**I. Laboratory Tours**

1. **Actions and Documentation for Laboratory Tours** 
   1. A Mentor must be identified as responsible for the tour.
   2. Prior to a Laboratory Tour, the Mentor must take the following actions:
      1. Consult with the appropriate Lab Supervisor.
         1. to establish a date for the tour that will not impair on-going research
         2. to select and to arrange for the research, scholarly or artistic activities that will occur during the tour if any.
         3. to receive from the Laboratory Supervisor any laboratory specific guidelines or protocols that will apply to the Covered Minors during their tour,
         4. if the Mentor is not also acting as the Monitor, to assign such Covered Minors to one or more Monitor(s) and provide documentation of same to the laboratory Safety Division.
      2. Consult with Laboratory Safety Division to establish the maximum number of Covered Minors who can be visiting that Laboratory at one time.
      3. Submit Authorization For Tour form including a list of Covered Minors planning to participate in the Laboratory Tour with enough time to get form completed and submitted to the department and the Laboratory Safety Division at least two days before the tour;
      4. Collect a properly signed Consent Form from each such Covered Minor. An exemption is needed to vary from this requirement.
2. **Controls Applicable to the Laboratory Tour** 
   1. The Monitor will confirm that names of all Covered Minors actually participating in the tour were on the approved list.
   2. While Covered Minors are in the Laboratory, their assigned Monitor will supervise the Covered Minors and will ensure that they are always in compliance with all applicable requirements or conditions included (i) in this policy, (ii) in the tour or program materials (if any), (iii) in any Laboratory Safety Division or other safety training materials or directives, and (iv) in any laboratory specific guidelines or protocols.
   3. The Monitor, coordinating with the Laboratory Supervisor or his/her designee, will ensure that for the full duration of the Laboratory Tour (i) all hazardous materials, such as chemicals and biological agents, will remain secured, and (ii) all activities that could pose a hazard to the Covered Minors are suspended.
   4. The Monitor will ensure that the maximum number of Covered Minors allowed to tour the selected lab at one time is not exceeded.
   5. The Monitor will immediately notify the Mentor, Laboratory Supervisor and Laboratory Safety Division if any of their assigned Covered Minors are injured during a Laboratory Tour.
3. **Additional Controls relating to Laboratory Tours of ABSL 1 animal care facilities**
   1. In addition to satisfying all the conditions in this Section B 1 through 3 (above), Lab Tours of an ABSL-1 animal care facility must also meet the following conditions:
      1. The Monitor, coordinating with the Lab Supervisor or his/her designee, will ensure that for the duration of the Lab Tour invasive animal procedures and euthanasia will be suspended.
      2. The Monitor will ensure that, immediately before the tour, each Covered Minor receives training or instructional materials from animal facility staff as directed by the Laboratory Supervisor or his/her designee.
4. **Retention of Records associated with Laboratory Tours** 
   1. In accordance with UTSA’s record retention policy, the Monitor will ensure that consent forms for each Covered Minor on the Laboratory Tour and appropriate documentation about the Laboratory Tour are retained by the Department responsible for the laboratory.
   2. Copies of all documentation must be submitted to the Laboratory Safety Division prior to Laboratory Tour and must be physically in that office at least two days prior to the Laboratory Tour.

**II. Covered Activities**

1. **Actions and Documentation for Covered Activities**
   1. Each Covered Minor who willingly engages in Covered Activities must have an identified and responsible Mentor.
   2. Prior to Minor participating in Covered Activity(ies), the Mentor must take the following actions:
      1. Consult with the appropriate Lab Supervisor
         1. to establish dates when a Covered Minor can participate in Covered Activities
         2. to select and to list the research, scholarly or artistic activities in which the Covered Minor will participate (itemize the Covered Activities)
         3. to select and to appoint a Monitor for each Covered Minor
         4. to receive from the Lab Supervisor any Laboratory-specific guidelines or protocols that will apply to the Covered Minor while participating in Covered Activities
      2. Consult with the Laboratory Safety Division to identify and to schedule any mandatory safety training for the Covered Minor and to establish the maximum number of Covered Minors who can participate in Covered Activities in the Laboratory at any one time;
      3. Obtain written approval of the Covered Minor's participation in the Covered Activities through the Authorization for Minors in Laboratories form. This form must be completed and on file in the department and in the Laboratory Safety Division prior to the Covered Minor participating in Covered Activities.
      4. Collect a properly signed consent form from each Covered Minor and file in the department and send a copy to the Laboratory Safety Division.
      5. The department will create a zero percent appointment for the Covered Minor and will forward a completed *Acknowledgement of Service Without Salary* form and documents showing completion of all actions above to Human Resources (HR). Human Resources will, and as may be necessary and appropriate, approve the appointment and retain such *Acknowledgement of Service Without Salary* forms according to UTSA’s records retention schedule.
2. **Controls applicable to Covered Activities** 
   1. Before any Minor may enter the Laboratory to begin participating in a Covered Activity, the Monitor must take the following actions:
      1. Ensure that all the applicable actions listed above have been completed;
      2. Ensure that the Covered Minor h*as received and understands all safety tr*aining required by the Laboratory Safety Division and all Laboratory specific guidelines and protocols, including but not limited to, the use of personal protective equipment.
   2. Anytime the Covered Minor is participating in Covered Activities or is otherwise in the Laboratory, the Monitor, coordinating whenever necessary with the Laboratory Supervisor or his/her designee and the Laboratory Safety Division, will ensure that
      1. The Covered Minor is supervised by the Monitor at all times
      2. The Covered Minor participates only in the itemized Covered Activities;
      3. The Covered Minor follows all applicable requirements or conditions included (a) in this policy, (b) in the program materials (if any), (c) in any Laboratory Safety Division or other safety training materials or directives, and (d) in any Laboratory specific guidelines and protocols, including but not limited to, the use of personal protective equipment.
      4. The maximum number of Covered Minors allowed to participate in Covered Minors allowed to participate in Covered Activities in that Laboratory at any one time is not exceeded; and
      5. The Mentor, Laboratory Supervisor and the Laboratory Safety Division are immediately notified of misconduct by Covered Minors and of any damages, safety concerns, injuries, or similar incidents relating to a Covered Minor’s participation in Covered Activities or presence in the Laboratory.
3. **Retention of Records associated with Covered Activity(ies)**In accordance with UTSA's record retention policy, except for the *Acknowledgement of Service Without Salary* form described above, the Mentor and Monitor will ensure that a signed consent form for each Covered Minor participating in Covered Activities and other appropriate documentation relating to the Covered Minor and to the Covered Activities are retained by the Department under whom the Laboratory is housed.