FRALIN BIOMEDICAL
RESEARCH INSTITUTE AT VTC
VIRGINIA TECH

FBRI
Two Riverside Circle
Roanoke, VA 24016

Dear _____:

I am pleased that you have volunteered your services to our department for the period of time listed below. The following is a summary of your duties and responsibilities:

You will receive training on the tasks and duties you will be performing and feedback will be given to you on your performance. As a volunteer there is no compensation for your services.

Period of Time for Volunteer Services: _____

Your work schedule will be: _____

Your supervisor is _____ and should be contacted for any scheduling issues or questions concerning your service as a volunteer.

The university liability coverage provides protection for volunteers while acting in an official capacity and within the scope of their duties. Worker's Compensation Insurance **does not** provide medical coverage for volunteers even if the injury occurs during the volunteered hours. All medical issues, including healthcare insurance, are the total responsibility of the volunteer. Legal services are not provided if criminal charges are lodged against a volunteer.

Volunteer's Name	Volunteer's Phone Number	Volunteer's Email
Parent's Name	Parent's Phone Number	Parent's Email
Volunteer's Signature		Date
Parent's Signature		Date

Sincerely,

Human Resources Team at FBRI:

Brittany Shelton
sheltb@vtc.vt.edu

Shana Rhinehardt
shanar@vtc.vt.edu

Noah Rader
rnoah@vtc.vt.edu

Cody Calvert
codybcalvert@vtc.vt.edu

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Minor/Volunteer Work Proposal Registration Form

*Proposals are due at EHS **at least 2 weeks** prior to beginning the work.*

Principal Investigator/Supervisor/Sponsor:		Department:
Phone Number:		Email:

Name of Minor:		Name of Parent of Legal Guardian
Name of Minor's School:		Contact for Parent or Legal Guardian:

Is this Project part of a Virginia Tech Sponsored Program?	☐ No ☐ Yes If yes, which one:

This Work will be Performed in building(s):		Room(s):

Project Title:	
Project Start Date:	Project End Date:

Materials and Equipment to be Used – Check and Specifically List all that Apply in the next section

Chemicals	Biological Material	Equipment
☐ Flammable	☐ Recombinant DNA	☐ Fume Hood
☐ Reactive	☐ Bacteria	☐ Biosafety Cabinet
☐ No Carcinogens	☐ Viruses	☐ Laminar Clean Bench
☐ Toxic	☐ Fungi	☐ Autoclave
☐ Corrosive	☐ Parasites	☐ Centrifuge
☐ Oxidizer	☐ Human Source Material	☐ Analytical Instruments
☐ Cryogen	☐ Insects	☐ No Industrial Machinery
☐ Pharmaceuticals	☐ Plants	☐ Noise Producing Equip.
☐ Gasses	☐ Animals	☐ No Laser Class 3B, 3R or 4
☐ No Radioactive Materials	☐ Live Animals	☐ No X-ray Equipment
	☐ Deceased Animals, fixed	☐ Other Equipment

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Description (attach separate sheet if necessary):

I AGREE TO SPONSOR (MINOR'S NAME)_____, AND BY MY SIGNATURE BELOW, AGREE THAT:

- I have read, understand, and will adhere to the Virginia Tech's Policy 4815 "Minors on Campus or Participating in University Related Programs" and "Minors in the Workplace" Guideline.
- I will complete this minor's Hazard Specific Safety Training before he or she is exposed to the hazard for which the training is required.
- Personal protective equipment appropriate for, and specific to, the work exposures will be provided.
- This individual will be supervised by a competent employee at all times while in any area where there are potential hazard exposures.
- Their hours of work will comply with Federal Regulation 29 CFR 570.35.
- I have obtained and will maintain on file the Employment Certificate, if required.
- The work area in which the minor will perform work has been inspected by me and is in full compliance with all applicable Virginia Tech safety programs and regulations.

Name of PI/Supervisor/Sponsor: _____
Signature:_____Date: _____

Please provide all info as it applies to the minor/volunteer's direct duties:

Institutional Biosafety Committee (IBC) Protocol #: _____

Institutional Animal Care and Use Committee (IACUC) Protocol #: _____

Institutional Radiation Safety Committee *Protocol #:* _____

Please return the completed sheet to Environmental Health and Safety personnel of the Fralin Biomedical Research Institute before start date. An EHS approved signed copy will be provided to the sponsor for their records. Email to Sarah Glenn (sglenn@vtc.vt.edu) and Miranda Cressell (mirandacressell@vtc.vt.edu).

HS&T Environmental, Health and Safety Coordinator Approval

Name: _____

Signature:_____Date: _____

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Potential Hazard Information Sheet

Definition	Hazards		Examples
Chemicals	Refined compound that could be in the form of a solid, liquid or gas. These may or may not be hazardous. Some compounds may have numerous hazard classifications (flammable, toxin & carcinogen) .	Carcinogens: may cause some sort of cancer with long term exposure - usually many years in the future	Benzene
		Teratogen: shown to affect the reproductive system of males & females & may cause birth defects in the developing fetus.	Alcohol, thalidomide, X-rays
		Neurotoxins: may affect the nervous system.	Ethidium Bromide, snake venom
		Flammables: will burn or explode	Acetone, Xylene, Alcohol
		Reactives: will react explosively	Peroxides, acrylamide
		Corrosives: will cause tissue damage with contact through inhalation, eye, skin, etc	Acids & bases
		Toxins: may cause illness or death on exposure.	Cyanide
Compressed Gases	High-pressure cylinders that hold gases. These are usually large & heavy. Gas may be harmless, toxic, corrosive, flammable	Physical hazard: Explosion hazard if they rupture. Asphyxiation hazard if they vent the gas to the workplace & it displaces oxygen	Asphyxiant: Nitrogen, helium, any other non-oxygen gas Flammable: Hydrogen Toxic: Ammonia
Radiation/ Radioactive Materials	High energy particles (alpha & beta) or photon (X-rays, gamma).	Tissue & Organ damage with high doses	Uranium, Phosphorus-32, Sulfur-35, X-rays
Physical hazards	Hazards from noise, machinery or tools, heat, cold, etc.	Tissue damage, hearing loss, eye injury, cancer	Manual tools such as hammers, or mechanical tools such as drills. Cold: liquid nitrogen, dry ice Heat: burners
Lasers	Highly focused, high energy light radiation.	Eye damage and possible skin damage	Class 3B, 3R and 4, and open beam laser operations

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Definition	Hazards		Examples
Nanomaterials	Some compounds may have numerous hazard classifications (flammable, toxin & carcinogenic) .	The health hazards associated with exposure to Nanomaterials are largely unknown at this point-in-time, though some indication of health effects can be determined based on the source material.	Nanogold, Fullerenes, Carbon Nanotubes
Biological Agents	Living organisms or products of living organisms such as Viruses, Bacteria, Fungi, Prions & Parasites. Hazards from infection with these agents are organism dependent & can range from mild treatable to severe untreatable. Classifi-cation of hazard in four Risk Groups with level 1 as the least hazard & level 4 as the extreme hazard.	1 – Agents are not associated with disease in healthy adult humans	
		2 - Mild to severe disease which is rarely serious and for which preventative or therapeutic interventions are *often* available	Influenza, Polio & Salmonella
		3 – Severe or lethal human disease for which preventative or therapeutic interventions *may* be available	Tuberculosis & AIDS
		4 – Not allowed at Virginia Tech	Hemorrhagic fever
Recombinant DNA	Genetically modified organisms with variations in genes within the organism.	Often unknown consequences once introduced into the human body.	Viral vectors like Adeno & Adeno-associated viruses used to transfect or express genes.
Toxins – Microbial, Plant, Animal	Poisons produced by plants, living organisms or animals.	Tissue & organ damage or death.	Plant – Ricin Animal – Fish & Snake venom Microbial – Staph, Tetanus