



# VCU

Safety and Risk  
Management

## Ordering Radioisotopes Instructions

- All orders for radioactive material must be placed by Radiation Safety. No orders should be entered in eVA. Radiation Safety will pay for the order and submit paperwork for reimbursement to the appropriate department referencing the index code.
- Complete all shaded sections on the ordering form. Incomplete information may delay your order.
- The "Radioisotope Ordering Form" must have the index code (formerly the budget or charge code). It can be brought or faxed (828-1157) to Radiation Safety. If you fax the forms, call and confirm that they were received (828-9131).
- It is the responsibility of the ordering department to verify that the radioisotope, chemical form, catalog number, price, and vendor identification number are accurate. Radiation Safety will not be responsible if chemical forms and catalog numbers do not match. Contact Radiation Safety at 828-9131 for catalog numbers and current prices.
- Unless otherwise specified on the "Radioisotope Ordering Form", the material that is currently available will be ordered.
- When your radioactive shipment arrives, Radiation Safety will notify the contact person specified on the ordering form by phone. If no one can be reached by phone after several attempts, an email notice will be mailed to the contact person.
- Orders must be received in Radiation Safety by 2:30 p.m., Monday through Friday. If you need your material the next day, please make sure your order forms are received in Radiation Safety no later than 2:30 p.m. Notify Radiation Safety if you have special order instructions such as time deadlines or unusual shipping requests.

# RADIOISOTOPE ORDERING FORM

**\*\*\*Complete all sections to ensure prompt placement and receipt of order. Please PRINT or TYPE.\*\*\***

<b>Index Code #:</b> _____ <b>Department:</b> _____ <b>Location of Lab (Building):</b> _____				<b>Vendor Name:</b> _____						
<b>Product Description</b> (*NOTE: It is the ordering department's responsibility to insure that the chemical form and catalog number match. Radiation Safety will not be responsible for these errors.)								<b>Area Below is for Radiation Safety use Only</b>		
Date Needed	Isotope	*Chemical Form	*Catalog #	# Vials or Kits	# microcuries (μCi) or millicuries (mCi)	Unit Price	Extended Amount	Ship Date	Arrival Date	
<b>Additional Instructions or Special Quote #:</b> _____						<i>PP&amp;A Charge</i>				
						<i>Verified Total Cost:</i>				
<b>Responsible Investigator (Print):</b> _____ <b>Dept.:</b> _____ <b>PO Box:</b> _____				<b>Contact person to notify when material arrives:</b> <b>Name:</b> _____ <b>Phone #:</b> _____ <b>Email:</b> _____						
<b>Signature of Responsible Investigator or Approved Designee:</b> _____										

**Area Below For Radiation Safety Use Only:**

Date placed:	Vendor contact/reference #:	Order placed by:	Order logged:
Authorization #:	Lab limit verified:	Signature verified:	Work request #:

**IMPORTANT:NO ORDERS FOR RADIOACTIVE MATERIAL SHOULD BE ENTERED INTO eVA  
 ALL ORDERS FOR RADIOACTIVE MATERIAL MUST BE PLACED BY RADIATION SAFETY.**

1. Orders may be faxed (828-1157) or hand delivered to Radiation Safety (Sanger B2-016). If you fax the forms, call and confirm that they were received (828-9131).
2. When your radioactive shipment arrives, Radiation Safety will notify the purchaser at the phone number specified on the form. If no one can be reached by phone after 3 attempts, a final attempt will be made via email.
3. **Orders received in Radiation Safety by 2:30 pm, Monday through Friday will be placed the same day.** Orders received after 2:30 pm will be placed the following business day. Notify Radiation Safety if you have special order instructions