

VISITING RESEARCHER AND MINOR APPLICATION – HOW TO

	Completing and submitting a Visiting Researcher and Minor in Laboratory Application Form at the University of Houston Main Campus located at 4800 Calhoun Rd, Houston, TX 77004
PURPOSE	The following Visiting Researcher and Minor in University of Houston Research Laboratory application procedures is a guide on how to complete and submit the application to Environmental Health and Safety (EHS) for review and timely approval. The applications are intended for persons who want to participate in research activities within an established laboratory at the university. The application is to be completed by the sponsor on behalf of the Visiting Research or Minor. The application is not for enrolled student at the University of Houston Main Campus. These procedures apply to all research and teaching laboratories located on the University of Houston Main Campus, UH Sugar Land as well as the UH Technology Bridge.
OBJECTIVE	<ul style="list-style-type: none"> ○ Applications should be submitted in a timely manner, allowing time for the applicant to fulfil the standard research requirements/training at least two weeks prior to anticipated start date. ○ The EHS review process may take up to 5 business days after submission
STEP 1	<ul style="list-style-type: none"> ○ Review the Policy Governing Visiting Researchers at University of Houston Laboratories for requirements and additional information (Policy-Governing-Visiting-Researchers). or ○ Review the Policy Governing Minor at University of Houston Laboratories for requirements and additional information (Policy-Governing-Visiting-Minors).
STEP 2	<p>Visiting Researcher/Minor in Laboratories Application</p> <ul style="list-style-type: none"> ○ Obtain the application form from the EHS website www.uh.edu/ehs ○ Fill in all required information pertaining to the UH Visiting Researcher Application ○ Enter all required information for the UH Minors Working in Laboratories Application <p>Please Note: The applications may be submitted without a Peoplesoft ID if one has not been issued.</p>
STEP 3	<p>Description of Activities</p> <ul style="list-style-type: none"> ○ Provide a detailed description of all laboratory activities the individual will be performing including laboratory locations.
STEP 4	<p>Hazards Assessment Section</p> <ul style="list-style-type: none"> ○ Complete the applicable information in the Hazards Assessment Section that pertains to the research the individual will be performing.
Step 5	<p>Training</p> <ul style="list-style-type: none"> ○ List all laboratory safety training the individual will receive in order to assist them in safely conducting their task.

Step 6	Supervision <ul style="list-style-type: none"> ○ Describe in detail the oversight the individual will receive while in the laboratory.
Step 7	Certification Agreement <ul style="list-style-type: none"> ○ Review the application information prior to completing the certification agreement. ○ Review all items listed in the agreement prior to signing.
Step 8	Submitting the application for Review <ul style="list-style-type: none"> ○ Submit the completed application to the EHS at ehs@uh.edu ○ Once the application is submitted, an EHS Safety Specialist will notify you that it has been received. <p>Please Note: EHS may take up to 5 business days to review your application. If additional information is required, the EHS Team member will notify you.</p>
Step 9	Return to Sponsor with recommendation for Signatures <ul style="list-style-type: none"> ○ The EHS Team member will return the application with recommendations and contingent approval. ○ The Release and Indemnification Agreement provided is to be completed and signed for all Minors <p>Please Note: Signatures of all individuals listed on the application and indemnification agreement must be obtained.</p>
Step 10	Final approval <ul style="list-style-type: none"> ○ Return the application, along with the executed Release and Indemnification Agreement (as required for all minors), with all signatures to complete the approval process.