



## Approval Procedure for High School Students to Intern (Paid or Unpaid) in UMDNJ Research Laboratories

**Purpose:** This procedure helps to ensure that the underage worker receives the appropriate instruction and supervision, has parental consent, and will not be allowed to take part in any operations that are a violation of the myriad of New Jersey child labor regulations

**Applicability:** The following requirements apply to high school students who are at least sixteen years of age, who are not officially enrolled at a UMDNJ school, but working in an internship or position in a UMDNJ research laboratory that uses, stores or handles biological, chemical, radiological materials or ionizing radiation producing devices. High school students are only permitted to work in these laboratories if they are participating in an educational program under the supervision of the student's school and UMDNJ sponsors.

### **Responsibilities:**

***Human Resources:*** Human Resources must perform appropriate checks and review and provide approval for all placements to ensure compliance with applicable regulations such as Child Labor Laws, Fair Labor Standards Act, etc., before the student is notified that he or she can work in a UMDNJ laboratory.

***Departmental Chair:*** The Departmental Chair evaluates the faculty sponsor's completed [Proposal Form](#) and signs it as appropriate.

***Faculty Sponsorship:*** The student must be sponsored by a member of the UMDNJ faculty. This faculty sponsor is responsible for ensuring that this procedure is completed and that a trained adult is designated to provide direct supervision of the student. Also, a trained adult must be present at all times when the high school student is in the laboratory. A trained adult is a laboratory employee, graduate student or post-doc who is up-to-date in training, which includes laboratory safety training, bloodborne pathogens/biosafety training if the lab uses BL2 materials, and radiation safety training if the lab uses radioactive materials. The faculty sponsor should only submit a proposal for the student to be able to use hazardous materials if an interview with the student leads the sponsor to believe that the student has sufficient maturity and knowledge to use the materials safely after supervised training by designated lab personnel in methods and techniques applicable to the project. The faculty sponsor will ensure that the student does not begin working until the required training has been completed.

**Infectious Agents:** The faculty sponsor must also ensure that the student's activities will not include direct work with infectious agents unless approved by the school's Institutional Biosafety Committee. The faculty sponsor should only submit a proposal for the student to be able to use hazardous materials if direct observation and supervision leads the sponsor to believe that the student has sufficient maturity and knowledge to use the materials safely.

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- Chemicals: The faculty sponsor must also ensure that the student's activities will not include direct work with: corrosive materials, toxic chemicals, including carcinogens and flammable liquids, unless approved by the school's Laboratory Safety Committee.
- Radiation: The Radiation Safety Officer and the Radiation Safety Committee of each campus will set individual policies on whether high school students may be permitted to work directly with radioactivity. All participating high school students should attend radiation safety training. High school students working in laboratories where radionuclides are used must attend radiation safety training prior to beginning work in a UMDNJ laboratory.
- Animals: The faculty member must ensure that the student will not work directly with laboratory animals unless this activity has been specifically approved by the school's Institutional Animal Care and Use Committee.

**Parents:** The student's parent or guardian must complete the [Parental Consent Statement and Insurance Documentation form](#).

**Student's School:** Must officially sponsor the participating student's program by completing the [High School Student Sponsorship Form](#).

Both, the Parental Consent Statement and Insurance Documentation Form and the High School Student Sponsorship Form should be sent to the sponsoring faculty member.

**Procedure:**

**High School and Parental Approval:** The sponsoring faculty member shall obtain from the prospective intern a completed [UMDNJ High School Student Sponsorship Form](#) which indicates that the student has reached the ninth or higher grade level and meets the High School's criteria for participation in an education program in science. The sponsoring faculty member shall also obtain a copy of the completed [Parental Consent Statement and Insurance Documentation form](#).

**High School Student Proposal:** The sponsoring faculty completes the "[Proposal for High School Student to Conduct Research or Work in a UMDNJ Laboratory](#)" form. Once the Department Chair has signed the proposal form, the sponsoring faculty member sends the completed [Proposal](#), [Parental Consent and Insurance Documentation](#) and [High School Student Sponsorship](#) forms to the school's Research Office. The Research Office will forward the completed [Parental Consent and Insurance Documentation](#) and [High School Student Sponsorship](#) forms to the Director of Human Resources for the appropriate campus to be processed when the Research Office gives the go-ahead, after approval has been granted by the appropriate committees. The sponsoring faculty member should also maintain a copy of the completed forms.

**Safety Committee(s), EOHSS, and Radiation Safety Approval:** The Research Office reviews the Proposal, determines which of their committees need to review it and sends it to the Laboratory Safety Committee and to the Institutional Animal Care and Use Committee, Radiation Safety Committee and/or Institutional Biosafety Committee, as appropriate, and to EOHSS and the Radiation Safety Office. Input may be requested from the campus occupational medical services to determine if medical evaluation(s) or vaccination(s) for the student are necessary. EOHSS and the Radiation Safety Office

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Will submit recommendations to the appropriate committees with a copy to the School Research Office. The chair of the safety committee(s) will submit their decisions by email or in writing to the Research Office who will then notify Human Resources whether to process the student's paperwork. If approved, the School Research Office will notify the University Research Office.

#### **Human Resources**

Once Human Resources has received the completed High School Sponsorship Form, Parental Consent and Insurance Documentation Form, as well as approval from the Research Office, Human Resources will notify the school Research Office, EOHSS and the faculty sponsor whether or not the student is permitted to work in a UMDNJ laboratory.

#### **EOHSS/Radiation Safety Office**

EOHSS and the Radiation Safety Office will coordinate the training of the student with the faculty sponsor and will notify the Research Office and the faculty sponsor when the student has completed the required training.

**Changes in Activities, Hazardous Material Usage or Scope of Work:** The [Proposal for High School Student to Conduct Research or Work in a UMDNJ Laboratory](#) Form must be resubmitted to the Research Office if there are to be any substantial changes in the activities or scope of work.

**Participation in Program:** No high school student shall begin to work in a UMDNJ laboratory until all of the required paperwork listed above has been submitted and the appropriate committees, as well as Human Resources have approved. Students under the age of sixteen shall not work in a UMDNJ laboratory.

**Work Hours:** No student shall work more than 20 hours per week during the school year.

#### **Addresses to Send Completed Forms:**

Completed forms should be sent to the school's Research Office:

<b>Robert Wood Johnson Medical School</b> Office of Research and Sponsored Programs 675 Hoes Lane, Room R109 Piscataway, NJ 08854-8021 Phone: (732) 235-4687 Fax: (732) 235-5534 Email: shanahja@umdnj.edu	<b>New Jersey Medical School</b> Office of Research and Sponsored Programs 185 South Orange Avenue Medical Science Building C-690 PO Box 1709 Newark, New Jersey 07101-1709 Phone: (973) 972-7766/4568 Fax: (973) 972-3585 Email: njms-research@umdnj.edu
<b>School of Osteopathic Medicine</b> Office of Research and Sponsored Programs 40 East Laurel Road, room 240 Stratford, NJ 08084-1501 Phone: (856) 566-6000 Fax: (856) 566 -6299	<b>Robert Wood Johnson Medical School</b> Office of Research Administration 401 Haddon Avenue, Suite 150 Camden, NJ 08103 Phone: (856) 757-7877 Fax: (856) 757 - 7735

# UMDNJ High School Student Research Program Approval Process

