



Safety and Risk Management

Ordering Radioisotopes Instructions

- All orders for radioactive material must be placed by Radiation Safety. No orders should be entered in eVA. Radiation Safety will pay for the order and submit paperwork for reimbursement to the appropriate department referencing the index code.
- Complete all shaded sections on the ordering form. Incomplete information may delay your order.
- The "Radioisotope Ordering Form" must have the index code (formerly the budget or charge code). It can be brought or faxed (828-1157) to Radiation Safety. If you fax the forms, call and confirm that they were received (828-9131).
- It is the responsibility of the ordering department to verify that the radioisotope, chemical form, catalog number, price, and vendor identification number are accurate. Radiation Safety will not be responsible if chemical forms and catalog numbers do not match. Contact Radiation Safety at 828-9131 for catalog numbers and current prices.
- Unless otherwise specified on the "Radioisotope Ordering Form", the material that is currently available will be ordered.
- When your radioactive shipment arrives, Radiation Safety will notify the contact person specified on the ordering form by phone. If no one can be reached by phone after several attempts, an email notice will be mailed to the contact person.
- Orders must be received in Radiation Safety by 2:30 p.m., Monday through Friday. If you need your material the next day, please make sure your order forms are received in Radiation Safety no later than 2:30 p.m. Notify Radiation Safety if you have special order instructions such as time deadlines or unusual shipping requests.