

SECTION 5: HAZARDOUS MATERIALS/EQUIPMENT

SUBJECT: RADIOACTIVE MATERIAL PURCHASES Procedure #5.3

POLICY:

The University of Washington holds a broad Radioactive Materials license (number WN-Cool-1) which allows the use of most radioactive substances on campus and in affiliated facilities. The Radiation Safety Office of UW Environmental Health and Safety will authorize all purchases of radioactive material, as well as receive and clear all radioactive materials before distribution to the ordering department.

PROCEDURE:

1. Departments should enter the following information in Ariba when placing a non-catalog or catalog order in Ariba:
 - a. Name of authorized user.
 - b. The labeled isotope (e.g., I-125, C-14, H-3, etc.).
 - c. Amount of curies needed (Ci=curie, mCi=millicurie, uCi microcurie).
 - d. The actual user (name of lab technician, etc.) - if different than authorized user.
 - e. The user's room number (as opposed to the delivery address).
 - f. The license number if different from the UW license number
 - i. WN-Cool-1.
2. Radiation Safety will check the authorization of each user and the amount of radioactive material currently under his/her care. Radiation Safety will then determine whether the purchase is approved.
3. The following address is used on all orders:

Radiation Safety
B-122 Health Sciences Building
University of Washington
Seattle, WA 98195
Attn.: Dr. _____

 - a. The authorized user's name is shown last so that Radiation Safety will know for whom the order is intended.
 - b. All packages are channeled through this one delivery point so that Radiation Safety can check for possible radiation leakage before distribution. If there is an emergency, only the Radiation Safety Officer can give permission for a shipment to be delivered elsewhere.
4. When a shipment is received at the B-122 address, the Radiation Safety technician will make an entry in the log that the material has been received. After inspection, delivery is made to the using department and the time of delivery is entered into the log. The individual responsible for receiving the material is also required to sign the log.
5. In the event the purchase request is not approved by Radiation Safety, the requesting department shall be called by Radiation Safety.

6. If a shipment is damaged upon receipt, the Radiation Safety technician will call Procurement Services and the requesting department. Procurement Services will contact the vendor for a replacement and will decide whether a claim should be filed.
7. When a department fails to follow the proper procedure and orders radioactive material directly from a vendor without contacting the Radiation Safety Office or Procurement Services, a letter is sent explaining the correct way to order. If a department continues to disregard these instructions, the Radiation Safety Officer is responsible for enforcing departmental compliance, and if necessary, may revoke their authorization.
8. The University of Washington Radiation Safety Office publishes a "[Radiation Safety Manual](#)" which describes all aspects of licensing, authorization, safety, policy, operation procedures and radiation accident emergencies.