

## **Ordering Radioactive Materials with Café**

On December 8, 2008 a new financial system went into effect at Northwestern. With the Advent of NU Financials, the instructions for ordering radioactive materials in the version of Radiation Safety Handbook are no longer valid. The Handbook has been updated and all radiation worker packets now include the revised version. The [current version](#) is available on our web site. The new guidelines are listed below:

All radioactive orders must be placed using NU Financials. Authorized investigators and/or designated lab personnel must ensure that each person placing orders, whether department office staff or laboratory staff, understands these requirements. Direct all NU Financials questions to the NUIT Support Center at 1-HELP (1-4357) or [consultant@northwestern.edu](mailto:consultant@northwestern.edu). ORS can answer questions about an investigator's authorized limits or required information on radioactive materials orders. The following items are required on all radioactive material purchase orders. If any one item is missing, ORS will not approve the order.

- The SHIP TO codes to be used are as follows:
  - RSA745CH, for Chicago users
  - RSA2145TE for Evanston users
- Enter the name of the *authorized investigator* in the ATTENTION field. The authorized investigator is the person whose name appears on the authorization form issued by ORS after approval by the Radiation Safety Committee. No other name will be accepted.
- Enter the radionuclide for each item being ordered in the DESCRIPTION field. Examples: P-32, S-35, H-3.
- Enter the activity for each item being ordered in units of microcuries (uCi) or millicuries (mCi) in the DESCRIPTION field. Examples: P-32, 250 uCi or P-32, 0.25 mCi.
- Enter the chemical form of each item being ordered in the DESCRIPTION field. Example: P-32, dATP, 250 uCi.
- The COMMODITY CATEGORY must be LAB\_HAZMAT\_RADIO. Intentional circumvention of the purchasing system by using other than the LAB\_HAZMAT\_RADIO commodity category is a violation of University policy subject to enforcement action up to and including suspension of the authorization to supervise the possession and use of radioactive materials.
- The ACCOUNT CODE must also be LAB\_HAZMAT\_RADIO.

ORS reviews NU Financials requisitions for Radioactive Materials throughout the day. If all the above information has been entered correctly and the investigator is authorized to use the material, ORS will approve the order electronically. ORS will not approve purchase orders for radioactive products intended for use outside of authorized University facilities. In other words, an investigator may not use the University purchasing system for radioactive products if the materials will be used in another institution.

Blanket orders should NOT be used to order Radioactive Materials. NU Financials allows for the creation of requisitions, ORS approval, and issuance of purchase order in a very streamlined manner. Therefore individual requisitions need to be created specific to each purchase. This process occurs multiple times per day which dramatically reduces or eliminates the need and perceived benefits associated with phone orders and blanket orders.

Placing orders for radioactive materials directly with vendors without prior ORS approval is prohibited.

**Use this *NU*trino as a training tool** for new workers and refresher training for current workers. Circulate it among the radiation workers in your group and have them sign and date the training form on the back. File it with your authorization and other radiation safety documents for review during regulatory inspections. Discuss it during laboratory meetings. You can find back issues at <http://www.research.northwestern.edu/research/ors/rad/nutrino/>.