

## ORDERING RADIOACTIVE MATERIALS IN WORKDAY

You must use Workday for ordering radioactive materials. All orders for radioactive materials placed within Workday will automatically be routed to Environmental Health and Safety for approval. The receipt of radioactive materials is limited to those PIs authorized to possess the radioactive materials. Order radioactive materials on a separate requisition from non-radioactive items as to not delay processing and delivery of your non-radioactive items.

To ensure prompt approval of your radioactive material order in Workday, please follow these steps:

1. When creating your requisition in Workday, select “Connect to Supplier Website” to find your isotope in the hosted catalog.

Select an Option

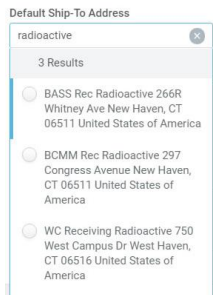
[Request Non-Catalog Items](#)

Request goods or services that are not available in the SciQuest hosted catalogs or punch-out sites

 [Connect to Supplier Website](#)

Connect to SciQuest to request goods or services from SciQuest hosted catalogs or punch-out sites




2. Select your radioactive material from the hosted catalog and add it to your cart.
3. Start your checkout.
4. Once in the checkout section, type “radioactive” into the Default Ship-To Address box and choose your centralized ship-to location of Bass, BCMM or West Campus.



5. Once in the Review and Submit section:
  - a) Confirm your Spend Category as “Supplies-Radioisotopes (SC137).

| Image   | Item                  | Item Description                       | *Spend Category                  | Supplier                                     |
|---|-----------------------|--|----------------------------------|--|
|  | Item<br>Purchase Item | ATP, [2-32P] 100Ci<br>2mCi/ml, 250 µCi | Supplies - Radioisotopes (SC137) | Supplier<br>PERKIN ELMER HEALTH SCIENCES INC |

- b) Confirm your centralized ship-to address of Bass, BCMM or West Campus.
- c) In the Deliver-To section, enter your building location.
- d) In the Memo section, enter the name of the PI and the exact location where the items should be delivered (building name and room number).

| *Ship-To Address   | Ship-To Contact  | Deliver-To   | Item Identifiers  | Item Tags             | Cart Details   | Memo                     |
|--|--|--|---|-----------------------|--|--------------------------|
|  BCMM Rec Radioactive 297<br>Congress Avenue New Haven, CT 06511 United States of America |  Perry, Stephanie |  Sterling Hall Of Medicine - C Wing | CAS Number : 51963612<br>Manufacturer Name : PerkinElmer<br>Manufacturer Part Number : BLU002250UC<br>UNSPSC : 12142207 | Hazardous Radioactive | Cart Name : 336010820<br>External Supplier ID : S-173694<br>Product Type : Catalog<br>Unique Name : stephanie.perry@yale.edu | PI-Robert Plant SHM C200 |

Contact EHS at [ehs@yale.edu](mailto:ehs@yale.edu) or 203-737-2118 with questions on radioactive material orders or Procurement at 203-432-9955 with general eProcurement questions.