

**Table 1: Distribution of documents to be reviewed and/ or signed.**

The Primary Supervisor is responsible for distributing the paperwork, as described below. The forms that parents/ guardians have to sign are available at: <http://web.mit.edu/environment/ehs/topic/forms.html>  
 Scroll to Consent forms, which will require Acrobat Reader to view and print.  
 I-9 and tax forms are available at: <http://web.mit.edu/hr/connections/forms.html>  
 AO/ PA = Administrative Officer/ Personnel Administrator      PI = Principal Investigator

Form / Document Link to website	Who sends the form/ link to whom	Required signatures	Who sends signed original to whom	Who keeps the form for 3 years after end date of project
<b>Required for All projects</b>				
Hazard Assessment form that was completed during the review process (for projects that require various EHS expertise to do a full assessment)	EHS Lead Contact sends to Primary Supervisor, who asks the Principal Investigator and EHS Coordinator to review and sign.	Principal Investigator Primary Supervisor, EHS Coordinator, Lead Contact,	Primary Supervisor sends original hazard form to AO/PA when everyone has signed it. Supervisor sends copies to EHS Coordinator and Lead Contact	Signed Original: AO/ PA Copy: EHS Office
<a href="#">Parental Consent/ Medical &amp; Emergency Contact form</a>	Supervisor sends link or this table to Parents or legal guardian	Parents or legal guardian	Parent or legal guardian mails signed original to Supervisor, who forwards it to AO/PA	Signed Original: AO/ PA Copy: Supervisor Reminder: confidential
<b>Required for Paid projects</b>				
<a href="#">Human Resources</a> forms (I-9 and tax forms), educational certificate (work authorization obtained from school)	EHS Lead Contact sends link to Primary Supervisor, who forwards it to Parents or legal guardian	Parents or legal guardian	Parent or legal guardian mails these to HR Payroll Service Center (mailing address below)	HR Payroll Service Center
Summary of Hazard Assessment form included in the cover letter	EHS Lead Contact sends it to Primary supervisor, who forwards this to Parents or Guardian	No additional	NA	AO/ PA and EHS Coordinator receive complete Hazard Assessment form that includes summary; summary is not maintained separately
<b>Required for Unpaid projects</b>				
Liability Waiver form that includes the Summary of Hazard Assessment as Exhibit A	EHS Lead Contact sends this to Supervisor, who sends it to Parents or legal guardian	Parents or legal guardian	Parents or legal guardian sends signed original (hard copy) to Supervisor, who sends signed original to AO/PA	AO/ PA Reminder: confidential
<b>Required if project involves:</b>				
<a href="#">Radiation Lab Work Parental Permission Form</a> Required for projects in areas where radioactive materials are used	EHS Lead Contact sends link to Supervisor, who sends it to Parents or legal guardian	Parents or legal guardian	Parent or legal guardian mails signed original to Supervisor, who sends original to AO/PA and copy to Radiation Protection	Signed Original: AO/PA Copy: EHS/ Radiation Protection
<a href="#">CAB Policies</a> on minors Required for Biological projects	EHS Lead Contact sends link to Supervisor, who sends it to Parents or legal guardian	No signature required	NA	AO/ PA and supervisor keep a copy in minor's file

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