

UNIVERSITY OF MISSOURI ENVIRONMENTAL HEALTH & SAFETY PERMITTED INDIVIDUAL APPLICATION FORM

Please use this form when applying for or renewing a permit to use hazardous materials (biological, chemical or radiological). Permitted Individuals are responsible for maintaining their permitted hazardous materials area(s) in conformance with the policies and procedures of the University of Missouri and the Department of Environmental Health & Safety. Please read the form instructions before continuing.

WHEN COMPLETING THIS FORM, PLEASE TYPE OR PRINT LEGIBLY

Application

Type (check one): New Reactivation

Other type of lab work that may be performed

Type (check all that apply): Biological Chemical Radioactive (EHS will contact you regarding RAM)

Applicant's

Name: _____

Applicant's

Title: _____

Applicant's

MU Employee ID#: _____

Applicant's

Department: _____

Applicant's

Phone #: _____

Applicant's

Mailing Address: _____

Applicant's

Email Address: _____

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

List any lab worker(s) that will be working under you (and PawPrint or ID# if known):

Applicant's

Signature: _____

Date: _____

For EHS USE ONLY

Date Received: _____ Date Trained: _____

Entered by: _____ Date: _____

UNIVERSITY OF MISSOURI

ENVIRONMENTAL HEALTH & SAFETY

PERMITTED INDIVIDUAL APPLICATION FORM

INSTRUCTIONS

The Permitted Individual Application Form is used by:

- a new user of hazardous materials seeking to obtain a EHS-issued Permit (**please check Application Type – New**),
- a previous user of hazardous materials seeking to reactivate their Permitted Individual registration (**please check Application Type – Reactivation**).
- Please check any work that might be performed in the lab such as biological, chemical or radioactive. (Note: EHS has an alternate process to register work with radioactive materials. Our Radiation Safety Section will contact the PI directly after receipt of this form.)

Permitted Individuals are required to maintain their hazardous materials area(s) in conformance with the policies and procedures of the University of Missouri and the Department of Environmental Health & Safety. Prior to completing the application, please review the Permitted Individual Information page available on the Environmental Health & Safety Web site at <https://ehs.missouri.edu/haz/permits> in order to familiarize yourself with the program requirements and the role of the Permitted Individual in the program.

MU Faculty and Staff: full-time, part-time, and those with emeritus status are welcome to apply. 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 a Principal Investigator.

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.).

Please provide your university affiliated email address.

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.

All applicants should provide a list of workers that will be designated to work under the their registration. Please include PawPrint and ID#'s if known.

Please sign and date the application. Keep a photocopy for your records. Scan and email a copy to hazmat@missouri.edu, or alternatively mail (campus/USPS mail) the original to the **Permit Program Administrator, EHS-Resource Recovery Center, 1710 East Campus Loop**. After preliminary processing (allow two weeks) is complete, you will be contacted by EHS to set up an appointment for the evaluation of your location(s). After the evaluation, please allow two weeks for final processing. You will then receive notification from EHS that your permit(s) has (have) been finalized.