

How do I order radioactive materials?



Radiation Safety Office

"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/risk/safety/files/Docs/Forms/RadioactiveMaterialsOrder.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
 - 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. Scan and email the completed form to the Radiation Safety Officer (RSO) (herrold@uwyo.edu). The RSO will contact the vendor to check on availability, authorize the radioactive materials purchase and obtain a confirmation number.
5. **NOTE: We do not procure and bill-back for radioactive materials.** The RSO will send you the contact information and confirmation number. You will then be responsible for contacting the vendor and paying for the order.
6. A confirmation email is sent to the Principal User, end user, department, the RSO, Shipping & Receiving and RMMC staff.
7. 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.
8. If you have any questions, please contact Jim Herrold at 766-2638, or herrold@uwyo.edu.