

Radioactive Material

ALL of the information indicated below is required in order to have your order for Radioactive Material be approved. The worksheet is just to help you gather the required information before you log into eRequest. The worksheet does not replace the requirements of eRequest or People Soft. Radioactive material cannot be purchased using a P-card.

It is the responsibility of lab personnel to make sure the requisition is clearly marked as an order for radioactive material. Detailed instructions can be found on our website at <http://ehs.osu.edu/RadSafety/PRRadM.aspx>.

The VENDOR for the Isotope:

1. Name of Vendor: _____
2. Address of Vendor: _____
3. City, State Zip Code: _____
4. Other Contact Information: _____

The DESCRIPTION for each item to be ordered must include:

1. Catalog # or Quote #: _____
2. Chemical Compound: _____
3. Isotope: _____
4. Activity (mCi) per Vial: _____ (note, Ci/mmol is a concentration not the activity)
5. Number of Vials: _____

The BUSINESS PURPOSE section of the eRequest must include:

1. The words “**ORDER for RADIOACTIVE MATERIAL**”
2. The words “**OSURF category = YABRD, University Purchasing category = RAD**”

The ADDITIONAL INFORMATION section of the eRequest must include:

1. Approved Supervisor / PI: _____
2. Name of Person Using the Radioactive Material: _____

Please note, there is a “shipping address” and a “location address.” They are not the same thing. The “shipping address” is our office (* except for OARDC – Wooster orders). The “location address” is the lab where the experiment that requires the use of radioactive material will be conducted.

	<u>SHIP TO:*</u>	<u>LOCATION of lab for experiment:</u>
Building Number & Room Code:	126-103	_____
Building & Room:	Kinnear Road Bldg – 103	_____
Building Address:	1314 Kinnear Road	_____
City, State, Zip Code:	Columbus, OH 43212	_____
	* for OARDC, ship to is 407-34 .	

If you need the radioactive material on a particular day, please indicate that on the eRequest and we will pass the information on to purchasing and the vendor.

The account code for radioactive material is always **61212**. See detailed instructions on our website.