Purchasing Radioactive Material

• E-Procurement- Use for Vendors who are located in the eProcurement Vendor Catalogs

• Purchase Requisition- Use for Vendors who are NOT located in the eProcurement Vendor Catalogs.
eProcurement

1. Make sure vendor is included in the eProcurement Vendor Catalogs.

2. **Instructions for eProcurement process**

3. Note all hazardous material must be shipped to EHS (Shipping Code-649_1301A). Enter 12142200 (Radioisotope) or 12142207 (Radioisotope Sources) for the Category Code.

4. An Appendix C should be sent for each order to EH&S by mail or fax.
Purchase Requisitions

1. Make sure vendor is NOT included in the eProcurement Vendor Catalogs. If they are then place order through eProcurement.

2. Request that your department’s accounting office submit a Purchase Requisition. They need to enter Authorized User’s name, building name and radiation room number that the radioactive material is to be delivered to by EH&S personnel in the Additional Information box. Also check Send to Vendor and Show at Receipt boxes.
Purchasing Requisition (continued)

3. Under the Shipping Information section of the Modify Line/Shipping/Accounting page enter 649_1301A in the Ship To box. Purchase Requisition is routed to EHS for approval then to Purchasing for processing.
Purchase Requisitions (continued)

4. Purchasing will establish a “standing order” that is applicable for one year from issue date. Lab is responsible for ordering and informing the company to deliver materials to Environment, Health & Safety.

5. As soon as the shipment is surveyed and processed by EHS, and found free of contamination, it will be delivered to the lab.

6. An Appendix C should accompany the Purchase Requisition, as well as each subsequent order placed. The Appendix C should be sent to EHS.
Always Submit an Appendix C to EHS for each order

Appendix C

CERTIFICATION OF CURRENT INVENTORY FOR PURCHASE OF RADIATION SOURCES

This form MUST accompany Requisitions AND ALL subsequent orders of radiation sources. Send form to Environment, Health and Safety office, directly, NOT to the Purchasing Dept. (Fax 962-0275/CB#1650)

Requisition# or Order #

Attached is a requisition for _______ mCi of ____________ (nuclide)

I currently have ___________ mCi of this nuclide on hand. This order will bring the total amount of this nuclide in my possession to _______ mCi which is less than my "authorized" possession limit of _______ mCi.

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<th>SUPPLIER</th>
<th>AUTHORIZED USER</th>
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<tr>
<th>DELIVERY DATE</th>
<th>PERSON SUBMITTING ORDER, IF OTHER THAN AU</th>
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Revised: APRIL 13, 2007
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****IMPORTANT****
No Check Requests, Small Order Process or P-Cards are to be used to purchase Radioactive Isotopes
Questions???
Call Amy Butler at 919-962-5717 or email asbutler@ehs.unc.edu