

PURCHASE OF RADIOACTIVE MATERIAL



Policy

Radioactive material may be purchased only by an AU or a designee listed in the AUs application to use isotopes. (The instructions to obtain AU status are provided in the Application for Use of Radioactive Materials for Non-Human Use, available on the DOES website.) The Laboratory Personnel List contained in the application designates individuals who are approved to sign requisitions for isotope purchases. If there are any changes to this list, please fax an updated list to the RSOF (fax 368.2236). All radioactive material purchases must be approved by the RSOF before the order is processed through the Purchasing Department.

The AU must be approved to possess the isotope and activity ordered. The activity, when added to the current isotope inventory, may not exceed the AUs approved possession limit for that isotope.

All acquisitions of radioactive material from a vendor must follow the same procedures as if they were purchased. This includes replacement shipments, trial kits, and free samples.

Regulatory References

ODH Broad Scope License

How do I purchase radioactive materials?

The RSOF has established the following procedures when ordering radioactive material.

For liability reasons, the RSOF requires that the old CASE requisition with the signature of the AU or the AU's approved designee be faxed to the RSOF (fax 368.2236) and must have the PeopleSoft requisition number referenced in the body of the requisition. Only the AU's or formally approved designee's signature will be accepted. Also print the name below the signature. This information can be written on the main body of the requisition. The RSOF maintains a list of individuals authorized to sign isotope orders. If you want to add or delete anyone's name, fax an updated form to the RSOF.

As of July 1, 2004, in addition to the paper requisition, the orders must now be submitted through the PeopleSoft system, including all replacement orders and no-charge samples. The following items must appear on the PeopleSoft requisition:

- The vendor's name and address under "Suggested Vendor." Be sure to choose the "radioactive category" and not glassware or chemicals.
- The number of stock vials to order should be placed under "Quantity."
- The activity to order should be placed under the "Unit." Activity should be expressed in units of millicuries (mCi) or microcuries (μ Ci), not Becquerels (Bq).
- The catalog number should be under the "Catalog Number."
- The isotope and chemical form should be written under "Description."

Once all of the above steps are following correctly, the requisition will automatically appear in the RSOF approval Worklist via the computer for final approval.

There is a 2:00 p.m. cut-off time in the RSOF for processing radioactive material requisitions due the following business day. Requisitions received after 2:00 p.m. are not guaranteed for next day delivery.

Also remember that radioactive materials cannot be purchased with a University P-Card.

NOTE: Purchase requisitions for radioactive material to be ordered or delivered to MetroHealth Medical Center or the VA Medical Center do not require the approval of the CASE RSOF. Contact the RSOF at those locations for instruction.

All Purchase Requisitions are entered into the DOES Helix database. Two copies of the CASE RAM Package Receive Form are generated. The upper portion will display the PI name, number, lab location, vendor, catalog number, isotope, activity, requisition number, and date ordered.

What do I do with the Purchase Requisition once it's completed?

The order must be faxed to the RSOF (fax 368.2236). DO NOT FAX it to Purchasing. The RSOF approves many orders for radioactive material each day. Therefore, place the order as early in the day as possible to ensure same-day processing.

What if I cancel an order?

Call the RSOF (368.2906), as well as Purchasing (368.2560), to cancel the requisition through PeopleSoft. Otherwise, the activity will be assigned to your inventory automatically on the computer.

What if I need to order an isotope, but the activity of the isotope puts the AU over their possession limit for that isotope?

Perhaps some of the inventory is waste, and a waste pick-up can be scheduled to reduce the inventory. If this is not the case and the AU needs approval to increase their possession limit for that isotope, call the RSOF (368.2906) for further information.

What if I want to purchase an isotope, but it's not on my license?

The AU must complete an Application Form for Use of Radioactive Materials for Non-Human Use, available on the DOES website (<http://does.case.edu>) under "Forms/Manuals," and send it to the RSOF where it will be reviewed by the Assistant RSO and placed on the agenda for the next scheduled Radiation Safety Committee meeting. Please be certain that you have the forms in to the RSOF two weeks prior to the next schedule Committee meeting.

What if I want to purchase a Sealed Source?

If you plan to purchase a sealed source, follow the same procedure used for ordering radioactive materials. Sealed sources include disc sources used for meter calibration, rod sources used as external standards for gamma counters, as well as sources contained in anti-static devices.

What if I want to purchase a Liquid Scintillation Counter (LSC)?

The Purchase Requisition does not need to come through the RSOF; however, please fax the following information when the LSC arrives: Make, Model and Serial Number, as well as the isotope, reference activity, and reference date of the source contained within the counter. Also list the AU responsible for the counter, as well as where the counter is located. This information is needed for inventory purposes, as well as to track the sealed sources on campus.

What if I want to purchase a Gamma Counter?

The Purchase Requisition does not need to come through the RSOF; however, please fax the following information when the gamma counter arrives: Make, Model and Serial Number. Also list the AU responsible for the counter, as well as where the counter is located. This information is needed for auditing purposes, as well as to track the gamma counters on campus.