

Chapter II: Radioactive Material Ordering

Policy

The purchase of radioactive materials including both licensed and license-exempt quantities is handled through the Office of Radiation Safety (ORS). Only principal investigators with an approved* protocol will be allowed to order radioactive materials. The ordering will be limited to the isotopes, chemical forms, and maximum activity per month as listed in the protocol application.

Anyone found not following the procurement policy risks suspension of their protocol.

Authority and Responsibility

Office of Radiation Safety is responsible for:

- 1 Reviewing and approving the radioactive material orders submitted through the Buysite procurement system in a timely manner.
- 2 Ensure all radioactive material orders meet the requirements of the principal investigators protocol.
- 3 Ensure all radioactive material orders meet the requirements of the University radioactive material license.

Principal Investigator is responsible for:

- 1 Having an approved protocol for the possession and use of radioactive materials.
- 2 Submitting an amendment application for radioactive material they would like to order that are not listed on their protocol (e.g. isotope, chemical form, over monthly order limit).
- 3 Ensuring the appropriate account numbers are used and entered into the BuySite procurement system for vendor payment.
- 4 Ensure individuals under his/her supervision do not order excessive amounts of radioactive material which are not needed.

Employees/Laboratory Staff is responsible for:

- 1 Only ordering radioactive materials that are approved in the protocol and ordering within the order limits.
- 2 Ensuring proper information (e.g. shipping address, billing address, catalog, activity, etc.) outlined in this procedure is entered for radioactive material orders.
- 3 Ensuring that the “Radioisotope Order” button is checked for each radioactive material order placed through the Buysite procurement system.
- 4 Ensure only radioactive material items are included with radioactive material orders.

Ordering Process

- 1 Only radioactive material items may be included on a radioactive material order. If non-radioactive material items are on a radioactive material order the order will be rejected by ORS. Anyone found not following the proper ordering procedures risk having their ordering privileges denied and suspension of the protocol.
- 2 Radioactive material orders must be placed through the University Buysite

- Procurement system.
- 3 Researchers are only allowed to order radioactive material listed on their approved radioactive material protocol. If you need a copy of the protocol application, please call the ORS at 2-6299.
 - 4 When placing a radioactive material order you **MUST check** the “**Radioisotope order**” box. It is the third item down in the middle column on the active cart screen.
 - 5 When entering a radioactive material order indicate the following on the order:
The shipping address must be:
Receiving Dock
The University of Chicago
Office of Radiation Safety
5835 South Cottage Grove Avenue
Chicago, Illinois 60637

The billing address must be:
Central Procurement Services
6054 S. Drexel Avenue
Suite 400
Chicago, Illinois 60637
 - 6 **Your Profile (Buyer Info):** Along with your name include the Principal Investigator name and HP10 # (e.g. James Marsicek/Dr. John Doe, HP10# 3937). This information (Principal Investigator and protocol number – HP10#) will assist ORS staff to approve your orders more quickly.
 - 7 **Product Information:** Indicate the isotope, catalog number, product description, number of units, and activity (mCi or μ Ci). **If requesting a product from the Fresh Lot, please specify in the “Note to the Supplier” section.**
 - 8 **Workflow:** After creating your order and submitting it, it will be sent to the Account Administrator (AA) for approval. Once approved by the AA the order will be sent to the Office of Radiation Safety (ORS). ORS approvers will review the order, compare the order to the approved protocol and if approved, will place the order from the vendor.
 - 9 All orders approved by the Account Administrator by 12:00 pm (Noon) will be reviewed and approved the same day by the Office of Radiation Safety. Orders received after 12:00 p.m. may not be reviewed and approved until the next working day.

Please note:

- If the principal investigators radioactive material protocol has expired, we will not be able to place your order. If you are not sure of the expiration date, please call our office.
- If you should have any questions regarding any aspects of this process, please feel free to contact the Office of Radiation Safety at 773-702-6299.

*The definition of an approved protocol is one that is approved by the University Of Chicago Radiation Safety Committee that has no outstanding violations that would warrant a suspension.