Radioactive Materials Ordering Procedure

The following procedure must be followed when ordering approved radioactive materials under any of the University Licenses.

- All requisitions for radioactive materials must clearly show that item being ordered contain radioactive materials including the isotope, the activity and the form. Example:

  Radioactive Materials
  Isotope: P32
  Form: Liquid
  Activity: 500 microcuries

- Unless otherwise specified by the Radiation Safety Officer, the delivery address for all radioactive material must be given as follows:

  Environmental Health & Safety
  University Park, CSC 162,
  Miami, FL 33199.

- All requisitions shall be submitted to the Radiation Safety Officer for approval before being sent to the Purchasing Department.

- In the event that the Radiation Safety Officer is unavailable, the Chairperson of the Radiation Control Committee or the Director of Environmental Health & Safety & Risk Management Services or his/her designee is authorized to perform this function if an emergency purchase is required.

Failure to comply with this procedure will result in the automatic suspension of the privilege to work with radioactive materials under the University licenses and will require the user to get re-certified (attend the Radiation Safety Seminar and pass the test).