

Instructions for approved supervisors and lab personnel requesting an order for radioactive material

All requisitions for Radioactive Material **must** be approved by Radiation Safety **before** the requisition can be forwarded to OSURF or University Purchasing so that it can be dispatched as a purchase order to the vendor. Radioactive material cannot be ordered directly by the lab by phone, fax or P-card. Radioactive material must be ordered using a requisition. Radioactive material cannot be ordered directly by the department as a purchase order.

Generally the ordering process is:

- The lab enters the request for radioactive material into eRequest,
- The eRequest goes to the fiscal officer of the department,
- The department's fiscal officer exports the data into People Soft,
- Radiation Safety attaches a Radiation Safety Approval Number (RS#) to the People Soft requisition,
- The delegated buyer for University Purchasing or OSURF places the order. The order can only be placed by a delegated buyer for radioactive materials.

Because of fiscal guidelines, called "separation of duties," it can take as long as 48 hours for funds to be approved. Money cannot be spent until two people have looked over the requisition. This is done to prevent fraud. Radiation Safety cannot process the order until the funds have been approved. If you need the radioactive material on a particular day, please indicate that on the requisition and we will pass this information on to purchasing and the vendor.

It is the responsibility of lab personnel to make sure the requisition is clearly marked as an order for Radioactive Material.

On our website (<http://www.ehs.osu.edu/RadSafety/PRRadM.aspx>) is a worksheet to guide you through ordering radioactive material.

Please always indicate the number of vials requested and the activity (uCi or mCi) of each vial requested. You also must always include the name of the **approved supervisor** and the **name of the person using the radioactive material**. The requisition will not be approved without this information. Please double check that the catalog number you are using is correct **and complete**. Please see the worksheet for the details of all information required.

ALL radioactive materials must be shipped to our office at 1314 Kinnear Road. The SHIP to address for radioactive materials is always EHS, 1314 Kinnear Road, room 103, Columbus, OH 43212 (People Soft code = 126-103). The only exceptions are radioactive materials shipped to the hospital for patient use and the OARDC-Wooster campus. The ship to for OARDC – Wooster is 407-32 or 407-34.

The LOCATION is the address of the lab ultimately receiving the radioactive materials. After we receive radioactive materials at our office here on Kinnear Road, we survey labeled packages then enter them into inventory. We then deliver the packages to the labs.

Notice the account number on the form is 61212. The account code for radioactive orders is always **61212**. The org and fund charge items against your grant or other source of funding. The account code tracks the type of item being purchased.

Purchasing will **not** process a requisition without a proper org, fund and account number.

See Figures 1 and 2 for visual instructions on using eRequest.

Please allow at least 48 hours for processing to allow your fiscal officer, the fund approver and radiation safety time to process the order. Radiation Safety will approve any orders that appear on our People Soft work list **before** 3 pm the same business day. Any orders appearing on the work list after 3 pm will be processed the next business day. Please remember to allow enough time for the fiscal officer time to process the order. Getting an order to your department by 3:00 pm does not mean that it will be received by Radiation Safety by 3 pm.

FIGURE 1:

Detailed view of select fields

Purchasing/Payment Option

Buy Something

- ☒ Standard Purchasing Request
- ☐ Purchasing Card Preferred
- ☐ Internal Order
- ☐ Blanket Order Release

Quote ID

Pay Someone

- ☐ Reimbursement To Employee
- ☐ Payment
- ☐ Refund
- ☐ Reimbursement To Non-Employee

select Standard Purchasing Request. Please note radioactive material cannot be purchased with a purchasing card or as a blanket order.

General Request Information

* Ship To (e.g. Building Name, N/A)
 Ship to: EHS, 1314 Kinnear Road
 Columbus, OH 43212
 (People Soft code = 126-103)
 Location: room, building & address of Lab

Additional Info (e.g. Web Address, Shipping Cost, Special Instructions)
 Approved Supervisor:
 Person using RAM:

* Business Purpose for the Item(s) Above
 For Meal Reimbursements - Please Be Specific: what business related issues were discussed, list of attendees, name of place meal took place

Order for Radioactive Material
 OSURF category = YABRD
 UNIV category = RAD

FIGURE 2:

eRequest EXAMPLE

Contact Information

Name your name
 Email OSU e-mail address
 Phone

Requested For

Business Purpose

Business Purpose For Request order for Radioactive Material
 OSURF category = YABRD
 UNIV category = RAD

Business Priority Routine

Vendor/Payee and Item Details

Description	Quantity	Estimated Amount	Total Estimated Amount
Item #BNU006H-250 uCi/alpha-32 P GTP, 3000 Ci/rmtr	1 X		

Vendor/Payee Information
 Perkin Elmer
 90 Winter Street, Waltham, MA 01451
 (617) 262-9900

Do Not Substitute

TOTAL Request Amount \$62.37

General Request Information

Ship To People Soft code = 126-103, 1314 Kinnear Rd, 43212
 Location: room number, building, street address

Additional Information
 Approved supervisor: name
 Person using RAD material: name, phone number

Funding Source

Org Number Organization Name

Research Project Number Project Name

Special Funding Instructions

BU GL	Org	Fund	Account	Project	Program	User Defined	Pct	Estimated Amt
			61212					

The official policy states:

“ 3.0 Responsibilities

Any movement of radioactive material within our jurisdiction must first be approved through the Radiation Safety Section of Environmental Health and Safety.

All orders coming from vendors, other than those for delivery to Nuclear Pharmacy, Radiation Oncology or the Ohio Agricultural Research and Development Center in Wooster, Ohio, must be shipped to the Radiation Safety Section of EHS. Received packages are processed before delivery to the approved supervisor's lab.

4.0 Procedure

4.1 Approving Orders

4.1.1 Radiation Safety cannot approve any orders via the telephone. Radiation Safety no longer accepts faxed orders. Radiation Safety cannot override department and college purchasing policies. Departments and colleges cannot override Radiation Safety policies.

4.1.2 To approve an order the supervisor must be within the limits of all of the following:

- Expiration date of the application
- Approved isotopes under the supervisor's license
- Chemical form/groups of the isotope requested
- Total possession limit cannot be exceeded

4.1.3 All standard radioactive orders must include the following information:

- Approved supervisor's name
- Isotope to be ordered
- Chemical form of the isotope to be ordered
- Amount to be ordered in the form of mCi or uCi
- Quantity of items to be ordered
- Vendor
- Vendor's catalog number
- Org, fund and account number. The account number for Radioactive Materials is ALWAYS 61212.
- Contact person and a contact phone number
- The requisition should include who will be **using** the product or who will be the responsible person for the proper use of the product. Sometimes this person will be a different person than the contact person. Often the contact person is the person who processed the requisition. ...”