

A minor is any individual under the age of 18 who is a participant in an activity or program with minors. This does not include persons under the age of 18 who are enrolled for academic credit or have been accepted for ASU enrollment.

REQUIREMENTS

- Approved one-on-one interactions may only take place in open, well-illuminated places or rooms observable by other adults from the activity or program with minor.
- Units must confirm that all participants of activities and programs with minors have completed the required forms including a legal guardian or parent approval.
Visit here for [forms](#)
- Units must confirm that each personnel and volunteer working in activities with minors has completed annual training related to Minors on Campus. The minimum required training includes:
 - Reading the best practices and guidelines for the Minors on Campus Policy.
 - Reading the Minors on Campus Policy.
 - Reviewing any activity or program specific requirements.
- Each personnel or volunteer working in activities with minors, must undergo a fingerprint check with results verified prior to the activity or program beginning. This requirement must be updated every three years with the exception that the personnel or volunteer possesses a Fingerprint Clearance Card.

APPROVAL of MINORS PARTICIPATING in TOURS

For all tours of an ASU lab, or area where hazardous materials or processes are employed, the TPS School Director is responsible for:

1. Reviewing, then approving, or denying, in advance, requests for tours of an ASU laboratory or area where hazardous materials or processes are employed, and
2. Ensuring that tours are conducted in a manner that prevents exposure to potentially hazardous materials and operations.

Upon request, EH&S will provide guidance for ensuring safety and compliance during tours of the laboratory or area where hazardous materials or processes are employed.

APPROVAL of MINORS WORKING in LABS

For all minors associated with a sponsored program, working in labs, or areas where hazardous materials or processes are employed:

1. TPS faculty or staff submits to the TPS Director a request that provides the following information:
 - a. The name, gender, and age of the minor student
 - b. The proposed experience
 - c. The description of the educational intent
 - d. The tasks to be performed by the minor
2. The TPS Director will review, then approves or denies the request, in writing.
3. If approved, the request will be forwarded to EH&S with a statement that the proposed activity represents an approved program.
4. EH&S will review, then approves or denies the request, in writing.
5. If approved:
 - a. Ensures that appropriate inspections are performed of the lab, and
 - b. Alerts the requesting faculty or staff to any measures that must be taken to assure the safety of minors in the lab.

If denied:

 - a. Notifies the requesting faculty or staff of the reason(s) for the denial.
6. The TPS Director's Office confirms receipt of the responses from EH&S for each request.
7. The TPS Director's Office ensures compliance with all training and safety measures identified by EH&S associated with the approval.
8. The TPS Director's Office requests and obtains the parent or guardian consent form(s).
NOTE: The forms must be signed and received by the TPS Director's Office *before* the minor is permitted into the lab.
9. The TPS Director's Office retains the signed parent or guardian consent forms for five years.

MINORS IN THE LAB TRAINING

- Minors must complete the specified training before entering a laboratory. The specified training is communicated upon completion of the approval process per the [EHS 116: Minors in Laboratories](#) policy and complete the [e-signature form](#) for Minor volunteers.
- Prior to making training arrangements, the minor must be approved to enter ASU buildings or laboratories by completing the [request for minor access to ASU buildings or laboratories](#) form.