

How do I order radioactive materials?



Environmental Health & Safety

"How do I...? Guide

1. First, you (or the person you are working under) must have a permit for each radioactive isotope you wish to use on the UW campus. **This includes small ("exempt") quantities and transfers from other institutions.** If you don't have a permit, contact Radiation Safety Officer Jim Herrold at 766-2638 or herrold@uwyo.edu. For more information, also see the guide called "How do I get a permit for radioactive materials?"
2. Download the Radioactive Materials Order Form from the EHS web site: <http://uwyo.edu/ehs/RadiationSafety/documents/radorder.pdf>.
3. Fill out the form completely. It will not be processed unless it has:
 - a. The date of the purchase request
 - b. The name of the permit holder's department.
 - c. The Principal User's name (the person who has the permit)
 - d. The Principal User's signature. (VERY important)
 - e. The name of the end user (usually the person completing the form)
 - f. The end user's email address
 - g. The person completing the form (if different from the end user)
 - h. The delivery address, building and room number
 - i. A campus phone number where we can contact you (no cell numbers, please)
 - j. A full description of what you are ordering (vendor, quantity, catalog number, chemical compound, isotope, activity and estimated cost)
 - k. Special instructions (examples: fresh lot date, requested delivery date, special billing instructions).
4. FAX the completed form to 766-3699, or send it through campus mail to Linda Mickley at the RMMC. Linda will process the order and contact you if she needs more information.
5. A confirmation email is sent to the Principal User, end user, department, the RSO, Shipping & Receiving and RMMC staff.
6. The radioactive package will be received by the RMMC, leak tested, entered into the User's inventory and delivered to the location specified on the form.
7. If you have any questions, please contact Linda Mickley at the RMMC (766-3696, or Mickley@uwyo.edu)