

**THE UNIVERSITY OF MISSISSIPPI
DEPARTMENT OF HEALTH & SAFETY
Phone (662) 915-5433 FAX (662) 915-5480**

Instructions for Completion of form, Key Receipt for Radioactive Labs, DHS-11

- [] 1. When all required training has been completed, complete the following portions of the DHS-11 form: Name, SSN/ID#, Department, Phone# and Personnel Classification (i.e.- faculty, staff, graduate student or undergraduate student).
- [] 2. Obtain Lab Supervisor's signature.
- [] 3. Obtain Department Chair's signature, (Department Chair of Lab Supervisor)
- [] 4. Obtain the Radiation Safety Officer's signature
- [] 5. Present the DHS-11 form to Key Supervisor.
- [] 6. The Key Supervisor shall enter the Room Location and Key Number on the form.
- [] 7. The person, to receive the key, shall read, agree and sign the key agreement statement located on the form.
- [] 8. When all the portions of the DHS-11 form are completed, the key may be transferred to the applicant.

These keys will be returned to Laboratory Services when personnel no longer need access to these restricted labs or leave the employment of the University.