

Safetygram

NCI-Frederick

ISM-198

General

February 2016

Minors Guidance Document

Guidance regarding minors (those under 18 years of age) working in NIH laboratories is provided in *NIH Policy Manual Chapter 3015: Admittance of Minors to Hazardous Areas*: <https://oma1.od.nih.gov/manualchapters/intramural/3015/>.

A summary of the NIH policy is provided below with particular emphasis for the Werner Kirsten Student Intern Program (WHK-SIP) participants at the NCI at Frederick. This document contains specific information applicable to all minors working at the NCI at Frederick or any off-site facility managed by NCI at Frederick.

1. Persons under 16 may not enter laboratories at the NCI at Frederick without obtaining special permissions.
2. Each laboratory with a WHK-SIP participant or other minor/student under the age of 18 must provide a Training Plan Risk Assessment (TPRA) to EHS, clearly identifying all potentially hazardous materials or situations that may be encountered by the minor/student during their time in the laboratory, for review and approval. If changes in the research scope cause a change in potential for exposure to hazardous materials or activities, the training plan risk assessment must be amended and resubmitted for review and concurrence by EHS prior to implementation of the modified research scope.
3. Minors must be directly supervised by designated mentor, co-mentor, or other responsible laboratory designee while they are working in the laboratory.
4. Minors are prohibited from the following activities:
 - any work with low-level radioactive materials unless approval is obtained in writing from the NCI at Frederick Radiation Safety Office
 - working with radiation source vials, if approved for radiation work
 - working with human or non-human primate (NHP) tissues, blood or body fluids OR any materials potentially contaminated with such. Other biological hazards and other potentially infectious materials (OPIM) are evaluated by EHS using the Training Plan Risk Assessment,
 - working with non-human primates (NHP),

- working in laboratories posted at BSL2 with BSL 3 practices (also termed BSL-2* or BSL-2 enhanced),
 - working in laboratories posted at BSL-3, and above,
 - working in laboratories where known carcinogens, reproductive toxins or other acutely toxic chemicals are handled. Lists and definitions of these prohibited chemicals can be found in the NCI at Frederick Chemical Hygiene Plan: <https://ncifrederick.cancer.gov/ehs/Media/Documents/ComplianceManual/C-1ChemicalHygienePlan.pdf>
5. All WHK-SIP participants must attend a one-day EHS-sponsored safety orientation covering various health and safety topics relevant to the laboratory procedures they will be performing and the general hazards that may be encountered in NCI-F laboratories. All other minor students must attend the EHS New Employee Orientation prior to beginning work activities in any laboratory. Additional training, relevant to practices, procedures, laboratory equipment, personal protective equipment, and other laboratory-specific hazards, must be provided and documented by the supervisor. An EHS New Employee Safety Checklist must be completed and submitted to EHS to document these training requirements: <https://ncifrederick.cancer.gov/ehs/Media/Documents/NewEmployeeSafetyChecklist.pdf>.
6. All minors must be provided with and use appropriate personal protective equipment and wear clothing appropriate for the laboratory. Requirements for Personal Protective Equipment (PPE) can be found at the following link: [https://ncifrederick.cancer.gov/Ehs/Procedures/EHS SAF 1 MinimumAttireandPersonalProtectiveEquipment.aspx](https://ncifrederick.cancer.gov/Ehs/Procedures/EHS_SAF_1_MinimumAttireandPersonalProtectiveEquipment.aspx). Each lab is required to assess anticipated hazards and direct the student to use proper eye and face protection and wear appropriate gloves. Contact EHS for additional guidance, when needed. Lab coats and gloves must not be worn outside of the laboratory into non-lab areas.
7. All minor employees are also required to follow all relevant safety and environmental requirements of the NCI at Frederick. Consult the EHS website at <https://ncifrederick.cancer.gov/ehs/> or call 301-846-1451 for assistance.

For additional guidance concerning minors, please contact EHS at 301-846-1451.