

Correct Process to Order a Radioactive Isotope

Radioactive material (RAM) may only be ordered by an Authorized User (AU) or their designee, usually the lab manager. Designees are listed as such on Form 5 of the AU's RAM application. Form 5 must be updated yearly and a copy must be on file with the Radiation Safety Office (RSOF).

First, the order must be entered into PeopleSoft. It is extremely important to flag it as a radioactive order so it gets routed to the RSOF. A signed requisition must be included. Most commonly it is attached as a .pdf file, but it can also be emailed to us directly, faxed, or dropped off in person. Only the AU or their designee may sign off on the requisition. A blank requisition form may be picked up in the RSOF.

The requisition must include the following information: AU name, laboratory location, isotope, activity, quantity, catalog number, requisition number and the signature of either the AU or the designee. If any of these pieces of information are missing, the laboratory will be contacted so that they can correct their requisition.

All lab members must be current in their safety training before a radiation order will be approved. This includes Radiation Safety, Laboratory Safety, and Biosafety (if applicable). Additionally, only an isotope on the AU's approved license application may be ordered. To order additional isotopes, an amendment to the application must be approved before the order will be placed.

Each AU has a possession limit which is determined on the RAM application. Radiation orders must not put an AU over their limit. The RSOF will contact the lab to notify them if they are ordering over their limit. A radiation waste pick up can be arranged to reduce the amount of radiation in the lab so that the order can be placed.

Radiation orders must be placed before 2:00pm for overnight shipping. P32, P33, and S35 are short lived and are shipped overnight for next day delivery. H3 and C14 are long lived and usually take a few days to come in. Questions about ordering isotopes should be directed to 216-368-2906.