

## Policy Governing Visitors on Observations and Tours of UH Laboratories

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### Overview:

The purpose of this policy is to establish guidelines to be followed by visitors to University of Houston (UH) laboratories for brief observations or tours. Since laboratories use potentially hazardous materials and /or laboratory animals in the course of research, it is pertinent to advise visitors of the presence of such, with the intent of protecting visitors from any hazards that may potentially be present in the laboratory and reduce the risk to the University of Houston. Persons intending to visit the laboratory for more than one day for purposes of gaining academic or research experience should apply either as a Visiting Researcher of Minor in Laboratories at [www.uh.edu/ehls](http://www.uh.edu/ehls).

Please contact Environmental Health and Life Safety at [ehs@uh.edu](mailto:ehs@uh.edu) or call 713-743-5858 for more information.

### Definitions:

**Laboratory:** For the purposes of this policy, “laboratory” refers to any part of the UH building used or intended to be used for scientific or technical activities which may involve hazardous materials or hazardous energy sources. These include teaching laboratories as well as research laboratories. Off-campus UH properties/facilities (e.g., Coastal Center, Energy Research Park, TMC-College of Pharmacy, etc), on-and off-campus clinical facilities, and fieldwork locations where the approved educational activity is conducted under the supervision of a UH faculty member are also covered in this policy.

**Visitor:** A laboratory visitor is any person who is not assigned to work in the laboratory space including:

- Persons who are neither paid, regular members of UH faculty nor other full-time or part-time employees of UH, for instance, faculty visitors from other universities and research institutions, adjuncts;
- Organized tour groups, for instance, high school students
- Visitors from business organizations and governmental entities;
- Persons whose presence in a laboratory with hazardous materials or research animals is not part of their normal employment at UH or a part of their supervised academic course or research work.

### Visitor Guidelines:

- The purpose of such visits governed by this policy must be limited to observation of location and equipment ONLY, not participation in activities.
- Sponsors of tour groups must ensure health and safety of visitors, compliance with this policy and other applicable University policies.

- All visitors, when so permitted, must be escorted and supervised by laboratory personnel at all times with activities suspended while the visitor is in the laboratory.
- Visitors to the laboratory are expected to follow the same requirements as the laboratory workers in regards to such items as personal protective equipment (PPE), proper attire, no food and drink restrictions, etc.
- Persons who intend to participate in laboratory activities must submit the applicable Visiting Researcher or Minors in Laboratories application form at [www.uh.edu/ehls](http://www.uh.edu/ehls).
- For questions regarding this policy, please contact EHLS at 713-743-5858 or [ehs@uh.edu](mailto:ehs@uh.edu)

A. Review and Responsibility

Responsible Party: Applicable UH Research Laboratory Managers/Research Center Directors, Supervisors as well as researchers are required to ensure this policy is followed.

University of Houston Environmental Health & Life Safety Bureau  
of the Department of Public Safety

Review of this policy will be conducted every even numbered year and as needed.

B. Approval

Approval            Director, EHLS

Date of Approval: June 1, 2011