

Ordering Radioactive Material

All orders for radioactive materials at UAB must be processed through the OH&S Radiation Safety Division. Purchase order numbers must be acquired, and the OH&S Radiation Safety Division must place orders. Please contact Sherri Price at **(205) 934-4751** with any questions or inquiries.

How NOT to Delay Your Order

When using the Oracle system, please note that:

1. If your items are not addressed properly, **your order could be delayed.**
2. If all of your items are not filled out properly, your order could go through the wrong approval path and bypass the OH&S Radiation Safety Office.

On the Requisition Header Screen

When entering orders for radioactive materials on the Oracle Requisition Header screen:

- Order Method: **Phone**
OH&S Radiation Safety phones in all radioactive material orders. Do **NOT** use fax or mail. If fax or mail is selected there is possibility of duplication with the vendor.

Under the Lines Button

Located at the bottom of the Requisition Header screen:

- Category: Radioactive Material
- Hazard Class: RAD –Click Details Tab to get to this
- [] symbol: Under this button is where you give the information of Licensee Name, Number, Quantity on Hand, etc.

In the Item Description Area

Please be sure in the item description to include catalog number (example: BLU002H), description (example: P-32 dctp), and amount to order (1x250uCi).

To Check the Expiration Date on a Blanket PO

- Go into UAB FN Document Entry/Approval.
- Open Purchase Order Summary.
- Find the PO in question.
- Scroll over in the PO Header until you see the little column with the “[]” symbol at the top-this will be between the “buyer” and “closure status” columns.
- Click in the empty-looking box right under the “[]” symbol and you will see the expiration date.

Orders Placed

Ordering: **Occurs daily**
Cutoff time for orders*: **1:00 PM Monday-Friday**

*Orders received prior to 1:00 PM will be ordered that day. Orders received **after** will be placed the following day.