



ORDERING RADIOACTIVE MATERIAL (RAM) GUIDELINES

PURPOSE

This Guideline provides requirements for ordering radioactive material through Emory Express. Emory Express is the online system for creating and submitting requisitions for purchasing radioactive material; it routes your requisition to the appropriate person for approval and transmits the approved order directly to the supplier.

SCOPE

This guideline applies to all Emory University staff ordering radioactive materials.

PROCEDURE

NOTES:

- **Requisition Approval** - The Radiation Safety Office is not permitted to modify your requisitions to correct errors. Requisitions **WILL BE REJECTED** if the information listed above is not provided, and a new requisition will have to be created. This can delay the arrival of your order.

If you have any questions, please contact Radiation Safety at 404-727-5922 or the Emory Express customer service call center at 404-727-5400.

- **Replacement Orders** - If a replacement is needed for ANY REASON, please contact Radiation Safety FIRST, and Radiation Safety personnel will facilitate that process.
- **Non-Emory Express Acquisitions** - If a vendor offers a gift of radioactive material, it is still necessary to receive approval from Radiation Safety by submitting a zero cost requisition.

If Emory Express cannot be used to place a zero cost requisition, complete the [Non-Emory Express RAM Acquisition Form](#) – available on the EHSO website: www.ehso.emory.edu.

- **Delayed Orders** - EHSO requests that users update us on the status of any orders not received within 15 days of the requisition date.
- **Order Cancellations** - If for any reason you cancel a radioactive material order, please notify the supplier first.

Then contact Emory Express Customer Service at e-market@emory.edu to have it cancelled in the system. The customer service representative will email all approvers on the original requisition to notify them of the cancellation.

1. **ACCESS EMORY EXPRESS AT** <http://www.finance.emory.edu>

Emory Express has searchable catalog of multiple vendors with comparison shopping for your radioisotopes.

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2. SEPARATE CART

All radioactive material must be requested on a separate requisition.

3. CATALOG VS. NON-CATALOG ITEMS

Radioactive material can be ordered by an authorized user in two ways in Emory Express: 1) request radioactive material from a hosted catalog, or 2) as a non-catalog item (refer to Appendix A of Emory Express Users Manual if additional information is needed).

- If ordering from a hosted catalog supplier, perform a quick search or product search to locate desired isotope and add to the cart.
- If the order is a non-catalog item, complete the following steps:
 1. Click on the Non-Catalog Item link
 2. Fill in the required information (supplier name, catalog number, product name/description, quantity, price, and packaging)
 3. Click on the Radioactive Materials symbol.

NOTES:

- The product description must include the isotope being ordered, and the Packaging must be the total activity ordered in microcuries (MICROCI).
- Special instructions to the Supplier (i.e. specific delivery dates) must be included in the External Notes section.

4. SHIPPING ADDRESS

All radioactive material must be shipped to EHSO's Radiation Safety central receiving location. The following address should be saved in the user's profile and **MUST** be used as the shipping address for **ALL** radioactive material.

Nickname: **RADIATION SAFETY OFFICE**
Attn: **Radiation Safety / {PI NAME/AUTHORIZATION #}**
Department: **EHSO**
Building/Room: **WHITEHEAD BUILDING ROOM G44**
615 MICHAEL STREET
ATLANTA, GA 30322

Edit Selected Address	
Nickname	Radiation Safety Office
Default	<input type="checkbox"/>
Current Default Address	1762 CLIFTON
ADDRESS	
Attn:	Radiation Safety/{PI Name/Author}
Department:	EHSO
Building/Room:	Whitehead Building/Room G44
Address Line 1	615 MICHAEL ST
City	ATLANTA
State	GA
Zip Code	30322
Country	United States
<input type="button" value="Save"/>	

5. SUBCODE

All radioactive material orders must be charged to sub code **54580**.

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Accounting Codes					
These values apply to all lines unless specified by line item					
GL Business Unit	Smart Key	Account Code	Department ID	Project	Activity
EMUNV	000008271 MEDICAL SCHOOL R0000 7992Z110E	54580 RADIOPHARMACEUTICALS EXP	721400 SOM: Plant Operations	C8020000 MEDICAL SCHOOL RENOVATIONS	00001

Additional Accounting Code

6. EXTERNAL NOTES

External Notes and Attachments	
Note to all Suppliers	MUST BE LAST LOT EVER CREATED. SHOULD BE RELEASED AROUND MARCH 18 and have a 12 week shelf live to ... more...
Attachments for all suppliers	

View/edit by line item...