

## **Procurement of Radioactive Materials**

### **Purchasing cards cannot be used to purchase radioactive materials.**

#### **Individual (One-Time Only) Purchase**

When radioactive materials are purchased with University or grant funds, the following procedures must be followed.

1. A Requisition form (Appendix 12) is available on the Ohio University Division of Finance web site: <http://www.finance.ohiou.edu/components/req.xls>. This form must be used to request a one-time-only purchase of radioactive materials and filed in such a timely manner to allow the General/Grants Accounting Office, Purchasing, and the Radiation Safety Office to complete their processes. The completed form must:
  - a. Include Project numbers, radioisotopes and associated chemical forms
  - b. In the “Ship To” section list: Alan E. Watts, RSO, Hudson Health Center 204, Athens, OH 45701”
  - c. Send the completed Requisition to Environmental Health and Safety for approval prior to being sent to the General/Grant Accounting Office
2. When the Requisition is approved by the Radiation Safety Officer, it will be sent immediately to the General Accounting or Grant Accounting Office.
3. When a Purchase Order is generated by the Purchasing Department, the Radiation Safety Office will enter the information into the Online Radioactive Isotope Tracking System (ORITS).
4. The package containing radioactive materials order will be received by Environmental Health and Safety, opened and examined for damage and/or contamination. The order will be logged into (ORITS) and then delivered to the purchaser. Any adjustments, replacements, or special handling will be performed by Environmental Health and Safety.

#### **Procurement of Radioactive Materials by Blanket Purchase Orders**

The Radiation Safety Committee has approved the following procedure when ordering radioactive material off a blanket purchase order:

1. Complete the Requisition form (Appendix 12) as stated in Section A 1-3 above with the exception of listing information requested for a blanket purchase order.

You may order items listed on the Blanket Purchase Order after it has been created by Purchasing and appears in Online Radioactive Isotope Tracking System (ORITS).

2. Using ORITS, complete and submit the “place an order” form. This accomplishes two purposes: (1) traces all orders to assure proper arrival and (2) assures someone is in the EHS Office to expedite delivery of the material. You must be authorized to access ORITS. Contact 593-1666 for further information.
3. Notify the vendor to ship radioactive material to Environmental Health and Safety (EHS), Hudson Health Center, Room 204.
4. If you receive an order directly (was not delivered to EHS), call EHS immediately. Please, DO NOT OPEN the container.