



<b>Policy Title:</b> Lab Visitor Policy	<b>Policy Number:</b>
<b>Date Issued:</b> February 14, 2024	<b>Responsible Executive:</b> Senior Director of Environmental Health and Safety
<b>Date Last Revised:</b> February 14, 2024	<b>Responsible Office:</b> Environmental Health and Safety

## Lab Visitor Policy

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### Policy Statement

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Visitors to Baylor University Lab Spaces must obtain prior approval before entering Lab Spaces and must be supervised by the Responsible Individual(s) or their designees while in such lab facilities.

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### Reason for the Policy

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It may be necessary to allow visitors access to Baylor Lab Space due to the collaborative nature of teaching, research, and development. The purpose of this policy is to provide guidance around who should be able to access these Lab Spaces and under what conditions.

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### Individuals/Entities Affected by this Policy

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Internal and external visitors to Baylor's Lab Spaces are affected by this policy, as are lab personnel (faculty and staff).

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### Exclusions

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First responders/emergency services personnel are excluded from this policy when responding to incidents in Lab Spaces.

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### Related Documents and Forms

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#### University Policies and Documents

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Non-Disclosure Agreement  
Materials Use Agreement  
Facility Use Agreement  
Liability Waiver  
Lab Visit Request Form

1. Lab Visitor Policy

Lab-Specific Training Checklist  
[Environmental Health and Safety Policy](#)  
[Access Control Policy](#)  
[Protection of Minors Policy](#)  
[Records Retention and Archival Policy](#)

### Other Documents

National Institutes of Health Guidelines  
 CFR Part 792 – Good Laboratory Practice Standards

### Definitions

These definitions apply to terms as they are used in this policy.

<b>Lab Space</b>	Baylor University laboratory and shop spaces used for scientific research or teaching that have hazardous (chemical, biological, radioactive) materials or equipment (temperature, pressure, electrical, radiation), including but not limited to: general lab rooms, culture rooms, microscope rooms, analytical spaces, equipment rooms, environmental rooms, dark rooms, chemical storage rooms, teaching labs, teaching prep rooms and stockrooms, and processing rooms.
<b>Visitors</b>	Visitors are defined as including, but not limited to: any non-Baylor personnel, vendors, contractors, visiting scholars, sponsors, elected officials, industry collaborators, school field trip groups, as well as any internal individuals who do not have a legitimate business, scientific, or regulatory need to enter Lab Spaces as part of their institutional responsibilities.
<b>Responsible Individual(s)</b>	The responsible individual is a scientist or other professional of appropriate education, training, and experience, or combination thereof, often the principal investigator or designee, who is responsible for the safe conduct of Lab Space activity.

### Contacts

Subject	Contact	Telephone	Office email/web site
<b>Policy Questions</b>	Office of General Counsel	254-710-3821	<a href="https://ogc.web.baylor.edu">https://ogc.web.baylor.edu</a>
<b>Safety Questions</b>	Environmental Health and Safety	254-710-2900	<a href="https://ehs.web.baylor.edu">https://ehs.web.baylor.edu</a>

### Responsibilities

<b>Responsible Individual(s)</b>	<ul style="list-style-type: none"> <li>• Safety of visitors</li> <li>• Ensuring compliance               <ul style="list-style-type: none"> <li>○ Escorting visitors</li> <li>○ Training visitors</li> <li>○ Training lab personnel about the policy</li> <li>○ Securing lab access</li> <li>○ Posting contact information</li> <li>○ Not allowing use of equipment, space, or materials without prior authorization</li> </ul> </li> </ul>
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## 2. Lab Visitor Policy

	<ul style="list-style-type: none"> <li>▪ NDA, Facility Use Agreement, Materials Use Agreement, etc.</li> <li>• Addressing non-compliance</li> <li>• Escalating continued non-compliance</li> <li>• Securing hazardous and sensitive data, materials, and equipment (if applicable)</li> </ul>
<b>Office of General Counsel/Research Compliance</b>	<ul style="list-style-type: none"> <li>• Non-Disclosure Agreement</li> <li>• Facility Use Agreement</li> <li>• Materials Use Agreement</li> <li>• Material Transfer Agreements</li> <li>• Liability Waiver</li> </ul>
<b>Facility Managers</b>	<ul style="list-style-type: none"> <li>• Reporting non-compliance</li> <li>• Assigning keys and badges (access control)</li> </ul>

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## Principles

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Baylor has an obligation to protect its faculty, staff, students, visitors, assets, intellectual property, and proprietary information from risk of harm or loss.

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## Lab Security and Visitor Tracking

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Each Lab Space will be under the purview of a Responsible Individual, or Individuals in the case of co-investigators. Visitors must be monitored in Lab Space by the Responsible Individual(s) or their authorized designee. The Responsible Individual(s) or their authorized designees are responsible for the safety and actions of the visitor(s) during the visit.

Contact information for the Responsible Individual(s) shall be posted at the entrance of each Lab Space or online to facilitate the visitor's ability to schedule a visit.

In keeping with Baylor's [Access Control Policy](#), Lab Space points of entry will be secured by either badge access or physical key access. Badges and keys may not be shared, nor may entrances be propped open. Each person authorized to enter a Lab Space is responsible for securing and maintaining their own badges and keys.

Lab visitors may be required to sign a non-disclosure agreement (NDA) or statement of confidentiality if needed due to the secure nature of the work being performed in the Lab Space.

To the extent possible, visitor's movements within the lab should be tracked until their exit from the Lab Space. Closed circuit TV, badge swipe tracking, and logbooks are some examples of appropriate tracking mechanisms.

Visitors will not take pictures without approval of the Responsible Individual.

### 3. Lab Visitor Policy

Visitors may not be allowed access to areas or data systems containing private and/or confidential information.

Certain Lab Spaces may adopt visitor requirements that are more stringent than those outlined in this policy due to the sensitive nature of the work being conducted, and in keeping with procedures required by the associated funding agencies.

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### **Scheduling Lab Space Visits**

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Visitors will be required to register in advance of their Lab Space visit and will be briefed regarding lab safety in compliance with Baylor's Environmental Health and Safety policies.

Visitors will schedule appointments with the individual responsible for the lab at a time that is convenient for the Responsible Individual(s) or his/her designee(s) using the contact information posted at each Lab Space's entrance or web site. Visitors should use this online form to request an appointment.

Visitors will be required to disclose their identity when scheduling the appointment, which will be verified by the Responsible Individual(s) or designee(s) at the time of the visitor's arrival using the visitor's photo ID. Visitors may be required to have a background check before entry.

Visitors who are under 18 years of age must comply with the Baylor's [Protection of Minors Policy](#). Guardian permission slips may be required for visitors under 18 years of age.

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### **Minors in Lab Spaces**

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Minors are not permitted in Lab Spaces, except in the cases of authorized research participants or as a part of a pre-approved educational activity.

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### **Using Baylor's Labs, Equipment or Materials**

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Visitors who wish to utilize Baylor's Lab Space, equipment, or materials for any purpose must submit a request in advance, must receive authorization from the appropriate Responsible Individual, and must complete a Facility Use Agreement and/or Materials Use Agreement prior to entering the facility. Fees may apply. Requests should be made far enough in advance to allow time for vetting.

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### **Recordkeeping**

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Records regarding visitor presence in Baylor's Lab Spaces should be retained by the individual facilities in keeping with Baylor's [Records Retention and Archival Policy](#).