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Policy  
for

**NY CREATES / SUNY Poly Minor Facility Access**

REVISION

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## 1 PURPOSE AND SCOPE

NY CREATES / SUNY Polytechnic Institute (SUNY Poly) provides research laboratory-based educational and training experiences to minors who are at least 16 years old, at the start of the educational or training experience. The educational and training experiences provided by NY CREATES / SUNY Poly would build on and complement the students' academic programs in which they are engaged outside of the NY CREATES / SUNY Poly programs. Minors may be permitted to use NY CREATES / SUNY Poly research laboratories, with exceptions described in this policy, after completing the following prerequisites:

- Obtained parental consent
- Completed all required:
  - NY CREATES / SUNY Poly EHS Training
  - NY CREATES / SUNY Poly Laboratory Safety Training
- Demonstrated to the Qualified Supervisor:
  - Proficiency in techniques
  - An understanding of the hazards and risks of the materials

Prior to commencing participation in any program at NY CREATES / SUNY Poly, minors and parent(s)/guardian(s) must sign and submit all of the required forms to the Qualified Supervisor. These forms must include the NY CREATES / SUNY Poly Safety Agreement form (see Appendix G), which states that the student has received the required training, has access to PPE and has been informed on when to wear it, and understands disciplinary steps of violating PPE or supervisory rules.

Principal investigators, faculty, and qualified supervisors have a responsibility to ensure the safety of all minors assigned to participate in an educational or training program while minors are present in the research laboratories. In order to provide a safe environment, the following shall apply:

1. No one under 16 years old will be permitted in a NY CREATES / SUNY Poly research laboratory (as defined below).
2. Minors must be supervised at all times while present in a research laboratory.
3. All minors must obtain parental consent prior to being allowed to participate in any educational or training activities at the Albany Nanotech Complex (ANC)

4. Prior to commencing participation in any educational or training activities, proof of health insurance coverage for the minor must be submitted as part of the application materials.
5. Qualified supervisors, principal investigators, and faculty are responsible for advising the relevant Constellation Head (or higher authority) and the NY CREATES EHS department that minors will be in the research laboratory, ensuring that training is provided, enforcing safe practices, providing appropriate protective equipment, and ensuring appropriate supervision of the minors.
6. The following activities are exempt from this Policy:
  - a. Educational programs which include demonstrations in research laboratories. The use of particularly hazardous substances not related to the demonstration should be restricted (to the extent feasible) while the educational program is in the research laboratory.
  - b. Educational programs which take place in instructional, computer, or academic laboratories.
  - c. Activities which are not classified as independent research (research performed by a minor under the direct supervision of a qualified supervisor).

The school/organization that sponsored the educational program shall provide adequate adult supervision or the educational program must have adequate adult supervision consistent with the requirements of this policy at all times during the educational program.

## 2 DEFINITIONS

- 2.1 **Educational Program:** Organized educational or training program sponsored by a local school/organization and approved by NY CREATES / SUNY Poly. Students shall be accompanied by adults from the local school/organization or the educational program shall provide adequate supervision.
- 2.2 **Instructional, Computer, or Academic Laboratory:** an area where no research is conducted. These laboratories are used for instructional purposes only. These laboratories include NFE 2902 and 2903.
- 2.3 **Minor:** Individual younger than 18 years old at the commencement of the educational program.
- 2.4 **Qualified Supervisor:** An employee of The Research Foundation for the State University of New York ("Foundation") or NY CREATES / SUNY Poly, including principal investigators, faculty, staff, and/or graduate students who are considered employees of either Foundation or NY CREATES / SUNY Poly and are approved by the appropriate

Constellation Head to act in a supervisory capacity. The Qualified Supervisor must have received and be up-to-date on all EHS required safety trainings in order to maintain the status of Qualified Supervisor.

- 2.5 **Research Laboratory:** An area where hazardous materials, such as chemicals, biological materials, and radiological materials, are used. It is an area where relatively small quantities of hazardous chemicals are used on a non-production basis with substances in which the containers used for reactions, transfers, and other handling of substances are designed to be easily and safely manipulated by one person.

Additional hazards including high voltage power supplies, high power lasers, and other equipment or process hazards such as burning, crushing, and falling may also be present in research laboratories. The NY CREATES / SUNY Poly Research Laboratories include CESTM L126, L128, L135, L136, L138, L233, L237, L246, L324, B110, B120, B128, B129, B130, B142, B143, R111; NFE 1905, 1906, 1907, 1908, 1909, 2901, 4902, 4903, 4904, 4905, 4906, 4907, 4908; and on the SUNY University at Albany campus Chemistry Building B15 and B16; and Physics Building 125, 315/317, 320, 324, and 326.

- 2.6 **Supervision:** Provide continual instruction and oversight of the minor. The supervisor must be in the research laboratory while the minor is in the research laboratory and be able to see the minor at all times. The Qualified Supervisor shall not be allowed to provide supervision of more than six minors in the research laboratory at any one time. Supervision includes, but is not limited to:

- Educating minors on safe research laboratory techniques
- Communicating clear safety goals and methods of achievement of an activity
- Holding the minor accountable for all safety rules and practices
- Completing accident reports
- Keeping the area safe from risks and hazards
- Providing leadership and direction

### 3 PROCEDURE

#### 3.1 Permission

Notification prior to a minor's participation in research laboratory activities shall be forwarded by the Qualified Supervisor to the Constellation Head or higher authority as may be specified. The notification shall include:

- 3.1.1 A list of hazardous materials and their Safety Data Sheets that will be used by the minor.

- 3.1.2 NY CREATES / SUNY Poly Consent for Minor Participation in the Educational Program Form (see Appendix C) and NY CREATES / SUNY Poly Safety Agreement (see Appendix G) signed by parent(s)/guardian(s) and minor; this includes emergency contact (see Appendix D) information.
- If the minor is registered with an established NY CREATES / SUNY Poly program, the Program Coordinator is responsible for obtaining the signed forms.
  - If the minor is sponsored through their high school program, the Qualified Supervisor is responsible for obtaining the signed forms.
  - If the minor has contacted the Qualified Supervisor directly and is not sponsored by any program, the Qualified Supervisor is responsible for obtaining the signed forms.
- 3.1.3 Upon approval of participation of a minor by NY CREATES / SUNY Poly in a particular educational program, the minor will be issued a NY CREATES / SUNY Poly ID Badge which will allow the minor to have limited access to the Albany Nanotech Complex. The minor shall be required to wear the NY CREATES / SUNY Poly ID Badge while on the Albany Nanotech Complex premises and shall be accompanied by an escort assigned by NY CREATES / SUNY Poly at all times.
- 3.1.4 The Qualified Supervisor must notify the appropriate NY CREATES EHS department member as to:
- the location of the research laboratory which will offer the educational program to the minor.
  - the minor's expected presence at the Albany Nanotech Complex.
  - the identity of the Qualified Supervisor assigned to provide supervision to the particular minor.
- 3.1.5 Each form submitted for the minor's participation in an educational program will remain in effect for the duration of the specified educational program and a copy of the form will be maintained by Student Services.
- 3.2 **Training [EHS-00027 - EHS Training Requirements Policy\*]**
- 3.2.1 The Qualified Supervisor must complete all appropriate EHS classes prior to being approved to supervise a minor. At a minimum, this includes Safety Orientation, General Safety, Advanced Safety, and Biological Safety (if applicable).
- 3.2.2 The Qualified Supervisor must complete the General Safety and Advanced Safety Training annually to continue to qualify as a Qualified Supervisor.
- 3.2.3 Minor must have all NY CREATES / SUNY Poly EHS training and Laboratory Safety Training specified by NY CREATES / SUNY Poly before

using hazardous materials. At a minimum, this includes Safety Orientation, General Safety, Advanced Safety, and if applicable, Biological Safety, Radiation Safety, and Laser Safety classes.

3.2.4 The Qualified Supervisor must provide the minor with hands-on training for all research laboratory procedures that the minor will use as part of the educational program.

### 3.3 In the Research Laboratory

3.3.1 Minors must have constant, direct supervision by the Qualified Supervisor. The Qualified Supervisor must be in the research laboratory at all times with the minor.

3.3.2 Minors will not be allowed access to research laboratories without appropriate clothing as defined by this policy. Appropriate clothing must completely cover legs, ankles, and feet (e.g., long pants and closed toed shoes). Footwear and legwear that does not completely cover the legs, ankles, and feet are prohibited in a research laboratory.

3.3.3 All minors are required to use appropriate Personal Protective Equipment (PPE) while in a Research Laboratory [**EHS-00010: NY CREATES / SUNY Poly Personal Protective Equipment Requirements**]. The PPE must be provided by the Qualified Supervisor.

3.3.4 The Qualified Supervisor must have written Research Laboratory Standard Operating Procedures (SOPs) or protocols which include specific safety requirements available to the minor before the minor begins participation in the educational program.

3.3.5 All accidents/injuries must be reported to EHS as soon as possible, but in no event later than 24 hours after the accident/injury has occurred. The NY CREATES / SUNY Poly Accident/Injury Form shall be used. A copy of this form must be sent to EHS [**EHS-00026 - Incident (Injury, Illness, or Close Call Event) Reporting and Prevention Policy\***].

### 3.4 Enforcement

3.4.1 Violations of this policy by a Qualified Supervisor may result in termination of the minor's authorization to use or be present in the research laboratory or termination of the Qualified Supervisor's privilege to supervise and allow minors to be present in research laboratories.

3.4.2 Minors will be subject to corrective action, up to and including dismissal, by an employee of NY CREATES / SUNY Poly or [Research Foundation](#), for the following:

- violating this Policy,
- violating any rules set forth by the Qualifying Supervisor,
- failure to use appropriate personal protective equipment, or
- failure to wear appropriate clothing in the research laboratory.

- 3.4.3 Corrective Action for violation of this policy shall depend upon the severity of the violation, but is solely within the discretion of NY CREATES / SUNY Poly and can be in the form of:
- a verbal warning,
  - a written notice sent to the parent(s)/guardian(s), or
  - expulsion/loss of research laboratory privileges of the minor.

## 4 RESTRICTIONS

- 4.1 Minors may not handle Particularly Hazardous Substances, which include the following:

### 4.1.1 Acutely Toxic Chemicals

- LD<sub>50</sub> oral ≤ 50 mg/kg
- LD<sub>50</sub> contact ≤ 200 mg/kg
- LC<sub>50</sub> inhalation ≤ 200 ppm

### 4.1.2 Carcinogens

- Any substance that is regulated by OSHA as a carcinogen, or is listed under the category "known to be carcinogens" in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) or is listed under Group 1 "carcinogenic to humans", Group 2A "probably carcinogenic to humans", or 2B "possibly carcinogenic to humans" by the International Agency for Research on Cancer (IARC). The current NTP and IARC lists can be found on the NIOSH web page [Occupational Cancer](#).

### 4.1.3 Reproductive Hazard (Mutagen or Teratogen)

- Any substance that may affect the reproductive health of women or men or the ability of couples to have healthy children. These hazards may cause problems such as infertility, miscarriage, and birth defects.

- 4.1.4 Other highly hazardous materials that are highly flammable, reactive, pyrophoric, or could cause serious injury or harm to people in the research laboratory.

- 4.1.5 Minors may only use biological material requiring Biosafety Level 2 (BSL 2) containment, such as human cells, tissue, and blood, as long as the materials are not infectious. The minor must receive Biological Safety Training and use BSL 2 work practices and procedures for handling human material [**EHS-00056 - Biosafety Policy**].

- 4.1.6 Minors may not handle any radioactive material (RAM).

- 4.1.7 X-Ray Generating Equipment - A minor is prohibited from directly operating X-ray generating equipment, but a minor may be permitted to observe the equipment being used by an authorized user. Radiation Safety Officer's (RSO) permission and calculation of the potential exposure is required before the minor is allowed to observe the equipment in use.
- 4.1.8 Minors may not work with Class IIIB and Class 4 lasers.
- \*All referenced NY CREATES / SUNY Poly EHS Policy documents [e.g., EHS-000xx] can be located on the NY CREATES Internet site at: <http://intranet.sunycnse.com/>.

## 5 APPENDICES

- 5.1 **APPENDIX A** – Minors Using Hazardous Materials in Research Laboratories Consent Form and Safety Agreement
- 5.2 **APPENDIX B** – NY CREATES / SUNY Poly Consent Form for Minor Participation in an Educational Program in a Research Laboratory
- 5.3 **APPENDIX C** – NY CREATES / SUNY Poly Consent Form for Minor Participation in an Educational Program
- 5.4 **APPENDIX D** – Emergency Contact Information
- 5.5 **APPENDIX E** – Potential Hazards in Research Laboratories Information Sheet
- 5.6 **APPENDIX F** – Summary of Rules for Minors in NY CREATES / SUNY Poly Research Laboratories
- 5.7 **APPENDIX G** – NY CREATES / SUNY Poly Safety Agreement



## APPENDIX A - Minors Using Hazardous Materials in Research Laboratories Consent Form and Safety Agreement

Instructions for obtaining the safety consent for minors:

1. The parent(s)/guardian(s) of the minor and the minor that desires to participate in your research laboratory must sign the NY CREATES / SUNY Poly Consent Form for Minor Participation in an Educational Program (Consent Form) and NY CREATES / SUNY Poly Safety Agreement (Safety Agreement) before any approval for participation in an educational program can be granted.
2. The Qualifying Supervisor for a minor should prepare the Consent Form and the Safety Agreement, obtain appropriate signatures, and return signed copies of the Consent Form and Safety Agreement to NY CREATES / SUNY Poly Student Services with a copy provided to NY CREATES / SUNY Poly Human Resources (HR). The Consent Form and the Safety Agreement for Minors should include the following information:
  - Exactly which chemicals and other hazardous materials the minor may handle as part of the proposed educational program and what procedures he/she will be performing.
  - The direct Qualified Supervisor that will provide supervision to the minor at all times.
  - The safety training that will be required and provided and by which department (e.g., EHS classes and site/protocol specific safety training).
3. The parents or legal guardians must sign the Consent Form and the Safety Agreement indicating that they understand the potential hazards and risks as described in the information sheet below, that they give permission for their son/daughter to handle the potentially hazardous agents, and that they understand the consequences of a research laboratory-acquired infection. This statement is also provided at the bottom of the Safety Agreement that you must provide to the parents or legal guardians. All documents must be signed, dated, and initialed where indicated. The forms shall be returned to the supervisor who will submit copies to NY CREATES / SUNY Poly Student Services.

4. The Qualified Supervisor, NY CREATES / SUNY Poly Student Services Department, and NY CREATES / SUNY Poly HR shall maintain a copy of all signed documents in the minor's file for a length of time consistent with the Foundation Record Retention Policy.
5. The Consent Form and the Safety Agreement shall be valid for the duration of the specified educational program.

## APPENDIX B – NY CREATES / SUNY Poly Consent Form for Minor Participation in an Educational Program in a Research Laboratory

Date: \_\_\_\_\_

Dear Parent/Legal Guardian:

Your child will soon begin performing activities at a NY CREATES / SUNY Poly research laboratory in:

Building: \_\_\_\_\_ Research Laboratory: \_\_\_\_\_ Room #: \_\_\_\_\_

In the NY CREATES / SUNY Poly research laboratory, your child will be under the direct supervision of

\_\_\_\_\_  
(Qualified Supervisor's Name)

Individual Research Laboratories vary in the inherent types of hazards present. While at NY CREATES / SUNY Poly, your child may encounter potential hazards, including animal, biological, chemical, physical, or radiological hazards (see attached information sheet). NY CREATES / SUNY Poly requires safety trainings for anyone who may come in contact with these materials. Prior to being allowed to begin participation in any Educational Program, your child shall be required to attend Safety Orientation, General Safety, and Advanced Safety Training.

If you have further questions on these topics, please call NY CREATES / SUNY Poly Environmental Health & Safety at 518-437-8686 or visit their web site:

<https://sunypoly.edu>

While on campus, your child is required to wear a NY CREATES / SUNY Poly issued ID badge at all times and may not be without a NY CREATES / SUNY Poly escort.

Sincerely,

\_\_\_\_\_  
(Name of NY CREATES / SUNY Poly Point of Contact)

**CONSENT**

By signing this letter, you consent to the conditions as outlined above and affirm that you, as the parent or legal guardian, grant permission for your child to perform activities in the designated NY CREATES / SUNY Poly Research Laboratory.

I \_\_\_\_\_, am the parent or legal guardian of \_\_\_\_\_ born on \_\_\_\_\_. In my capacity as a parent/legal guardian, I hereby grant my child, \_\_\_\_\_, permission to participate in the Educational Program to be held in the Research Laboratory set forth above at the Albany Nanotech Complex. I acknowledge and understand that as part of my child’s participation in the Educational Program, my child may be exposed to any and all hazards identified in the enclosed information sheet. These hazards may cause my child injury, disability, and/or death. I understand and agree that Foundation and/or NY CREATES / SUNY Poly assume no responsibility for any liability, damage, or injury that may be caused by my child’s negligence or willful acts committed prior to, during, or after participation in the Educational Program. Furthermore, Foundation and/or NY CREATES / SUNY Poly assume no responsibility for any liability, damage, or injury caused by others, including other Minors present at the Albany Nanotech Complex.

I further grant permission to the NY CREATES / SUNY Poly or Foundation staff to provide immediate care, as necessary, and/or secure proper medical treatment for my child in case of injury. I attest that my child is physically and mentally capable of participating in the Educational Program and has no known health restrictions that might jeopardize my child’s safety or health, or the health and safety of others during my child’s participation in the Educational Program. I agree to be solely responsible for payment in full of all costs of medical care my child may receive in connection with the participation in the Educational Program.

Should my child choose to remain at the Albany Nanotech Complex or elsewhere either before or after participation in the Educational Program, NY CREATES / SUNY Poly shall not be responsible for offering supervision to my child during such times. I understand that NY CREATES / SUNY Poly, in its sole discretion, may terminate my child’s participation in the Educational Program at any time and without cause.

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

**APPENDIX C – NY CREATES / SUNY Poly Consent Form for  
Minor Participation in an Educational Program**

Date: \_\_\_\_\_

Dear Parent/Legal Guardian:

Your child will soon begin performing activities at NY CREATES / SUNY Poly:

Building: \_\_\_\_\_ Laboratory: \_\_\_\_\_ Room #: \_\_\_\_\_

During the Educational Program at NY CREATES / SUNY Poly, your child will be under the direct supervision of

\_\_\_\_\_  
(Qualified Supervisor's Name)

NY CREATES / SUNY Poly requires safety trainings to anyone who is to participate in any Educational Program. As such, your child shall be required to attend Safety Orientation, General Safety, and Advanced Safety Training.

If you have further questions on these topics, please call NY CREATES / SUNY Poly Environmental Health & Safety at 518-437-8686 or visit their web site:  
<https://sunypoly.edu>

While on campus, your child is required to wear a NY CREATES / SUNY Poly issued ID badge at all times and may not be without a NY CREATES / SUNY Poly escort.

Sincerely,

\_\_\_\_\_  
(Name of NY CREATES / SUNY Poly Point of Contact)

**CONSENT**

By signing this letter, you consent to the conditions as outlined above and affirm that you, as the parent or legal guardian, grant permission for your child to perform activities in the designated NY CREATES / SUNY Poly Educational Program.

I \_\_\_\_\_, am the parent or legal guardian of \_\_\_\_\_ born on \_\_\_\_\_. In my capacity as a parent/legal guardian I hereby grant my child, \_\_\_\_\_, permission to participate in the Educational Program to be held as set forth above at the Albany Nanotech Complex. I acknowledge and understand that as part of my child’s participation in the Educational Program, my child may be exposed to any and all hazards identified in the enclosed information sheet. These hazards may cause my child injury, disability, and/or death. I understand and agree that Foundation and/or NY CREATES / SUNY Poly assume no responsibility for any liability, damage, or injury that may be caused by my child’s negligence or willful acts committed prior to, during, or after participation in the Educational Program. Furthermore, Foundation and/or NY CREATES / SUNY Poly assume no responsibility for any liability, damage, or injury caused by others, including other Minors present at the Albany Nanotech Complex.

I further grant permission to the NY CREATES / SUNY Poly or Foundation staff to provide immediate care, as necessary, and/or secure proper medical treatment for my child in case of injury. I attest that my child is physically and mentally capable of participating in the Educational Program and has no known health restrictions that might jeopardize my child’s safety or health, or the health and safety of others during my child’s participation in the Educational Program. I agree to be solely responsible for payment in full of all costs of medical care my child may receive in connection with the participation in the Educational Program.

Should my child choose to remain at the Albany Nanotech Complex or elsewhere either before or after participation in the Educational Program, NY CREATES / SUNY Poly shall not be responsible for offering supervision to my child during such times. I understand that NY CREATES / SUNY Poly, in its sole discretion, may terminate my child’s participation in the Educational Program at any time and without cause.

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

## APPENDIX D - Emergency Contact Information

**Please contact the following individuals in case of emergency:**

Parent/Guardian Name(s): \_\_\_\_\_

Home telephone number(s): \_\_\_\_\_

Work telephone number(s): \_\_\_\_\_

Name of alternate contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please list any medications that would need to be administered to the Minor in case of an emergency: \_\_\_\_\_

Please list any allergies to medications, food, insect bites, etc. and indicate if your child carries an Epinephrine Auto-Injector (EpiPen) for allergic reactions.

Please list any other special needs or medical issues that would be important for NY CREATES / SUNY Poly staff to know about in case of an emergency.

### APPENDIX E - Potential Hazards in Research Laboratories Information Sheet

Check all that apply	Category	Definition & Hazards		Examples
<input type="checkbox"/>	<b>Chemicals</b>	Refined compound that could be in the form of a solid, liquid, or gas. These may or may not be hazardous. Some compounds may have numerous hazard classifications (e.g., flammable, toxin, & carcinogen)	Carcinogens: may cause some sort of cancer with long term exposure - usually many years in the future	Benzene
<input type="checkbox"/>			Teratogens: may cause birth defects in the developing fetus	Alcohol, Thalidomide
<input type="checkbox"/>			Reproductive toxins: may affect the reproductive system of males & females	Toluene, Xylene, Ethidium bromide
<input type="checkbox"/>			Neurotoxins: may affect the nervous system	Ethidium bromide, Snake venom
<input type="checkbox"/>			Flammables: may burn or explode	Acetone, Xylene, Alcohol
<input type="checkbox"/>			Reactives: may react explosively	Peroxides, Acrylamide
<input type="checkbox"/>			Corrosives: may cause tissue damage with contact through inhalation, eye, skin, etc.	Acids & Bases
<input type="checkbox"/>			Toxins: may cause illness or death on exposure	Cyanide



Check all that apply	Category	Definition & Hazards	Examples	Check all that apply
<input type="checkbox"/>	<b>Compressed Gases</b>	High-pressure cylinders that hold gases. These are usually large & heavy. Gas may be harmless, toxic, corrosive, and/or flammable.	Explosion hazard if they rupture	Hydrogen, Oxygen
<input type="checkbox"/>			Asphyxiant hazard if they vent the gas to the area & it displaces oxygen	Nitrogen, Helium, any other Non-Oxygen Gas
<input type="checkbox"/>	<b>Radiation/ Radioactive Materials</b>	High energy particles (alpha & beta) or photon (X-rays, gamma)	Tissue & organ damage with high doses	Uranium, Phosphorus32, Sodium35, X-rays
<input type="checkbox"/>	<b>Physical Hazards</b>	Hazards from noise, machinery, heat, cold, etc.	Tissue damage, hearing loss	Scrapes, Cuts
<input type="checkbox"/>				Cold: liquid nitrogen, dry ice
<input type="checkbox"/>				Heat: burners
<input type="checkbox"/>	<b>Lasers</b>	Intense, highly directional beam of light	Eye damage and possible skin damage	Class IIIB and IV, and Open Beam Laser Operation

Category	Definition & Hazards		Examples
<b>Biological Agents</b> Living organisms or products of living organisms such as viruses, bacteria, fungi, prions, & parasites. Hazards from infection with these agents are organism-dependent & can range from mild & treatable to severe & untreatable. Classification of hazards in four groups called biological safety levels with level 1 as the least hazardous & level 4 as the most hazardous.	Level 1 – Minimum hazard		Baker’s Yeast & E. coli K12
	Level 2 – Mild to severe illness		Influenza, Polio & Salmonella
	Level 3* – Severe illness & possible death		Tuberculosis & AIDS
	Level 4* – Fatal disease		Hemorrhagic fever
<b>Recombinant DNA</b> Genetically modified organisms with variations in genes within the organism.	Often unknown consequences once introduced to the human body.		Viral vectors like Adeno & Adeno-associated viruses used to transfect or express genes
<b>Toxins – Microbial, Plant, Animal</b> Poisons produced by plants, living organisms, or animals.	Tissue & organ damage or death.		Plant: Ricin Animal: Fish & Snake venom Microbial: Staph, Tetanus

**\* There are no BSL3 or BSL4 bio-agents allowed at NY CREATES / SUNY Poly**

Parent/Legal Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Minor Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX F - Summary of Rules for Minors in NY CREATES / SUNY Poly Research Laboratories

1. Never perform research laboratory activities alone in any Research Laboratory environment without direct, immediate adult supervision from the Qualifying Supervisor or someone designated by the Qualifying Supervisor.
2. Complete and follow safety trainings as directed by NY CREATES / SUNY Poly staff. At a minimum, anyone who will be in a Research Laboratory is required to complete the Safety Orientation, General Safety, and Advanced Safety training classes which provide fundamental Research Laboratory safety concepts. NY CREATES / SUNY Poly Laboratory Safety Training must also be taken. Additional training requirements may apply depending on the nature of the activity that will be conducted in the Research Laboratory.\*
3. Always wear the appropriate Personal Protective Equipment (PPE) as directed and dispose of it correctly. PPE includes goggles, gloves, coats/gowns, and other face/body protection as dictated by the hazard being performed or present in the area. Always remove PPE when leaving the research laboratory or area. See: **EHS-00010: NY CREATES / SUNY Poly Personal Protective Equipment.**
4. Always follow the instructions of the Qualifying Supervisor/Faculty/ NY CREATES / SUNY Poly staff member or Research Laboratory supervisor.
5. Always report any accident (regardless of severity) immediately to your supervisor or Research Laboratory supervisor.
6. Always keep your hands away from your face and wash them well with soap and water prior to leaving any Research Laboratory area and after removing gloves.
7. Never eat, drink, chew gum, apply lip balm, or touch contact lenses while in any Research Laboratory environment.
8. Always wear clothing that completely covers the legs, ankles, and feet while in any Research Laboratory.
9. Always tie back long hair while in a Research Laboratory.
10. Always wear clothing that reduces the amount of exposed skin while in a Research Laboratory.
11. Always ask questions if you don't understand the safety requirements.

Parent/Legal Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Minor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The NY CREATES EHS Classroom Training Description and Schedule is found online:  
<https://sunypoly.edu>

\*\***NOTE:** All referenced NY CREATES EHS Policy documents [e.g., EHS-000xx] can  
be located on the NY CREATES Internet site at:  
<http://intranet.sunycnse.com/>

**APPENDIX G – NY CREATES / SUNY Poly Safety Agreement**

I, \_\_\_\_\_ (Minor’s name), have read and agree to follow all of the safety rules set forth in the training and policies of the NY CREATES / SUNY Polytechnic Institute (SUNY Poly). I will or have already attended the Safety Orientation, General Safety, and Advanced Safety training and had an opportunity to ask questions. I realize that I must obey NY CREATES / SUNY Poly EHS policies and procedures to ensure my own safety and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe research laboratory environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety agreement that results in unsafe conduct in The Research Laboratory or misbehavior on my part may result in being removed from the Research Laboratory, receiving a failing grade, and/or dismissal from the program.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Dear Parent or Guardian:

We feel that you should be informed of NY CREATES / SUNY Poly’s effort to create and maintain a safe science research laboratory environment. With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should be aware of the safety instructions your son/daughter will receive before they engage in any research laboratory activities. Please read the safety rules provided. No minor student will be permitted to perform Research Laboratory activities unless this contract is signed by both the student and parent/guardian and is on file with the Research Laboratory Supervisor. Your signature on this contract indicates that you have read this Safety Agreement, are aware of the measures taken to ensure the safety of your son/daughter in the NY CREATES / SUNY Poly Research Laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the research laboratory.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** This consent form, including emergency contact numbers and the signed safety agreement must be kept on file with the Research Laboratory Supervisor. These consent forms are valid for the duration of the specified Educational Program, from the date it was signed.

I, \_\_\_\_\_ (Qualified Supervisor’s name), agree to follow and enforce the requirements set forth in the NY CREATES / SUNY PolyNY CREATES/SUNY Poly Minor policy.

Qualified Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Constellation Head \_\_\_\_\_ Date \_\_\_\_\_

VP for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_