Prepared By: L. Stiegler	Approved By: A. Ackerman	

*Approval signatures on file with master copy.

The only official copy of this document is on file with the NSLS Quality Control Coordinator. Before using a printed copy, verify that it is the most current version by checking the effective date with the Quality Control coordinator.

1.0 General Information

Part of the mission of the Light Source is to be an educational resource. School science tours and visits by children to their parents' work place are encouraged. Science projects by minor student collaborators are also possible.

- All minors must be under the direct supervision of a responsible adult when in any NSLS building. Direct supervision means that a responsible adult ensures the minor is not being exposed to any hazards, and is not disruptive to other workers.
- Minors, including minor students (persons between the ages of 10 and 17) shall not be exposed to hazardous situations (e.g. lasers, cryogens, chemicals, radioactive material) while involved in NSLS Departmental activities, unless specific work planning and review has been done and approved by the Experimental Review Coordinator or Work Planner.
- Any minors visiting or working in Radiologically Controlled Areas on the NSLS Experimental Floor, Source Development Lab, machine shops or laboratories must make arrangements in advance and be approved by the NSLS Department Chairman or his designee. All administrative paperwork, reviews and training for minors to be engaged in departmental projects shall be coordinated through the NSLS Staff Guest Administrator.
- Supervisors/Sponsors must closely supervise the activities of minors. If potential hazards exist, a statement defining level of supervision must be included in the documentation submitted by the Supervisor/Sponsor for approval.

2.0 Rules for Tours or Projects

Rules for Tours (1/2 day or less)	Rules for Educational Projects
• Age limit: 10-17 years old • Tour guides must wear a TLD • Minors are not required to wear a TLD • Tour leaders shall contact the NSLS Designee for any restrictions to the route or timing prior to the tour • "NSLS Rules for Visits by Minors to Controlled Areas" (Attachment 1) must be filled out and approved • Minors are not required to sign the Visitor/Escort form.	• Age limit 15-17 years old • Contact NSLS Staff Guest Administrator and fill out the "Minor Student Authorization to Work" (Attachment 2) • Discuss the work details and level of supervision needed with the NSLS ESH Staff. The minor must be well supervised, but is not required to be escorted at all times by the sponsor/supervisor. • The Authorization form must be signed and dated by the minor's parents, the

	Sponsor, the NSLS Designee, NSLS ALARA Committee Chair (or designee), Facility Support Representative, and Department Chairman (or designee) • Contact the NSLS Training Coordinator for training requirements. • Once on site, the minor must check in at the Guest, User, Visitor (GUV) center and then with the NSLS Guest Administrator. • The minor must meet with the NSLS Designee and Facility Support Representative • The minor must be issued a TLD. Minors are subject to an administrative control level of 25 mrem/yr unless approval is granted by the NSLS Chairman, and the BNL Manager, Radiological Control Division (see reference 3.1) • The supervisor/sponsor should be aware of any possible changes in the work environment that may expose the minor to hazards.

3.0 References

3.1 SBMS Subject Area “Underage Workers (Minors)”

Document Review Frequency	
3	Years

Review signatures on file with master copy of controlled document

LIGHT SOURCES DIRECTORATE REVISION LOG

Document Number:	LS-ESH-PRM-0.1.0
Subject:	MINORS

Rev	Description	Date
3	Original Document	01/03/00
4	New Visitor Instruction form; Revised Text for Section 2.	11/13/00
5	Revised many sections and Attachment 2 to reflect that NSLS Staff Guest Administrator now coordinates registration of minors at the NSLS, ATF and SDL.	07/26/01
6	Augmented list of hazards in Section 1.3.	09/14/01
7	Deleted references to ATF (bldg. 820). Added additional hazard criterion. TLD criteria emphasized.	09/26/03
8	Added age limitations.	12/27/04
9	Improved descriptions for guides touring minors and for supervisors overseeing research projects by minors. Attachment 2 also updated to provide improved directions.	09/18/06
10	Consolidated all the requirements for tours and programs into one table. Changed "Approved By" to A. Ackerman.	07/10/09