FactSheet

Radioactive Material Purchase



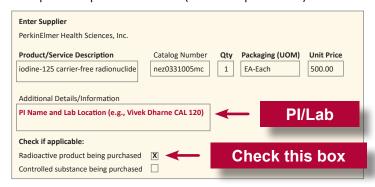
Il radioactive material (RAM) purchases must be approved, processed, and recorded by EH&S' Radiation Safety Program to ensure chain-of-custody and regulatory compliance with the California Department of Public Health. Authorized users may order and possess radioactive material up to the authorized possession limit for each radionuclide.

How do I order radioactive materials?

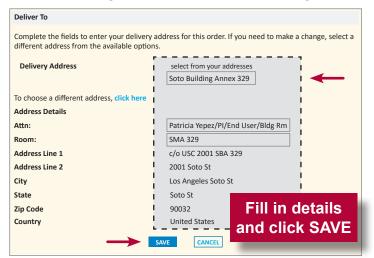
- Log into eMarket via USCnet; select forms under Shop/ Search box.
- Select "Non-Catalog (Goods)" form from the Forms tab (see below).



Complete all pertinent fields (see example below).



 Radioactive materials must be delivered to the EH&S SBA 329 Office. Change address details to the following:



Save and submit the requisition.

What I need to know...

- ✓ If a RAM package is delivered directly to my laboratory, contact EH&S immediately at (323) 442-2200.
- ✓ **DO NOT** use "Blanket Orders" to order RAM.
- ✓ EH&S will not approve RAM purchases to be used at other institutions.

Can I place orders directly with vendors?

No. It is prohibited to place orders directly with vendors. EH&S' approval is needed on all radioactive material (RAM) orders. Contact radsafety@usc.edu before ordering RAM directly with vendors.

When will I receive my RAM?

RAM shipments go directly to SBA 329 Office at HSC for processing. Each package is visually inspected, scanned for surface contamination, and checked against authorized radiation permit limits. An inventory number is assigned to each package and then delivered to the laboratory.

If authorized limits are exceeded, EH&S will not deliver the shipment. The investigator must either: (a) correct inventory usage, (b) arrange for waste pick up, or (c) transfer to another authorized investigator with Radiation Safety approval.

What if I receive RAM from other sources?

Notify EH&S immediately at (323) 442-2200 if RAM is received outside of normal purchasing channels (i.e., material received from another institution). NOTE: Arrange ahead of time with the partner institution to have RAM shipped directly to SBA 329 Office for processing.

NOTE: Short-lived isotopes (e.g., F-18) can be shipped directly to the lab once EH&S has approved the order.

References

USC Radiation Safety Manual http://adminopsnet.usc.edu/node/428

