einstein College of Medicine of Yeshiva University (AECOM), and their trustees, officers, employees, faculty, students and agents from and against any claims damages, suits costs, or expenses I may have for any injury relating to or arising out of my service as student/volunteer in the ___________________________ laboratory at AECOM.

   If the student/volunteer is under 18 years of age, he/she is considered a minor and a parent or guardian must sign.

PART B

We will ensure that the student/volunteer ________________________________, who will be working or training in our laboratory from ____________ to ____________, will receive safety orientation and will be under supervision while at work in our laboratories.

_________________________________ _______________________________ ____________
Name of Lab Director Signature of Lab Director Date

_________________________________ _______________________________ ____________
Name of Student/Volunteer Signature of Student/Volunteer Date

_________________________________ _______________________________ ____________
Date of Birth Signature of Parent or Guardian of minor Student/Volunteer Date