

Update to Procedures for the Purchase of anything containing Radioactive Material:

These procedures cover the purchase, renewal, transfer, and disposal of radioactive material; hereafter just termed purchase. The procedures are:

- 1) In order to avoid delays, the Authorized User should inform the RSO, via email, approximately one month before the purchase. The email must contain the specific radioisotope to be purchased, its activity level, and the intended use. The RSO will confirm that the request is within the specifications of the UAH Radioactive Materials License, this includes the intended use of the material. The RSO will communicate with the AU that the purchasing process may be started.
- 2) A Requisition is started in Banner. It is critically important that the proper subcode for radioactive materials be included as a part of the original requisition. The proper subcode for radioactive materials is 7431. No other subcode should ever be used when radioactive materials are involved. If there are other hazard classifications associated with a particular radioisotope, this should be communicated to the RSO in the email described in #1. The RSO will work with the Director and staff of OEHS, to inform necessary parties of additional hazard classifications. The 7431 subcode is to be used for all radioactive material whether that material is licensed or exempt by manufacturer. The RSO requests that “check sources” below the exempt limit also use the 7431 subcode.
- 3) The Authorized User, or other designated UAH employee, will send the UAH RSO a copy of the Requisition so that the isotope and isotope activity can be confirmed to be within the License specifications. The copy of the Requisition can be in the form of a “screen-shot” of the Banner page, or a PDF copy of the Requisition, which can be sent by email, or mailed. The UAH RSO will also confirm that the delivery address is c/o Michael Banish, RSO, Central Receiving Buildings, University of Alabama in Huntsville, 301 Sparkman Drive, Huntsville, Alabama, 35899.
- 4) The RSO will approve the Requisition in the Banner system.
- 5) Upon receipt of the radioisotopes UAH Radiation Safety personnel will perform the required radioactive package survey. The material will then be delivered to Authorized User, or their designee.