TEXAS TECH UNIVERSITY
Volunteer Worker Authorization Sheet

Project Information

Printed name of Volunteer Worker or Position

Printed name of Sponsor

Sponsoring Department

Location/room number where project will occur

Date(s) of project    Age of Volunteer

Position summary, procedure, and materials to be utilized:

Sponsor Agreement:

I AGREE TO SPONSOR AND BY MY SIGNATURE BELOW AGREE THAT:

- I have read, understand, and will adhere to all applicable TTU policies and procedures regarding volunteers.
- Personal protective equipment appropriate for, and specific to, workplace hazards will be provided.
- This volunteer will be supervised by the sponsor at all times and never left alone while at the workplace.
- This volunteer’s hours of work and work environment will comply with all state and federal labor regulations.
- My workplace is in full compliance with all applicable TTU safety programs, policies, and regulations.
- IF VOLUNTEER IS UNDER AGE 18:
  - The volunteer’s hours of work and work duties will comply with federal labor standard 29 CFR 570 “Child Labor Regulations, Orders and Statements of Interpretation.”
  - I have read, understand, and will adhere to all applicable TTU policies and procedures regarding minors in work environments.
- IF VOLUNTEER PERFORMS RESEARCH FUNCTIONS, Environmental Health and Safety approval must be granted before the volunteer may participate.
- I have completed this volunteer’s safety training by doing the following:

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<th>Printed name of Sponsor</th>
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<td>Signature of Sponsor</td>
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<th>Printed name of Sponsor’s Department Chairperson/Director</th>
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<td>Signature of Sponsor’s Department Chairperson/Director</td>
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Environmental Health and Safety Approval (for research purposes):
- I have reviewed this application and to the best of my knowledge, all applicable TTU policies and procedures regarding Environmental Health and Safety have been properly addressed. I have reviewed the following specific requirements:
  - Personal protective equipment appropriate for, and specific to, workplace hazards has been identified and provided.
  - This volunteer will be supervised by the sponsor at all times while at the workplace and never left alone.
  - The hosting laboratory is in compliance with applicable TTU safety programs, policies, and regulations.
  - General and hazard-specific safety training for this volunteer has been completed
    - Please specify:

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<th>Approved by Environmental Health and Safety:</th>
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<th>Signature of Approver</th>
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Attachment D, pg. 2
OP 70.21
6/12/14
This consent form shall be forwarded to the Office of Research Services for approval and distribution as indicated below.

_______________________________________________________________________________________________
Printed name Associate Vice President of Research Services

_______________________________________________________________________________________________
Signature of Associate Vice President of Research Services   Date

**Human Resources Approval:**

This completed consent form shall be forwarded to Human Resources for final approval and distribution as indicated below.

- I have reviewed this application and to the best of my knowledge, all applicable TTU policies and procedures regarding Human Resources have been properly addressed. I have reviewed the following specific requirements:
  
  o This volunteer’s hours of work and work environment will comply with all state and federal labor regulations.
  
  o IF VOLUNTEER IS UNDER AGE 18:
    - The volunteer’s hours of work and work duties will comply with federal labor standard 29 CFR 570 “Child Labor Regulations, Orders and Statements of Interpretation.”

_______________________________________________________________________________________________
Printed name of Director of Human Resources

_______________________________________________________________________________________________
Signature of Director of Human Resources     Date

Distribution:

- Original: Sponsoring Department
- Copies: Environmental Health and Safety (for research purposes)
          Office of Research (for research purposes)
          Human Resources