

## Appendix A: Laboratory Minor Approval Form

This form must be completed for non-university minor students under the age of 18 who will be participating in a group education program or working in a research or clinical laboratory.

Type of Event (check one):  Group Educational Event OR  Mentoring Program

Name of Minor Student (for individual mentoring program): \_\_\_\_\_

Sponsoring Faculty: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Laboratory Location(s): \_\_\_\_\_

Department: \_\_\_\_\_ Department Head: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of laboratory activities, including materials and equipment used, and training that will be provided (attach additional page if necessary):

### Departmental Consent

I acknowledge that I have read and am familiar with the requirements for minors working in a laboratory. I agree to provide supervision for the minor(s), to provide the required training, and to ensure the safety of the minor(s) under my supervision.

Sponsoring Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head (Director, Chair, etc.) Approval.

University Policy #126 requirements have been processed: Yes  No

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit signed form to the Safety and Risk Management Office ([safety@wcu.edu](mailto:safety@wcu.edu))**

Safety & Risk Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Laboratory Safety Officer Name: \_\_\_\_\_