

Yale ENVIRONMENTAL HEALTH & SAFETY

Online Ordering of Radioactive Materials

For ordering radioactive materials. All orders are electronically routed through Radiation Safety (RS) for approval. The receipt of radioactive materials is limited to those PI's authorized to possess the radioactive material. To ensure prompt approval of your Sciquest radioactive material order, please note the following on your order:

Who is the Principal Investigator?

In order to approve, Radiation Safety needs to know which authorized PI's lab the materials is for. Specify this on Yale Internal Info screen as follows:

Yale Internal Inform

Initiator Field-Select the PI Name – The PI's name must appear first on the "Attention" line followed by the name of the User. If the name of your PI is not listed, this will delay the approval of your order.

Note: If you routinely order for the same PI, you can select them as your default initiator

Which Receiving Room?

Radioactive material vendors are only allowed to send radioactive materials to certain receiving rooms on campus. The main two are in BCMM and BASS. A third receiving room has recently been added for our WEST CAMPUS location and is listed below. If you specify a receiving room not approved for radioactive material shipments, your materials will be delayed. You may need to add the appropriate receiving room to "My Profile".

Acceptable receiving rooms for radioactive shipments include:

BASS Receiving Radioactive (266R Whitney Avenue, New Haven, CT 06511)
BCMM Receiving Radioactive (297 Congress Avenue, New Haven, CT 06510)
WEST CAMPUS Warehouse (300 Heffernam Drive West Haven, CT 06516)

What is the Expenditure Type?

820200 is the expenditure number to use for Radioactive Materials. Do not use the general # for laboratory chemicals. Again this number must be added in "My Profile." If not entered correctly, this will delay the approval of your order.

Helpful Hints:

- Order radioactive materials on a **separate requisition** from non-radioactive items.
- Item(s) will be ordered and shipped as soon as order is approved, usually the same day. If you do not want your item(s) shipped until a certain day, use the comment field to specify ship and receipt dates desired.
- It is recommended that employees who regularly order radioactive materials via Sciquest have Self-Approval limit set above \$0.
- Approvals from Radiation Safety are granted via the same mechanism as for phone orders. If you have questions or concerns with your Sciquest order, please call the regular isotope phone line, 737-2118 and ask for Terrelle.
- There is also a short video clip that you may find help at the following URL that walks you through placing radioactive orders via Sciquest. It can be found under the "Creating Orders" section.

<http://learn.med.yale.edu/procurement/sciquest/courses.asp#>