

Instructions for Approved Supervisors and Lab Personnel Requesting an Order for Radioactive Material

All requests 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, e-mail 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 eRequest is clearly marked as an order for Radioactive Material.

Our website (<https://ehs.osu.edu/radiation-safety>) has 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 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 all packages 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 usually approves 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 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	Pay Someone
<input checked="" type="radio"/> Standard Purchasing Request <input type="radio"/> Purchasing Card Preferred <input type="radio"/> Internal Order <input type="radio"/> Blanket Order Release	<input type="radio"/> Reimbursement To Employee <input type="radio"/> Payment <input type="radio"/> Refund <input type="radio"/> Reimbursement To Non-Employee

Quote ID:

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

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

FIGURE 2:

eRequest EXAMPLE

Contact Information

Name: your name
 Email: OSU e-mail address
 Phone:

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: ZBLU-006U-250-UC-Alpha-90-P-GTP, 3000 Cl/microg	1 X		

Vendor/Payee Information
 Perkin Elmer
 970 Winter Street, Waltham, MA 01451
 (617) 252-1100
 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

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