

**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 the Health & Safety Department when personnel no longer need access to these restricted labs or leave the employment of the University.**