

DATE: February 2, 2010

TO: SIP Mentors/Sponsors/Supervisors of Minor-aged employees

FROM: Dr. Randall Morin
Director, EHS

SUBJECT: Policies and guidance documentation on minors working at the NCI-F

Every year the NCI-F welcomes new students into the Werner Kirsten Student Intern Program, affording students who are often under the age of 18 the opportunity to perform research and work with NCI-F scientific staff to gain experience in a biomedical research environment.

The Environment Health and Safety Department is providing guidance documentation to inform individuals sponsoring or mentoring students under the age of 18 about the policies that govern minor students in the workplace.

- **Attachment I** is a guidance document describing policies applicable to minors working at the NCI-F
- **Attachment II** is Appendix A from the NIH Chemical Hygiene Plan, which describes hazardous substances to include carcinogens and reproductive toxins
- **Attachment III** is a comprehensive list of chemicals compiled by EHS to summarize particularly hazardous chemicals that minors cannot work with or those which require special provisions.
- **Attachment IV** is the 2010 SIP Training Plan Risk Assessment. Each SIP mentor or sponsor **MUST** complete this document and **return to EHS prior to February 16, 2010**. EHS will be performing a comprehensive risk assessment for each training plan submitted. If a training plan has not yet been received, EHS will be contacting you to obtain this information, in addition to a completed risk assessment form.

It is the goal of EHS to ensure that each student working here at the NCI-F is afforded a safe and healthful work environment. EHS looks forward to working with mentors and sponsors to achieve this important goal.