

## PROCUREMENT GUIDELINES

### Procurement Policy:

The purchase of radioactive materials including both licensed and license-exempt quantities is handled through the Office of Radiation Safety (ORS). Only principal investigators with an approved\* protocol will be allowed to order radioactive materials. The ordering will be limited to the isotopes, chemical forms, and maximum activity per month as listed in the protocol application.

Anyone found not following the procurement policy risks suspension of their protocol.

### PLEASE READ THE FOLLOWING CAREFULLY

**Only radioactive material items may be included on a radioactive material order. If non-radioactive material items are on a radioactive material order the order will be rejected by ORS. Anyone found not following the proper ordering procedures risk having their ordering privileges denied.**

**All radioactive material orders must be placed through the Buysite Procurement system following the procedures above.**

1. Researchers are only allowed to order radioactive material listed on their approved radioactive material protocol. If you need a copy of the protocol application, please call the ORS at 2-6299.
2. When placing a radioactive material order you **MUST** check the “Radioisotope order” box. It is the third item down in the middle column on the active cart screen.
3. When entering a radioactive material order please indicate the following on the order:
  - A.) The shipping address must be:  
Receiving Dock  
The University of Chicago  
Office of Radiation Safety  
5835 South Cottage Grove Avenue  
Chicago, Illinois 60637

- B. The billing address must be:  
Central Procurement Services  
1225 East 60th Street  
Mott 125  
Chicago, Illinois 60637
- C. Your Profile (Buyer Info): Along with your name include the Principal Investigator name and HP10 # (e.g. James Marsicek/Dr. John Doe, HP10# 3937). This information (Principal Investigator and protocol number – HP10#) will assist ORS staff to approve your orders more quickly.
- D. Workflow: After creating your order and submitting it, it will be sent to the Account Administrator (AA) for approval. Once approved by the AA the order will be sent to the Office of Radiation Safety (ORS). ORS approvers will review the order, compare the order to the approved protocol and if approved, will place the order from the vendor.
- E. All orders approved by the Account Administrator by 12:00 pm (Noon) will be reviewed and approved the same day by the Office of Radiation Safety. Orders received after 12:00 p.m. may not be reviewed and approved until the next working day.

**Please note: If your protocol (application) for radioactive material use has expired, we will not be able to place your order. If you are not sure of the expiration date, please call our office.**

If you should have any questions regarding any aspects of this process, please feel free to contact Karen Seawood or James Marsicek at 2-6299.

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\*The definition of an approved protocol is one that is approved by the University Of Chicago Radiation Safety Committee that has no outstanding violations that would warrant a suspension.