

Saint Louis University
Department of Chemistry

Policy Statement: Undergraduate Students Working in Research Labs

Undergraduate students enrolled in the research courses are not employees of the University, and will have limited access to research labs and facilities in the Chemistry department. Graduate students are employees and have the right to open access in specific laboratories and facilities, and thus will not be subject to the policy outlined below. Graduate students shall follow the policies and procedures in the University Chemical Hygiene Plan.

Before working in any laboratory, undergraduate students will receive general safety training provided by the Office of Environmental Safety and Services, and laboratory specific training by a PI, or a qualified person designated by the PI. The training shall be documented, with OESS training documented in Banner, and a signed laboratory specific training form on file in the Chemistry department. The form will contain laboratory specific allowable activities identified for undergraduate students.

The Principle Investigator is ultimately responsible for ensuring safety training for undergraduate students in their labs, and the PI will decide on the appropriate allowable activities (see Laboratory Specific Training Form) during the day and after hours. The PI will identify on the lab specific training form what activities are allowed after hours and if the activities require the presence of another person in the lab.

Undergraduate student researchers with documented safety training will be allowed access to the research lab(s) as designated by the PI from 7:00 a.m.-9:00 p.m. Monday through Friday, and from 10:00 a.m.-5:00 p.m. Saturday and Sunday.

If a PI does not want to allow this access, he/she has the right to put restrictions on the student's access to the labs.

For reasons of safety and security, undergraduate students will not engage in research or experimentation involving chemicals while working alone in a laboratory. Any exception requires identification on the lab specific training form. For those activities that cannot be performed alone, an undergraduate student must have another person to accompany them in the lab (i.e. a lab partner). A lab partner must have documented safety training from OESS and the signed lab specific training form (from the same PI's lab) on file with the Chemistry department. The lab partner can be an undergraduate student or a graduate student.

(Print Name)

(P.I. / Research Group)

Signature

Date