Ensure you are knowledgeable with current Radiation Safety Program Information, described on the Environmental Health & Safety (EH&S) website at: https://www.ehs.washington.edu/radiation-safety
The Radiation Safety Office at the University of Washington issues Authorizations (sub-licenses) for certain uses of radiation. All investigators planning to do research on humans using any type of radiation (x-rays, nuclear medicine, radiation therapy, etc.) must apply for an Authorization to Use Radiation on Human Subjects.

Before you can order, store, or use radioactive materials, you must either make arrangements to work under another researcher’s Authorization or call Radiation Safety at 206.543.0463 or e-mail radsaf@u.washington.edu to determine if you meet the requirements to become an Authorized Investigator.

Understand how to specify that your item is radioactive material in eProcurement. You should use a Radioactive Commodity Code and specify that your item is on the exception item list. eProcurement automatically assigns the Account Code of the 053200 Radioactive Chemicals to the item and it cannot be changed when:
- You answer Yes to the question: Is this item listed on the exception item list?
- You select a Commodity Code that falls into the Radioactive category. Below is a list of available Commodity Code Choices in eProcurement for Radioactive items:

<table>
<thead>
<tr>
<th>Radioactive Commodity Code Name</th>
<th>Commodity Code ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radioisotope</td>
<td>12142201</td>
</tr>
<tr>
<td>Radionuclide</td>
<td>12142203</td>
</tr>
<tr>
<td>Radioactive</td>
<td>12142204</td>
</tr>
<tr>
<td>Radioactive chemical</td>
<td>12142205</td>
</tr>
<tr>
<td>Radiopharmaceutical</td>
<td>12142206</td>
</tr>
<tr>
<td>Nuclear</td>
<td>12142208</td>
</tr>
</tbody>
</table>

Specifying shipping locations. When entering a requisition into Ariba for radioactive materials, the ship to address below will be automatically set and cannot be edited:
- Radiation Safety, Health Sciences Bldg., Room T274
  1705 NE Pacific St.
  Seattle, WA 98195-4400

NOTE: You will use the Comment section of the requisition to enter the final delivery destination and authorized PI name.

Please continue to the next page for step-by-step guidance on how to create an Exception Item Catalog Order for Perkin Elmer
2. Enter your UW NetID and password.
3. On the **Procurement** tab, click **Create > Requisition**
4. On the left **Supplier** section, click **Show All**...

5. Click **PerkinElmer Health**:

6. Click the green **Buy from Supplier** button:
7. Enter one or more product numbers and quantity for each in the **Shop by Product Number** field. Then click the green **ADD TO CART** button:

8. Review your order, then click the green **CHECKOUT** button in the lower right corner:

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**Continued on the next page.**
9. You will be on the Summary tab of the requisition. Enter a **Title** for the order and answer **Yes**, to the question, *Is this item on the exception list*?

![Image of a screen showing the Summary tab with fields for Title, On Behalf Of, Delay Purchase Until, Telephones, and Template. There is a checkbox for Is this item listed on the exception item list with Yes and No options selected.]

Enter a meaningful **Title** for the order.

Answer **Yes** to the question: *Is this item listed on the exception item list*?

10. The **Exception Item List** field appears. To select the **Radioactive** Exception type, follow the steps in the screen captures below:

![Image of a screen showing the Exception Item List field with the list in alphabetical order by Name.]

The **Exception Item List** field appears.

Click on the drop-down arrow.

Select **Search for more...**

If you don’t see the Radioactive Exception Item, you can enter part of the name and click **Search**.

The list is in alphabetical order by **Name**.
11. The search results will return the Radioactive Exception Item. Click the **Select** button:

![Choose Value for Exception Item List](image)

Note: Setting the **Exception Item to Radioactive** also sets the Account Code to Radioactive (053200)

12. Selecting the Radioactive Exception type, automatically sets the **Account Code** to RADIOACTIVE CHEMICALS (053200). This cannot be changed when the Exception Item is Radioactive:

![Line Items](image)

Continued on the next page.
13. Scroll down to the **Comments – Entire Requisition** field on the Summary tab to enter instructions to Radiation Safety for final delivery location:

14. Scroll back to the top of your request, and carefully review all of the information you have entered. Pay special attention to the line item information and verify that the **Budget Number** matches the budget to be charged. If the **Budget Number** is incorrect or not visible, then you must edit the line item to select the correct budget. The screen captures that follow illustrate how to select the correct **Budget Number**:

   - Ensure there is a check in the box next to the item. If not, click in the box to select it.
   - Use the **Comments** field to enter instructions to Radiation Safety for final delivery location.
   - Click **Edit**.
   - Also include the name of the **Principal Investigator (PI)** who is authorized to purchase.

In this example, you want to use **Budget Number 743460**, instead of the default that is set up in your user profile, **143750**.

**Continued on the next page.**
15. The **Line Item Details** screen will appear. Scroll down to locate **Budget Number** field:

![Line Item Details screenshot]

Scroll down to view the **Budget Number** field.

16. Click on the drop-down arrow next to the **Budget Number** and then select **Search for more...**

![Accounting - By Line Item screenshot]

Click on the drop-down arrow.

Select **Search for more...**
21. Enter the **Budget Number** (without dashes) that you want to use and click **Search**:

![Image of Budget Number search](image1.png)

Enter the **Budget Number** (without dashes) that you want to use and click **Search**.

22. Locate the **Budget Number** in the search results and click the corresponding **Select** button:

![Image of Select button](image2.png)

Click **Select**.

Continued on the next page.
24. Verify that the **Budget Number** has been changed and then click **OK** (buttons are at the bottom and the top of the display):

The **Budget Number** has been changed.

25. You will be back on the **Summary** page. Scroll up to the top. If, to the best of your knowledge everything is correct on the request, click **Submit** to submit the order for approval:

Click **Submit**.
26. Click the **View** link to view the status of the request:

27. "RSApproval" should be on the approval flow:

28. The preparer will receive email notifications when the request is approved (or denied). The boxes will turn **green** and include the name of who **approved** for each step. If the request is **denied**, the role that denied the request will turn **red** and include the name of who denied the request.

29. The request will be kept in the **My Documents** area of your **Home** or **Procurement** Dashboard. You can check its status at any time. If the request is fully approved, then an EI order will be sent to the supplier.

30. If you are finished, you can click on **Logout** in the upper right hand corner and close your browser window: