

NJIT Environmental Health and Safety Department  
Guidelines for NJIT Undergraduate Students in Laboratories and Shops  
Research-Oriented Programs  
(Updated October 2018)

NJIT is committed to providing a safe and healthy work environment for all members of the university community as well as visitors and members of the general public.

Due to a potential lack of research-oriented training and laboratory experience, undergraduate students may be less aware of potential risks and hazards present in laboratories and shops and therefore require increased supervision and oversight; especially when engaging in “graduate-level” research activities.

Undergraduate students may conduct research in NJIT laboratories and shops as part of an organized program or on an ad-hock basis arranged by individual faculty mentors.

- If the undergraduate student is less than 18 years of age, Guidelines for Minors and Volunteers in Laboratories and Shops shall be followed including the completion of Risk Management Waiver forms.
- If the undergraduate student is from outside NJIT, the appropriate Risk Management Waiver forms and an application that provides appropriate individual information (address, phone, etc.), emergency contact information, as well as any medical concerns shall be completed.

Principal Investigators, other faculty, and their designated staff shall adhere to the following guidelines for undergraduate students working in their laboratory and shop facilities:

- The principal investigator must notify the department chair that undergraduate students will be working in their lab or shop.
- Undergraduate students engaged in research activities must attend training appropriate for the work activities they perform or that may be performed by others in their assigned laboratory or shop. This may potentially include: General Lab Safety Training; Shop Safety Training; Biological Safety Training; LASER Safety Training; and Radiation Safety Training.
- In addition to the generic EHS trainings described above, undergraduate students engaged in research activities must receive “hands-on” protocol-specific training relative to the experiments being performed. Hands-on training to be conducted by the faculty mentor or an experienced laboratory member designated by the faculty mentor. All hands on training will be documented.
- Personal protective equipment shall be provided by the faculty mentor, program, or department and worn by the undergraduate student as directed by the laboratory or shop director(s), EHS Department, or other NJIT guidelines.
- Undergraduate student researchers shall never be permitted to work unsupervised in an NJIT laboratory or shop. Supervision shall be provided by the faculty mentor or by an experienced member of the research staff designated by the faculty mentor.
- Undergraduate student researchers shall be prohibited from the following work activities:
  - Handle or manipulate Select Agents (as defined by the CDC)
  - Handle or manipulate Particularly Hazardous Substance (as defined by OSHA) or Highly Hazardous Substances - including pyrophorics, explosives, large quantities of flammable materials, and highly toxic compounds - without prior approval from the department chair and EHS.
- Principal Investigators, other faculty, and their designated staff wishing to host and mentor undergraduate student researchers in their laboratory or shop must adhere to the criteria described above, complete the attached form, and submit for EHS approval PRIOR to project initiation.

Name of Principal Investigator or other faculty mentor:

Department:

Department Chair:

Location of laboratory or shop where undergraduate student is anticipated to work:

Name of undergraduate student:

Date of birth:

Home address of undergraduate student and emergency contact information (name/phone number):

Anticipated dates of work experience:

Title of project:

Brief project description:

List of any potentially hazardous materials (including chemical, biological, and radiological) that may be encountered by undergraduate student during the conduct of the project:

List of laboratory or shop equipment that may be used by the undergraduate student during the conduct of the project:

List graduate student mentor, other faculty mentor, or staff mentor who may be responsible for supervising the undergraduate student during the course of this project:

Have arrangements been made for appropriate safety training (both classroom training and hand's on training) prior to the undergraduate student beginning their work experience? Please describe:

Please list personal protective equipment to be issued to the undergraduate student for the duration of the project:

PI/Faculty acknowledgement of responsibility as described in these guidelines:

PI/Faculty Signature:

Date:

EHS Approval:

Date: