



The Southeast Texas Applied Forensic Science Facility (STAFS)

Important Information Regarding Volunteering or Interning at the STAFS Facility

Activities a volunteer/intern might engage in while working at STAFS:

Primary responsibilities will be assistance with day-to-day activities, processing of skeletal remains and various research activities for the Southeast Texas Applied Forensic Science Facility including collection of data (field and laboratory), the intake, placement, recovery, cleaning, packaging, and labeling of human remains as well as other duties as assigned associated with maintaining the skeletal collection. Other tasks are, but not limited to, assistance with general data entry or other tasks assigned by the supervisor.

Required Documents to Volunteer or Intern (completed after acceptance):

1. STAFS Confidentiality Form
2. STAFS Liability Form
3. STAFS Emergency Contact Form
4. STAFS Vaccination Form
5. CITI Training Completion Report & CITI Training Completion Certificate
6. Photo ID

Other Requirements to Volunteer or Intern if Accepted:

7. CITI (Collaborative Institutional Training Initiative) Program Training Requirements-
<https://about.citiprogram.org/>
 - a. Lab personnel must demonstrate mastery in each area of biosafety and biosecurity addressed in the CITI program course, *Initial Biosafety Training for Faculty, Staff and Students*. Scores for each module must be 80% or above. As such, quizzes may be retaken as many times as necessary to achieve the required score.
8. Scrubs & Closed Toed Shoes
 - a. An extra pair of each is required each day onsite.
9. Personal vehicle that remains on STAFS premises while working
 - a. Cannot be dropped off/picked up by non-STAFS personnel without prior approval by STAFS Lab Manager
10. Ability to move and manipulate up to 250lbs.
 - a. Many tasks at STAFS require moving human cadavers.

Frequently Asked Questions (FAQs)

Do you need to be a SHSU student?

No, you do not have to be a SHSU student to volunteer with us. However, volunteers must be either students at a higher education institution (college, university, etc) or affiliated with an agency that is relevant to work at the STAFS Facility (police department, medical examiner's office, etc).

Do you need to be a forensic anthropology major to volunteer or intern?

No, however, experience in forensic or biological anthropology, osteology, or anatomy is beneficial. Related fields (Criminal Justice, Forensic Science, Biology, or Forensic Chemistry) will also be considered. The STAFS Facility suggests that all volunteers and interns familiarize themselves with the human skeleton prior to their start date.



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What types of jobs or tasks are available at STAFS?

Tasks range from processing skeletal remains, body donation placements, assistance with research projects, bone inventory, collection upkeep, maintaining databases, filing, and data entry. Experience level and osteology skills are the major factors in determining your role with us.

Are there other volunteering opportunities for non-physical anthropology students?

Yes. Criminal Justice, Forensic Science, Biology, Photography, and Forensic Chemistry undergraduate and graduate students are eligible to apply. Applications are reviewed by the Director; however, opportunities are not guaranteed regardless of degree type.

Where can I get the vaccinations?

Sam Houston students should contact their primary care physician for information on the recommended vaccines. The Texas Department of Health also provides the immunizations for at a reduced cost. Call 1.888.456.7115 to make an appointment. Local doctors' offices and some pharmacies may also provide these shots.

What type of vaccination documentation is necessary?

We do not require documentation of vaccinations, but we require you to complete the application form honestly. We will also have you complete the STAFS Vaccination Series Form, indicating if you have started, received, or declined the recommended vaccinations.

What is the CITI Training?

This is a free online training required by STAFS and SHSU that must be completed prior to any completion of biohazardous daily operations onsite. Visit this link: <https://about.citiprogram.org/> to learn more about CITI the Collaborative Institutional Training Initiative Program and to create your profile. Lab personnel must demonstrate mastery in each area of biosafety and biosecurity addressed in the CITI program course, *Initial Biosafety Training for Faculty, Staff and Students*. Scores for each module must be 80% or above. As such, quizzes may be retaken as many times as necessary to achieve the required score. Upon completion a CITI training completion report and CITI training completion certificate will be generated through your CITI profile. These must be submitted to the STAFS office at stafs@shsu.edu prior to the start date for any STAFS volunteer or intern.

What types of risk may I be exposed to?

STAFS can accept donations from those with some communicable or infectious diseases, which can pose a risk of bloodborne or airborne risk of transmission and infection. However, most volunteers and interns will be handling material that is of low risk for any biological agents. The most common risks include mishandling of sharp implements, pulled muscles, and tripping hazards.



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What is the purpose of the liability waiver?

The liability waiver serves to inform the volunteer/intern of the risks involved in volunteering or interning for this type of research and to relinquish STAFS of any liability. This liability waiver is also to inform you of who workers compensation coverage applies to.

What is the purpose of the confidentiality statement that all personnel must sign?

The research conducted at the STAFS Facility is highly sensitive and requires strict confidentiality to maintain the integrity of not only STAFS but the donors and their families as well.



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STAFS Facility Volunteer/Internship Registration Form

Please complete this application if you are interested in volunteering or interning at the STAFS Facility. Please note that all volunteering and internship opportunities are completed one semester at a time. Be sure to indicate which semester (i.e. Spring 2021) you wish to complete your volunteering or interning.

Purpose: Volunteer ☐ Internship ☐

Section 1- Individual Information

Name						
Requested Semester(s)						
Phone						
Institution/Agency						
Email						
Address						
Date of Birth			Sex	Male ☐ Female ☐		
Major/Minor						
Status	Freshman ☐	Sophomore ☐	Junior ☐	Senior ☐	Graduate ☐	Other ☐
If OTHER, explain						
Started or Completed Hep B Vaccination Series?	Yes ☐ No ☐		Ability to manipulate or move up to 250lbs?	Yes ☐ No ☐		
Have a driver's license?	Yes ☐ No ☐		Have a vehicle available to drive to STAFS?	Yes ☐ No ☐		

Please note that STAFS requires all personnel to have a driver's license and a vehicle that remains on STAFS premises while working.



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Section 2- Skills, Experience, & Expectations

Have you volunteered, interned, or worked at the STAFS Facility before? If yes, explain.

Have you taken any forensic or biological anthropology, anatomy, or forensic science courses? If yes, explain.



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List any previous experience you may have that is relevant to work conducted at the STAFS facility.

What do you wish to accomplish at the STAFS Facility? Describe your goals and/or expectations.

List any skills you may have that are relevant to work completed at the STAFS Facility.



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Section 3 - Internship Requirements *(skip if your purpose is to volunteer)*

Internship Advisor Name	
Internship Advisor Institution/Agency	
Internship Advisor Institutional/Agency Email	
Will this internship be for course credit? If yes, how many, duration etc.	
Required hours per week for internship	

Is completion of a research project required for the internship? If yes, explain all requirements for the project.



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Section 4- Availability

Indicate all days and times of your expected availability by placing an "x" in the appropriate boxes.

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00am					
8:30am					
9:00am					
9:30am					
10:00am					
10:30am					
11:00am					
11:30am					
12:00pm					
12:30pm					
1:00pm					
1:30pm					
2:00pm					
2:30pm					
3:00pm					
3:30pm					
4:00pm					
4:30pm					
5:00pm					

Preferred Day(s) and Time(s)

Write a brief description of what day(s)/time(s) you would prefer to be assigned based on the availability you listed above.

(I.e., Both Thursdays & Fridays- all day; Mondays only-8-12pm, etc)



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STAFS Work Related Demands Acknowledgement Form

The below list covers physical, environmental, and cognitive demands that may occur while performing tasks at the STAFS facility. Please note that these demands can vary in duration, depending on the task being completed.

Physical Demands:

Climbing (stairs, ladders, rough terrain, etc)
Crouching/stooping/kneeling
Driving/ Using foot or leg controls
Far/Near/ Peripheral visual acuity
Fine/Gross motor manipulation
Lifting up to 50lbs
Manipulating up to 300lbs
Reaching overhead or below
Repetitive task performance
Sitting/Standing
Walking
Typing

Environmental Demands:

Exposure to outdoor elements
Severe weather exposure
Extreme temperature changes
Intense heat exposure
Penetrating cold exposure
Frequent changes into and out of personal protection equipment (PPE)
Exposure to various vegetation, including poison ivy
Exposure to various insects
Exposure to various animals/reptiles

Cognitive demands can/may include but are not limited to:

Ability to work with deceased individuals in various states of decomposition
Exposure to blood/body fluids/viscera/decomposition fluids
Handling of blood/body fluids/viscera/decomposition fluids
Executing tasks independently or in groups professionally and respectfully
Learning/Retaining varying procedures
Concentrating on tasks
Performing tasks in small or restrictive spaces
Working in and speaking to large crowds

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STAFS Work Related Demands Acknowledgement Form (Cont.)

By signing below, I acknowledge that I have read and understand and agree that I can meet the demands listed in this STAFS Work Related Demands Acknowledgement form. I acknowledge and understand that the work-related demands listed above are present at the STAFS facility and I may be required to complete some or all these demands and other duties as assigned while completing my role at STAFS. I acknowledge and understand that it is my responsibility to assess my own individual ability to complete these demands safely and in a respectful manner.

Printed Name: _____

Signature: _____

Date: _____

SHSU Resources:

Services for Students with Disabilities

Lee Drain Annex

1916 Ave J

PO Box 2091

Huntsville, TX 77340

Hours: Monday-Friday, 8am-5pm (excluding University holidays)

Email: disability@shsu.edu

Phone: 936-294-3512

Fax: 936-294-3794

Website: <https://www.shsu.edu/offices-departments/services-disabilities/student-rights-responsibilities>

People Operations (Human Resources)

John W. Thomason Bldg, Suite 202

1831 University Ave

PO Box 2356

Huntsville, TX 77341

Hours- Monday-Friday, 8am-5pm (excluding University holidays)

Email: employment@shsu.edu

Phone: 936-294-1070

Website: <https://www.shsu.edu/offices-departments/human-resources/>