

University of Lethbridge

RADIOISOTOPE PURCHASE AUTHORIZATION FORM

INSTRUCTIONS:

1. The Radiation Safety Officer (RSO) must approve and place all radioactive purchases.
2. Complete all sections of this order form. Requests will be delayed if the form is not complete. Attach any supporting documentation (e.g. vendor quote and contact information)
3. Email the completed form to the RSO: safety.services@uleth.ca
4. *Please allow a minimum of 2 weeks for order processing.*

Permit Holder		Permit Number	Date
Department	Phone		Email
Contact Person	Phone		Email
Delivery location			
Budget Code			
Permit Holder Signature			

Vendor		
Quote Number (if applicable)		
Vendor Contact Person (if applicable)		
Vendor Phone Number		
Catalog Number		
Isotope		
Chemical Form		
Activity (Curies)	Activity (Becquerels)	
Cost		
Requested Delivery Date		
Quantity of isotope currently on inventory		
Requisition #	<i>(do not write in this area)</i>	
Date approved:	RSO signature:	

Radioisotope Procurement Procedure:

- a) The Permit Holder submits completed Radioisotope Purchase Request Form to the Radiation Safety Officer (RSO). The form must be signed by the Permit Holder.
- b) If the request is approved, the RSO enters the requisition with Materials Management. The approved request form will be attached to the requisition.
- c) The Permit Holder approves expenditure from the designated account.
- d) Materials Management processes the order with the Supplier (RSO contact information must be recorded on the Supplier's order form. Supplier must contact RSO regarding any changes to the order.)
- e) Materials Management contacts the RSO when order is received.
- f) The Permit Holder confirms that the order has been received as requested and completes a vial swipe and the inventory record documenting the purchase. The shipping document must be filed in the records binder with the corresponding inventory sheet.
- g) Any discrepancies regarding the order must be immediately reported to the RSO.

Ordering Requirements

- Only individuals who are approved Permit Holders can order radioactive material.
- The Permit Holder may only order the specific isotopes for which they are approved.
- The Permit Holder may not exceed the possession limit indicated on their permit.
- ALL radioactive material purchase requests (even exempt quantities) must be approved by the Radiation Safety Officer (RSO).

Training Requirements

- A requirement of the University of Lethbridge Radioisotope License is that only persons properly trained to work with radioactive material and informed of the hazards involved are allowed to handle radioisotopes.
- A properly trained person is defined as an individual who:
 - has successfully completed the University of Lethbridge Radiation Safety Course; and
 - has received training from the Permit Holder in radiation protection techniques **SPECIFIC** to each procedure that will be conducted.
- Individuals who have extensive experience in handling radioactive materials must provide a copy of their previous training certificate and may challenge the Radiation Safety Exam. However, if the individual does not pass the exam they are **required** to attend the Radiation Safety Course. **Individuals not properly trained as defined above are not authorized to use radioactive materials.**
- The Radioisotope Permit Holder will supply the Radiation Safety Officer with a current list of personnel authorized to use radioactive materials in the laboratory.
- NOTE: Summer students cannot challenge the exam; they must complete the Radiation Safety Course.