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## Instructions for Completing Universal Hazardous Material Use Form 3120

This form is a universal form, and applies to users of any or all Hazardous Materials including radioisotopes, biological materials and controlled substances. Please complete one form for each person to be added, deleted, transferred or modified.

### To ADD a user:

1. Complete ALL information under *Applicant* section.
2. Complete *Laboratory Information* section, specifying which authorization(s) to add user.

**Note: By signing PI/Supervisor Approval, the PI and Lab Supervisor is committing to ensure a safe work environment for this employee and provide lab specific training.**

3. Check appropriate boxes in *UCSF Safety Training Required* section and ensure ALL applicable training is completed before submitting the form to OEHS.

**Note: "General lab work" must be checked for all users. All users must complete Laboratory Safety for Researchers training before being allowed to work in the lab. All radioisotope users must read and understand the Radiation Safety Training Manual prior to training.**

[<http://www.ehs.ucsf.edu/Manuals/RSM/oehsRSMTOC.asp>]

Training may be completed online or by attending classes.

Go to: <http://www.ehs.ucsf.edu/Training/oehsTraining.asp> for information. For online classes, you need to request a username and password from the following website: <https://www.researchonline.ucsf.edu>

4. Complete *Training at Other Institutions* and *Radioisotope Experience at Other Institutions* sections.
5. Sign and date the form.

**Note: By signing the form, user certifies that he/she has read, is familiar with and has available for reference, the appropriate UCSF Safety Manual(s). User also commits to comply with all UCSF safety policies and procedures.**

### To DELETE, TRANSFER or MODIFY a user:

1. Complete *Applicant* section.
2. In *Laboratory Information* section, write "D", "T" or "M" in *Action* column.  
PI or Supervisor must sign form.

To transfer, PI and PI number are those of the laboratory to which you are transferring.

To modify, provide updated information in all areas which have changed (e.g. name, address, etc).

### Mail form to your OEHS Department Safety Advisor at Box 0942 or fax to 415-476-0581.

It will be reviewed and information entered into the OEHS database. A copy will be returned to your lab supervisor and filed in appropriate safety logbook.

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