

Ordering, Receiving, and Transferring Radioactive Materials

Who is Responsible?

A laboratory or area using or planning to use radioactive materials **MUST** have an authorized Licensee and/or Alternate Licensee who assumes responsibility for the ordering, receiving, transferring, and disposal of them.

The Licensee and Alternate Licensee(if named) are responsible for the materials as well as the staff. However, authorized staff may actually place the order, receive, transfer, and dispose of the material for the license.



This job aid does not cover the disposal of radioactive waste. Please complete the Radiation Safety Waste Handling course if you are responsible for the disposal of radioactive waste in your area.

Ordering Radioactive Materials



NEVER call in orders to vendors!

Before the order is placed

1. Check the license. The license held by the Licensee, specifies the amount, the radioactive material, and the chemical form that he or she can order and/or possess. To order more radioactive materials or order different radioactive materials not on the license, the license will have to be amended before the radioactive materials can be ordered.

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2. Check the inventory. The OH&S Radiation Safety Program (RSP) recommends ordering only 1/3 of the allowed amount listed on the license each time to avoid having excessive decaying materials on hand (to avoid exceeding your possession limit).
 - a. When ordering, you should check the inventory to ensure that the order will not exceed your license's allowable possession limit.
 - b. When placing an order for radioactive materials, remember to sum the total of what you possess/have in
 - i. Your inventory or in stock (on the shelves or in cabinets), plus
 - ii. The amount of radioactive waste you have in the area, plus
 - iii. The amount you currently have in use must not exceed the limit for what you wish to order. If so, you cannot place the order until you have some waste picked up or amend the license accordingly.

Submitting the order



If this is your first purchase requisition for radioactive materials, call OH&S at (205) 934-2487.

1. Submit the order. A Purchase Order Requisition must be submitted in the Oracle Administrative System. Purchase Orders for Radioactive Materials have specific instructions that vary from other orders. Please review the online instructions that are available via the [OH&S website](#).
2. Remember that all orders for radioactive materials **MUST** be processed through OH&S and Oracle. Licensees, Alternates, and lab staff are **NOT** allowed to phone in orders to vendors.
3. Get help completing the Oracle purchase requisition (if needed):
 - a. Visit the OH&S website for more information.
 - b. Call OH&S at 934-2487.
 - c. Review the Radiation Safety Manual.
4. Wait for approval. A purchase number will be issued after the order is approved. This will be sent to the OH&S RSP. They will place the order for the radioactive materials.

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Ordering New Materials NOT Listed on the License

Before you can order materials that are not listed on your license, you must request in writing any change you wish reflected on your radioactive materials license. If you need help with amending (changing) your license, please contact the OH&S RSP for more information.

NOTE: An e-mail will be accepted as a submitted amendment (change) in writing as long as the Licensee has been copied.

Adding Families of Organic Compounds

If you need to add new materials to the license, we suggest requesting families of organic compounds instead of specific organic compounds when possible.

For example...

A Licensee wants to add Tritium to his/her license, but the Tritium has five different chemical forms. All five are included in the family of amino acids. The amendment would request Tritium with amino acids instead of five separate chemical forms.

Receiving Radioactive Materials

Deliveries of Radioactive Material

At UAB, packages and shipments of radioactive materials are received at the OH&S Support Facility each morning. The packages are then surveyed for damage and contamination and logged by the staff. Packages are delivered daily to the labs and other areas unless a request for a special delivery has been requested and approved. An authorized user under that license is required to sign for the delivery; unless otherwise approved.



All deliveries must be made via OH&S Support Facility unless special approval has been arranged through the OH&S Radiation Safety Program.

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Special Deliveries

- **Free from the Vendor**
 - If you receive a shipment of radioactive materials from a vendor that has not been processed through the OH&S Radiation Safety Office and the OH&S Support Facility first, **do not** accept the package, then contact the OH&S Radiation Safety Program IMMEDIATELY!
 - If a vendor asks to ship free radioactive materials to your laboratory or area, always ask them to contact the OH&S RSP **prior** to shipping.
- **Special Order/Deliveries**
 - Only special orders that have been approved by the OH&S Radiation Safety Program may come directly from the vendor to you. Requests for special deliveries from the OH&S Support Facility should be submitted to the Radiation Safety Officer (RSO) in advance so that the license may be reviewed and the request be considered for approval. Requests submitted on the same day as the special delivery will NOT be granted.
 - Examples of special deliveries include:
 - Radioactive materials involving patient-related use
 - Patient priority
 - Materials with a very short half-life

Signing for a Package

You must always sign for the radioactive materials you've ordered. Only those persons licensed by the Radioisotope and Radiation Safety Committee (RRSC) may receive/sign for radioactive material. If a person is **NOT** listed on the license, he/she should **NOT** sign for any package containing radioisotopes.

After the delivery

Upon receipt of the materials, you should immediately secure them and log the materials to the Proper Use Form for auditing purposes.

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Never leave radioactive materials unattended. Regulations require that radioactive materials not in use be stored in a secured area.

Transferring Radioactive Materials within UAB

Radioactive material cannot be transferred from one UAB licensee to another without the prior approval of the Radiation Safety Officer (RSO). If you are transferring radioactive material, please contact the OH&S RSP first.