

BC Research Lab Volunteer On-Boarding Checklist

The purpose of this document is to provide a checklist of actions the supervising lab head and volunteer **MUST** complete **BEFORE** a volunteer can join a research laboratory at Boston College.

Please fill in this form at least 30 days before you expect the volunteer to start.

In the case of summer volunteers, please start the process no later than May 1st in order to ensure on time completion.

If you have any questions, please reach out to Peter Marino (peter.marino@bc.edu), Director, Finance & Administration, Office of the Provost and Dean of Faculties, or Joshua Rappoport (rappopoj@bc.edu), Executive Director, Research Infrastructure & Operations.

1. Volunteer Intake Form: The first step in the process of on-boarding a research lab volunteer is for the supervising lab head to fill out the [Research Lab Volunteer Intake Form](#). Once this is submitted the supervising lab head and volunteer will be contacted within one week of submission regarding next steps.

2. Protection Of Minors (POM): If the volunteer is under the age of 18, they can only join the research group as part of an approved protection of minors program that will have been set up previously with HR and approved by the appropriate Dean. In the absence of a specific program such as, "Papers to Plastics", please select, "Research in Laboratory", when completing the steps below.

Please note, via HR: "Employment of minors as employees or volunteers is restricted to individuals aged 16 and older. Exceptions for minors under 16 are only permitted for Boston College pre-approved sponsor programs, with prior approval from the VP of Human Resources or their designee. Employment of minors under the age of 14 as employees or volunteers is strictly prohibited."

Steps that must be completed:

- The parent or guardian of the volunteer must complete, sign, and return the [Medication and Emergency Treatment Authorization Form](#) to Peter Marino (peter.marino@bc.edu).
- The supervising lab head and all group members need to complete Steps 1 & 2 of the protection of minors training on the [CSI Splash Page](#).
- The supervising lab head and all group members must register with HR on the [BC HR Protection of Minors Database](#).

Please note, the volunteer cannot join a research lab until all the background checks run in Option A have been completed.

Finally, via the University [POM Policy](#): “Unobserved or unsupervised one-on-one contact between a minor and any Authorized Adult” is strictly prohibited.

3. Visa Sponsorship: If the volunteer requires visa Sponsorship, the supervising lab head should reach out to the Office of International Students & Scholars at bcis@bc.edu

If an individual is in the USA on a tourist visa, they cannot act as Research Lab Volunteer at Boston College.

4. Requesting a BC ID Card: In order to request a BC ID card for the volunteer, the supervising lab head should reach out to studentservices@bc.edu

5. Lab Safety Training: As with all lab members the volunteer cannot start in the lab until they have received the required safety training. The BC Lab Safety Program is administered by Environmental Health and Safety ([EH&S](#)) with support from the [Research Operations Team](#).

Once the volunteer has BC credentials, they should email lab-safety@bc.edu and ResearchOps@bc.edu to be added to the [SciSure](#) lab users group. Once entered into SciSure, a Laboratory Safety training session can be scheduled, and they can receive instructions for how to sign up for any lab specific hazard trainings on SciSure, such as laser, radiation, or biosafety.

6. Access Requests: If the volunteer needs building and or laboratory access, the supervising lab head should email ResearchOps@bc.edu

Note, volunteers cannot be in laboratories alone / unsupervised.