

**Purdue Davidson School of Chemical Engineering Safety Committee
recommends the following:**

1. All minors performing research in a ChE lab will need to comply with Purdue policies and complete all steps as described in the “Minors in Research Laboratories or Animal Facilities” document: <https://www.purdue.edu/ehps/rem/documents/programs/minors.pdf>
2. All minors and undergraduate students are provided a graduate student, or a post-doctoral researcher mentor for the duration of their research. These mentors should also guide minors and undergraduate researchers on safety protocols and promote safe work practices.
3. **PIs are responsible for the safety of all students and researchers in the lab, including minors and undergraduate students.**
4. **No-one should work alone in the lab.** For this reason, undergraduate students (and minors) **should not be granted free access to the lab.**
5. A physical key, or card access for the lab can be requested by the PI for undergraduate researchers only after careful consideration. Both the PI and the undergraduate student researcher must complete the **Exception Form**, housed in the Undergraduate Office.
6. Minors and undergraduate researchers should not be granted access to the lab until their graduate student/researcher mentor verifies that they have completed all safety training requirements (see: <https://engineering.purdue.edu/ChE/academics/undergraduate/employment>, check under safety training). Safety officers should keep a log of all lab specific training and experimental SOPs that each undergraduate researcher (and minor) is approved to perform.
7. The PI of the lab should provide all necessary personal protective equipment for the undergraduate researchers/minors for the duration of their research
8. Before performing any lab work without direct supervision, it is recommended that the mentor ensures that the undergraduate researcher can perform that task safely independently.
9. It is recommended that each lab has a safety contract between the PI and the undergraduate researcher (or minor) that spells out conditions for dismissal.