HS Assist/HP Assist:

**Topic:** Radioactive Material Requisitions & Receipts

**Radioactive Material Requisitions**

**Inventory Icon:** Open the inventory icon from the main EHSA page:

![Inventory Icon](image-url)
Click the RAM Requisition link on the Inventory/waste menu:

The RAM Requisitions screen provides a summary of current RAM requisitions. For additional information on pending requisitions, highlight the line and click the “view details” or double-click the blue line as seen in the screenshot below:

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The RAM Requisitions summary screen is **read-only** information and can be used to verify that the material that ordered is correct. If order discrepancies are discovered email the Office of Radiation Safety **radiation.safety@osu.edu**
Approval/Denial emails such as the example below will be sent to the P.I. and the person who placed the order (contact)

Subject: FW: Ram Requisition #: R181204002 Was Approved

From: ehsassist@osu.edu <ehsassist@osu.edu>
Sent: Tuesday, December 4, 2018 2:30 PM
To: Baker, mitch <baker.779@osu.edu>
Subject: Ram Requisition #: R181204002 Was Approved

Ram Requisition #: R181204002 Was Approved by dickerson.185

Requisition Date: 12/4/2018 12:00:00 AM
PI: RESEARC : Researcher, Joseph
Isotope: P-32
Permit #: R-169
License Line #: AJ
Location: 1314 Kinnear Road : 400
Isotope Form:
# of Units: 1
Activity per Unit: 2
Order Amount: 2 mCi
Compound: orthophosphate
Vendor: MP Biochemicals
Catalog #: 5401305
Comments:
Status Comments:
If your order has been denied, the email will specify the reason for the denial. If you have questions about a pending order, please contact the Radiation Safety, radiation.safety@osu.edu

**Topic:** Radioactive Material Requisitions & Receipts

**Radioactive Material Receipts**

Once your order has been approved and has been physically received by Radiation Safety, the order will be added as a Receipt. To see your order receipts, click the RAM Receipt link from the RAM Inventory/Waste menu.
The RAM Receipts summary screen is read-only information and can be used to verify that your material order has been physically received by Radiation Safety. If order discrepancies are discovered email the Office of Radiation Safety radiation.safety@osu.edu
For more information on the Ram receipt, double-click the line item or highlight and click “view details”

The RAM Receipts summary screen is read-only information and can be used to verify that the material has been physically received by Radiation Safety. If order discrepancies are discovered email the Office of Radiation Safety radiation.safety@osu.edu

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For more information on using the EHSA system use the “Help” button located at the bottom of each page. If you need assistance contact your EHS safety representative or email general questions to: ehs@osu.edu