

As a condition of the University's Nuclear Regulatory Commission license to receive and use radioactive material, the Radiation Protection Division (RPD) must approve all radioactive purchases. Use this guide for the completion of the rad-material order form. The form must be completed in its entirety to assure proper processing of your radioactive material order.

Refer to the current University vendor quotations for product catalog numbers, unit activity sizes and price listings.

Completed forms which are received by 11:00 a.m. on each business day will be processed by the RPD, and an order will be placed with the appropriate vendor. Incomplete or illegible forms may critically delay the order process. Please keep the following points in mind when completing the order form:

- Type, or use black or blue ink pens only. Other color pens, pencils or markers will not transmit completely via fax.
- Handwritten forms must be legible. Please **print** all information requested (personnel signatures excepted).
- All sections of the form must be completed to assure correct placing, delivery and billing of radioactive material orders.

The following definitions are provided to assist in the proper completion of particular order form sections.

- **Contact Person:** The individual listed must have first hand knowledge of the order that is being placed. If questions or problems arise with the order, the Contact Person should be able to assist the RPD in resolving these issues.
- **Area-Org-(SubOrg):** The three digit Area code and four digit Org code of your CUFS number **are required** to process all orders. If a two digit SubOrg code is required by *your* department for placing orders, you may enter it.
- **Dept. Authorization Signature:** This section is provided if *your* department requires any approval before an order can be placed with the RPD.
- **Quantity:** The number of single units (e.g., stock vials) desired. 1, 2, 3, etc.
- **Unit Activity:** The radioactivity (in mCi's) of a single unit (stock vial).
- **Unit Price:** The price of a single unit. If a reduced price is offered by a vendor for multiple units, list the appropriate fraction that a single unit would cost. The RPD will multiply the single unit cost by the quantity ordered to determine total cost.

If you have questions concerning the placement of orders, or if you would like vendor contract information, contact the RPD Order Desk at (612) 626-1137.