NOTIFICATION FORM--LAB TOUR FOR MINORS

LAB INFORMATION:
LAB NAME AND LOCATION: ________________________________________________
LAB SUPERVISOR: _____________________________________________________
MAXIMUM NUMBER OF MINORS ALLOWED IN LAB AT ONE TIME: ________________

TOUR INFORMATION:
DATE OF TOUR: _______ START TIME: _______ ESTIMATE OF TOTAL TOUR TIME: _______
BRIEF DESCRIPTION OF ANY DEMONSTRATIONS/LAB ACTIVITIES OCCURRING DURING THE TOUR (or “none”):

COMPLETE AND ATTACH LIST WITH NAME OF MINORS PARTICIPATING IN THE TOUR

SIGNATORIES:
Each of the undersigned acknowledges that (s)he has read HOP 2.44, assumes the duties of the Lab Supervisor, and/or Mentor as appropriate, and is aware of the risk mitigation policy for minors in laboratories.

________________________  __________________________  ___________
Lab Supervisor Signature  Printed Name  Date

________________________  __________________________  ___________
Mentor Signature  Printed Name  Date
(or note if Lab Supervisor is also Mentor)

PROPER ADVANCE NOTIFICATION:
At least two days before the scheduled tour, Mentor supplied a copy of this form (including a list of minors participating in the tour) to the appropriate official(s) listed below:

If Lab Supervisor is:  Then copy sent to Lab Supervisor’s:
Faculty or Staff Member Assigned to a College  Department Chair and Dean
Department Chair  Dean
Staff Member reporting outside of Academic Affairs  Supervisor and Vice-President
Vice-President or Dean  Provost

LIST OF MINORS PARTICIPATING IN LAB TOUR
LAB NAME AND LOCATION: ______________________  DATE OF TOUR: _________

1 The Mentor is the UTSA faculty or senior staff member who ensures that all appropriate UTSA paperwork, requirements, and conditions found in HOP policy 2.44 are satisfied before the minor(s) enter the Lab.

2 EHS&RM supplies the maximum number of minors allowed in a lab at one time—see HOP policy 2.44