

UNIVERSITY OF MISSOURI – COLUMBIA
HAZARDOUS MATERIALS MANAGEMENT
REGISTERED USER APPLICATION FORM

Please use this form when applying either as a new user of hazardous materials seeking to obtain a Registered User number or as a previous user of hazardous materials seeking to reactivate their Registered User number. Registered Users are responsible for maintaining their hazardous materials area(s) in conformance with the policies and procedures of the MU Hazardous Materials Program. Please read the form instructions before continuing.

WHEN COMPLETING THIS FORM, PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

Application

Type (check one): New Reactivation – Provide Previous RU# _____

Applicant's Name: _____

Applicant's Title: _____ Applicant's MU Employee ID# _____

Applicant's Department: _____ For EHS
DCode:

Applicant's Mailing Address: _____ Applicant's Phone #: _____

Applicant's Email Address: _____ Applicant's Fax #: _____

List the Building(s) and Room(s) where you anticipate storing or using Hazardous Materials:

Applicant's Signature: _____ Date: _____

For EHS Use Only

Date Received: _____ Date Trained: _____ RU# _____

Processing Notes: _____

Entered by: _____ Date: _____

RU Status Sheet Printed (circle)? Yes Cover Letter Date: _____

Application Ready for Filing (circle)? Yes

File Original Application, a copy of the Cover Letter, and a copy of the Status Sheet in the RU Main Folder

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INSTRUCTIONS

The Registered User Application Form is used by:

- a new user of hazardous materials seeking to obtain a Registered User number (**please check Application Type – New**),
- a previous user of hazardous materials seeking to reactivate their Registered User number (**please check Application Type – Reactivation and provide previous RU#**).

Registered Users are required to maintain their hazardous materials area(s) in conformance with the policies and procedures of the MU Hazardous Materials Program. Prior to completing the application, please review the Hazardous Materials Management Manual available on the Environmental Health and Safety Web site at <http://ehs.missouri.edu> in order to familiarize yourself with the program requirements and the role of the Registered User in the program.

All full-time MU faculty and staff are eligible to apply. In addition, MU employees working part-time (less than 75% FTE), former MU employees with emeritus status, and non-MU employees with dual appointments in an MU department are also eligible to apply. Full-time students (undergraduate and graduate) are not eligible to apply and should work under the supervision of an RU.

The following information must be provided for all applicants: Name (first name then last name), Title (Job Title from your payroll sheet), MU Employee ID# (Employee ID from your payroll sheet, **do not use your social security number**), Department (if you work for more than one department, list the one shown on your payroll sheet), and Mailing Address.

Please enter the number of a phone that can be used to reach you (personal office phone, Departmental office phone, supervisor's phone, etc.).

If you have an email address, please provide it, otherwise leave this entry blank.

If a fax machine is available for your use, please provide the phone number, otherwise leave this entry blank.

All applicants must provide a list of the locations where they anticipate storing or using hazardous materials. Please be as specific as possible. Provide the name of each building as well as the room number(s) that are assigned to you or that are shared rooms. Processing of your application may be delayed if you have not received your room assignment prior to submitting the application.

Please sign and date the application. Keep a photocopy for your records. Mail the original to the **RU Program Administrator, EHS-Resource Recovery Center, 1710 East Campus Loop**. Please allow two weeks for preliminary processing. After preliminary processing is complete, you will be contacted by a member of the Monitoring Team to set up an appointment for the evaluation of your location(s) and introductory training. After the evaluation, please allow two weeks for final processing. You will then receive a letter from the RU Program Administrator confirming your status as a Registered User.