

U. S. Department of the Interior

Notice of Potential Hazard in Museum Collections

This document serves as official notice to the recipient that the items being repatriated, lent, or handled may have been treated with potentially toxic substances for purposes such as conservation and preservation. Treatment may have occurred either while the item was in the collections of the U.S. Department of the Interior or prior to acquisition by the Department. Handling any of the items without proper safeguards and precautions may cause the user to come into contact with these substances. Upon request, the Department will make information available on safe handling of treated items. The Department does not warrant that the use of these procedures will eliminate all risks.

I hereby acknowledge receipt of the above notification prior to accessing Department of the Interior museum collections at location named below.

Signature _____ Date _____

Please Print Legibly:

Name, Title, Affiliation

Address

City, State, Zip

Phone

e-mail address

U.S. Department of the Interior representative

Signature _____

Date _____

Please Print Legibly:

Name, Title, Affiliation

Accountable Unit Name

Collection Location (if different)

Bureau or Office

Phone

e-mail address

Notes:

DI- 3320

Instructions for completion of Notice of Potential Hazard in Museum Collections, DI-3320

This form should be presented to all individuals seeking access to Department of the Interior museum collections.

If the recipient of the form declines to sign the form, document this in the notes section at the bottom of the form.

The form is to be completed prior to providing access to Department of the Interior museum collections.

Completed DI-3320s with original signatures must be retained by the bureau or office unit that is accountable for the collection being accessed for 120 years from the date the form is signed.

A copy of the signed form should be offered to the person being asked to sign the form.