

LABORATORY TOUR POLICIES

The Division of Biological Sciences Safety Office is committed to providing effective consultation and safety support to research laboratories within the Division. It is our mission to promote safe research practices through the administration, coordination, and instruction of UCSD laboratory safety policies. We believe in fostering close relationships with laboratories and working together to cultivate a safe research environment for all.

The purpose of this document is to serve as a reference for Division policies, practices, and procedures regarding visits and tours of Biology research spaces. Please contact the Division Safety Office (biologysafety@ucsd.edu; 858-333-9791) with any additional questions or visit our safety website at biology.ucsd.edu/administration/units/safety/.

All lab tours and visits **must first be approved** by the Division Business Officer (pcamacho@ucsd.edu) and Division Safety Officer (biologysafety@ucsd.edu).

LAB TOURS & VISITS

- For standard laboratory tours and visits (i.e. short walkthroughs of research-related spaces), laboratory-specific PPE (or [Personal Protective Equipment](#)) **must be worn at all times** while in the laboratory. Specific PPE is assigned via the LHAT (*Laboratory Hazard Assessment Tool*) and is unique to each lab. Baseline PPE includes the standard, mandatory full-length leg and foot coverings, a lab coat, and safety glasses. Additional PPE may be assigned based on auxiliary hazards present.
- Lab visitors and tour participants must be made aware of all emergency exits and building evacuation procedures immediately upon arrival. Visitors must also be escorted by a trained lab representative (familiar with the facility proper and specific research being conducted) at all times.
- **Please note: minors under the age of 18 are never permitted in an area where research involving the use of controlled substance is being performed, even if such persons are enrolled students.**

SPECIAL EVENT TOURS & VISITS

“*Special event tours and/or visits*” can be defined as large, group-organized programs that have been planned (e.g. safety logistics) and approved at a division, department, and campus level (e.g. Triton Day) ahead of time. Such events *may* allow non-research personnel to enter laboratories under certain conditions that may pose less restrictive than “*normal*” lab tours (see above) due to pre-approval and safety planning prior to the event itself. However, it must be noted that:

No active research may be conducted during the tour for these less-restrictive rules to apply.

- Street clothes are allowed. However, *closed toe shoes are still required.*
- Any lab demonstrations must be pre-approved by the Safety Office and Business Office. PPE may also be required for participants as a “condition of demonstration approval.” Please submit any such request to biologysafety@ucsd.edu with the following information:
 - Special Event Tour Program Title,
 - Brief description of the demonstration or experiment,
 - Location of demonstration,
 - Number of participants or visitors,
 - All hazardous materials involved (chemicals, liquid nitrogen, etc.).
- Please note that “*less-restrictive*” tour locations may not include the following:

- BSL 2+ or higher,
- Locations where unsealed radioactive materials are present,
- Locations where pyrophoric materials are present.

MINORS IN THE LAB

Individuals under eighteen years of age are presented with additional restrictions on research touring and/or working environments per campus and UC-system safety policies. Any deviations from the parameters outlined below are acceptable only through expressed, written permission from the Division Safety Office, the Division Business Officer, and EH&S Research Safety. For further information on minor requirements, please visit the [online campus safety guide](#) or contact your [Division Safety representative](#).

- **CHEMICAL COMPOUNDS:** minors are restricted any research setting with controlled substances (actively used or stored), highly hazardous materials (i.e. pyrophorics, explosives, large quantities of flammable materials, or compounds with an LD50 less than or equal to 50 mg/kg), and highly carcinogenic materials (e.g. Group 1 or 2A carcinogens, CAL OSHA regulated carcinogens).
- **BIOLOGICAL MATERIALS:** minors are restricted from any research space assigned as Biosafety Level 3 or 4 (BSL-3 or BSL-4) level containment. *Minors between the ages of 14 and 16* are prohibited from handling biohazardous materials above BSL-1 and may only enter an area with BSL-2 work if no contact with higher risk level materials takes place. *Minors between the ages of 16 and 18* are prohibited from handling biohazardous materials above BSL-2 and may only enter such research space with the appropriate training and medical surveillance (if applicable).

ADDITIONAL DIVISION OF BIOLOGICAL SCIENCES “MINORS IN THE LAB” POLICIES WILL APPLY IF THE PROGRAM OR TOUR TAKES PLACE WITHIN BIOLOGY SPACE. LIABILITY WAIVERS AND MINOR RELEASE FORMS MUST BE COMPLETED (AND SIGNED BY PARENT OR LEGAL GUARDIAN) PRIOR TO THE INITIATION OF ANY SUCH WORK CONCERNING INDIVIDUALS UNDER 18 YO.

ADDITIONAL RESOURCES

For a more general overview of laboratory tours policy, please visit:

- [EH&S Laboratory Tour Requirements](#) – campus guidelines on lab tours and visits.
- [EH&S Minors in UCSD Laboratories](#) – special restrictions for minors to perform active research.
- [UCSD Laboratory Safety Manual](#) – UCSD policies, procedures, and services for campus research.

LABORATORY TOUR CHECKLIST

Principal Investigator(s): _____

Lab location(s): _____

Date(s): _____

SAFETY STEPS	COMPLETED	DATE
Approval by DBO and DSO prior to scheduling.	✓	
Reviewed laboratory PPE requirements (LHAT). Each participant has appropriate PPE prior for tour/visit.	✓	
Reviewed emergency exits and evacuation procedures.	✓	
All participants sign "Waiver of Liability, Assumption of Risk, and Indemnity Agreement".	✓	
Escorted through laboratory with designated safety/research-trained individual.	✓	
Minors (under 18 YO) complete all required paperwork with internal Division policies carefully adhered to.	✓	

Please contact the Safety Officer (biologysafety@ucsd.edu; 858-333-9791) with any questions regarding this safety document/checklist on laboratory tours and visits.