

# Yale ENVIRONMENTAL HEALTH & SAFETY

## Online Ordering of Radioactive Materials

Yes! – You can and should use Yale’s online procurement system – Sciquest, for ordering radioactive materials. All orders for radioactive materials placed within Sciquest will automatically be electronically routed through Radiation Safety (RS) for approval. The receipt of radioactive materials is limited to those PI’s authorized to possess the request material. To ensure prompt approval of your Sciquest radioactive material order, please note the following on your order:

### **Who is the Principal Investigator?**

In order to approve, Radiation Safety needs to know which authorized PI’s lab the materials is for. Specify this on Yale Internal Info screen as follows:

### **Yale Internal Inform**

Initiator Field-Select the PI Name

**Note:** If you routinely order for the same PI, you can select them as your default initiator

### **Which Receiving Room?**

Radioactive material vendors are only allowed to send radioactive materials to certain receiving rooms on campus. The main two are in BCMM and BASS. If you specify a receiving room not approved for radioactive material shipments, your materials will be delayed. You may need to add the appropriate receiving room to “My Profile”.

Acceptable receiving rooms for radioactive shipments include:

**BASS Receiving Radioactive (266R Whitney Avenue, New Haven, CT 06511)**

**BCMM Receiving Radioactive (297 Congress Avenue, New Haven, CT 06510)**

### **What is the Expenditure Type?**

**820200** is the number to use for Radioactive Materials. Do not use the general # for laboratory chemicals. Again this number must be added in “My Profile”.

### **Helpful Hints:**

- Order radioactive materials on a separate requisition from non-radioactive items.
- Item(s) will be ordered and shipped as soon as order is approved, usually the same day. If you do not want your item(s) shipped until a certain day, use the comment field to specify ship and receipt dates desired.
- It is recommended that employees who regularly order radioactive materials via Sciquest have Self-Approval limit set above \$0.
- Approvals from Radiation Safety are granted via the same mechanism as for phone orders. If you have questions or concerns with your Sciquest order, please call the regular isotope phone line, 737-2118 and ask for Terrelle.
- There is also a short video clip that you may find help at the following URL that walks you through placing radioactive orders via Sciquest. It can be found under the “Creating Orders” section.

**<http://learn.med.yale.edu/procurement/sciquest/courses.asp#>**