

Visiting Scholars Involved in Laboratory Research and Teaching Activities

Adopted 05/08/2008

Revised 11/17/2015, 04/22/2021

Visiting Scholars are uncompensated by the University of Delaware and who perform services directly related to the business of the University to support the research, teaching or public service activities of the University or gain experience in specific endeavors.

Visiting Scholars under the age of 18 will be handled by Minors Involved in Laboratory Research and Teaching Activities Policy, found in Chapter 6 of the [University Chemical Hygiene Plan](#) and <http://www1.udel.edu/ehs/forms/downloads/minorsresearchpolicy.pdf>.

Tours and visitors to laboratories are handled under Chapter 6 of the [University Chemical Hygiene Plan](#) and are not subject to this policy provided the obligations under the Chemical Hygiene Plan are met.

Under no circumstances shall individuals unable to understand safety training be permitted in University of Delaware laboratories except as research study participants in an approved research protocol

Visiting Scholars are permitted to perform research and teaching activities at the University of Delaware provided the following requirements are met:

1. Faculty Members or Principal Investigators must notify the Departmental Safety Committee and receive documented approval from the Chair of the Department or Director of the Program.
2. The Visiting Scholar must attend all applicable safety training sessions, including but not limited to:
 - a. Right-To-Know
 - b. Chemical Safety/Hygiene Plan
 - c. Any or all of the following, based on work performed:
 - i. Laboratory Ventilation Safety
 - ii. Chemical Waste Disposal
 - iii. Compressed Gas Safety
 - iv. Laser Safety
 - v. Radioactive Materials Safety
 - vi. Biosafety
 - vii. Bloodborne Pathogens
 - viii. X-Ray Device Safety
3. The Visiting Scholars is under the supervision of a faculty member in the laboratory or area where the work will occur.

4. The Principal Investigator or faculty member must ensure the Visiting Scholars reviews all Job Hazard Analysis (JHA) and Standard Operating Procedures (SOP). Written copies shall be provided. EHS shall review the JHA's or SOP's to assure all safety issues are addressed.
5. The Visiting Scholar must use all required personal protective equipment. Each college, school, department, division, or unit should make available to each Visiting Scholar required to wear personal protective equipment the devices appropriate for the activity and hazards involved. The volunteer may be required to purchase certain individualized items of personal protective equipment.
6. The Visiting Scholar must be monitored and supervised by a knowledgeable and experienced adult employee until the principal investigator is comfortable that the volunteer can work independently. They must not work alone while performing hazardous operations or while working with hazardous materials.
7. The Visiting Scholar must follow all Departmental, University, and EHS safety procedures and policies.
8. The Departmental Safety Committee or Departmental Chemical Hygiene Officer should perform spot inspections of the work and assure that all training is complete.
9. The Visiting Scholar must complete the Release of Liability and Waiver Claim Form.
10. The responsible Faculty member must complete the Principal Investigator/Supervisor Commitment Form.

**University of Delaware
Visiting Scholars Involved in Laboratory Operations
Release of Liability and Waiver Claim**

I, _____, understand that:
(print name of the Visiting Scholar)

- I am participating in a laboratory program at the University of Delaware and will study, learn or perform research in areas where hazardous substances (chemicals/biological/radioactive, etc.) or physical hazards (very hot or cold temperatures, laser light, electromagnetic frequencies, etc.) are present.
- I understand that I am working in a University of Delaware laboratory science and research program where I may be exposed to or receive an injury from the hazardous materials or hazardous operations in a laboratory. Visiting Scholars s will be responsible for all costs associated with an exposure or injury while working in the research setting. The University of Delaware is in no way responsible for these expenses.

All participants, including employees, students, volunteers, and visitors, will be informed of the hazards associated with their project(s) and trained in safe laboratory work practices.

I understand that the responsible researcher, _____,
(print the name of the responsible researcher)

is familiar with the project area, will supervise me, and may be contacted at

_____ if I have questions.
(print the office or other contact number)

As an authorized volunteer, I understand that I will be acting on behalf of the University of Delaware, and I will conduct my activities accordingly. I have read and agree to the terms and conditions of my volunteer activities outlined in this policy and further understand that for my personal safety, I must follow all applicable University policies and procedures and the directions of the faculty member/University employee supervising my activities.

Signed: _____ Date: _____
(Visiting Scholars)

The completed form, with signature, is to be retained by the laboratory department's administrative office for a period not less than three years. A copy of the form, with signatures, shall be provided to the Visiting Scholar. Send a third copy of the completed and signed form to Environmental Health & Safety.



**University of Delaware
Visiting Scholars Involved in Laboratory Operations
Principal Investigator/Supervisor Commitment Form**

I, _____ certify that the Visiting Scholar named above
(print name)

has been trained in the safe laboratory work practices described in the University of Delaware Policy on Volunteers Working in Laboratories and will be supervised as required under said policy.

Signature Date Telephone Number

The completed form, with signatures, is to be retained by the laboratory department’s administrative office. A copy of the form, with signature, shall be provided to the Visiting Scholar. Send a third copy of the completed and signed form to Environmental Health & Safety.