

## Eastern Virginia Medical School

From: EVMS Environmental Health & Safety, EVMS Occupational Health, and EVMS Research Committees (Institutional Biosafety Committee, Institutional Animal Care and Use Committee, Academic Occupational Health and Safety Committee, Radiation Safety Committee)

CC: William Wasilenko, PhD, Associate Dean of Research

Date: 12/5/2014

Re: Guidelines for EVMS Volunteers

---

It has been brought to the attention of the various research committees, EH&S and Occupational Health that there is some uncertainty regarding the guidelines for EVMS volunteers in both the research and clinical settings. As stated in the EVMS Human Resources Volunteer Policy, the director of Human Resources can prohibit minor volunteers from working in hazardous "occupations." We would like to take this opportunity to offer guidance on volunteer requirements, restrictions, and Principal Investigator responsibilities.

Volunteers under age 18 should be prohibited from

- Working with radioactive materials and ionizing radiation.
- Having patient contact or working with patient samples.

Relevant research committees may be petitioned, and grant exceptions, on a case-by-case basis to minor volunteers

- Working with Biosafety Level 2 or higher materials.
- Working with animals or animal source material.
- Preparing or using acutely toxic, carcinogenic, or mutagenic laboratory chemicals.

Volunteers age 18 and up should be prohibited from

- Working in a Biosafety Level 2+ or higher environment.
- Working with USDA Animal Welfare Act regulated species. Exceptions can be made on a case-by-case basis by the IACUC.

When a Principal Investigator or department submits a volunteer packet, it should be stressed that the Principal Investigator is responsible for:

- Informing the volunteer of all hazards in the laboratory, not just the hazardous materials they will be working with.
- Ensuring the volunteer completes all required trainings prior to the initiation of work.
- Conducting lab- and material-specific training with the volunteer.
- Ensuring the volunteer is supervised, directly or indirectly, at all times. Volunteers must be directly supervised at all times in the vivarium.

If, at any time, there are questions or concerns regarding volunteers and their activities, we would be happy to answer them.