



# Object Handling Guide Template

Utah Collections Preservation Program  
2/17/2022

<b>Institution:</b>
<b>Who:</b>
<b>Required training:</b>
<b>Re-training required every:</b>
<b>A. General Practices:</b>
<b>B. Guidelines for Areas of Vulnerability:</b>
<b>C. Glove Policy:</b>

**D. Equipment/Materials:**

**E. Planning a Move or Handling:**

**F. Damage:**

**G. Personal Safety Guidelines:**

**H. Waiver:**

I, \_\_\_\_\_, have completed all necessary handling training and agree to adhere to the guidelines listed above. I understand that object handling is a privilege, and my inability to adhere to the guidelines above may cause my handling privileges to be revoked. I will participate in annual object handling retraining on \_\_\_\_\_.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Collections Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_