

UNIVERSITY OF HOUSTON

Radiation Safety Manual

Radioactive Materials Procurement Procedures

Radioactive Material can only be ordered on a Purchase Requisition that goes through Purchasing per the University of Houston Manual Of Policies and Procedures (MAPP) 04.01.01. All Purchase Requisitions for radioactive material must be approved in advance by Radiation Safety. Chemical compounds containing uranium or thorium are to be considered as radioactive material purchases. Free shipments or samples, including replacements, must also be approved. Radiation Safety Personnel will verify that Principal Investigators are authorized for the requested radioisotopes and will not exceed maximum possession limits. Purchase Requisitions may be brought to Environmental Health and Risk Management located in the General Services Building, Room 183; faxed to 713-743-5859; or mailed to EHRM-1005. Please call 713-743-5858 before bringing orders over for approval to ensure Radiation Safety personnel will be available to sign-off on your order. Radiation Safety personnel will stamp and sign each order. Normally orders will be promptly approved. Purchasing will reject orders without Radiation Safety's approval. Purchase Requisitions that lack the necessary information, are improperly filled out, or outside the Principal Investigator's authorization will be returned.

Purchase Order information must include:

- ❑ Radioisotope, e.g. ^{32}P , ^{14}C , etc. (Only one radioisotope allowed per Purchase Requisition)
- ❑ Maximum activity per vial, e.g. 500 microcuries, 500 μCi , 0.5 mCi , etc. (*not specific activity, e.g. Ci/mmole*)
- ❑ Compound(s), e.g. DCTP, Thymidine, etc.
- ❑ Total number of vials
- ❑ Name of the Principal Investigator authorized for the order.
- ❑ Directions to deliver shipment to:
 - Environmental Health and Risk Management
 - GEN 183
 - 4211 Elgin St.
 - Houston, TX. 77204-1005

Blanket Orders are only approved for the radioisotope, number of vials, and total activity indicated. Vendors do not maintain Blanket Orders and verify amounts. Radiation Safety is not responsible for maintaining Blanket Orders, but only the regulatory requirements associated with them. Therefore, Principal Investigators are responsible for keeping up with their Blanket Orders.

Additional orders against a completed Blanket Order are not allowed. A change order to increase an existing Blanket Order may be completed with Purchasing after pre-approval by Radiation Safety. Blanket Orders may not be used past their expiration date. New Blanket Orders are required each fiscal year.

It is imperative to provide a valid Purchase Order number to Vendors with each order. Principal Investigators with multiple Blanket Orders must not mix Purchase Order numbers. These procedures follow approved Purchasing guidelines and must be adhered to without exception.