Instructions for ordering radioactive material can be found on the Environmental Health and Safety Site. Please contact EHS if you have additional questions.

- Radioactive material must be ordered using Standard Purchasing Request.
- Please allow at least 48 hours for processing to allow your fiscal officer, BSC, Radiation Safety and OSP/UNIV Purchasing department time to approve and dispatch the PO to vendor.
- Radiation Safety must approve all requisitions for Radioactive Material before the requisition can be forwarded to OSP or University Purchasing for PO creation and dispatch to vendor.
- PLEASE SUBMIT YOUR RADIOACTIVE MATERIALS ORDERS TO THE BSC BEFORE 2 PM TO ENSURE THAT YOUR ORDER IS PROCESSED IN TIME FOR THE RADIATION SAFETY DEADLINE. Radiation Safety will usually approve any order that appears on their PeopleSoft work list before 3 pm the same business day.
- Approvers: please mark all radioactive orders as Critical. Initiator should type “RADIOACTIVE ORDER” in the vendor line prior to vendor name so the BSC can identify it from all other orders.

Radioactive Material ordering guidelines from EHS:

- Perkin Elmer is the most common vendor for radioactive material; however, other vendors may be used. See EHS Vendor Information for more details.
- Business Purpose must be “Order for Radioactive Material” with additional information required to fit an appropriate business purpose.
- Always include the names of the approved supervisor and the name of person using the radioactive material.
- Description must include complete Catalog Number, Isotope, Activity and Compound.
- Account number for radioactive orders is always 61212.
- All radioactive material must be shipped to 1314 Kinnear Rd (126-103) and then delivered to the labs.
- EHS does not guarantee overnight shipments for next day delivery.
  - If you need radioactive material on a particular day, please indicate that in your eRequest in “Additional Information”.
  - Ex: “Please deliver product on Tuesday, September XX, 20xx”
  - Use caution when requesting Monday deliveries- the product may sit in the sorting facility over weekend and may spoil.
  - Tuesday deliveries are recommended as a good alternative for fresh batch.