

PROCEDURES FOR ORDERING RADIOACTIVE MATERIALS (Rev. 9-25)

NOTICE: ONLY THE RSO APPROVES AND PLACES ORDERS FOR RADIOACTIVE MATERIALS WITH VENDORS. Most of the following steps in this procedure are required whether the material is purchased via P-CARD OR PURCHASE ORDER. Donations and receipt of material received *gratis* must be approved by the RSO and coordinated with the UNLV Foundation PRIOR to any steps toward acquisition.

The following procedure should be used when purchase using a Purchase Order is desired.

- 1.** Prior to requesting the order of radioactive material, the Authorized User shall provide to the RSO a “Letter of Authorization to Purchase” radioactive materials. An example is provided at the end of this document. The box indicating Purchase Order should be checked. Materials will be ordered on standard purchase orders. **Open End Purchase Orders are reserved for repeated purchases or ongoing services from the same vendor.** The Authorized User shall also submit where possible a valid quote from the vendor. Note that **vendors must have been approved by Purchasing and be in the UNLV system** prior to placing an order! The RSO and RMS will assist with paperwork required for vendors not in the UNLV purchasing system.

- 2.** The RSO or Alternate RSO will verify that the order is within the limits and License conditions placed on the Authorized User. If within constraints, the RSO will then submit the Purchase Requisition (Rx) to staff for entering into the MUNIS system with a Commodity Code of 1088 to indicate Radioactive Materials. Upon completion of the data entry, the Rx is released for Commodity Code approval to the RSO, who will also verify that the data on the request from the User and the MUNIS requisition agree. The RSO will then approve the requisition. This releases the Rx for further approvals and the issuing of the Purchase Order (PO). **The RSO shall complete the entering of the data into MUNIS within two working days of receipt of the Authorization and request to order. The Ship-to address shall be**

**UNLV Radiation Safety Officer
UNLV Receiving Department
4505 Maryland Parkway
Las Vegas, Nevada, 89154**

The Bill-to Address shall be that of the UNLV Department of Risk Management and Safety (Mail Stop 1042). The Bill-to address shall be entered when the request is entered into MUNIS.

A copy of the completed PO will be sent to the RSO and a second copy will be faxed immediately to the vendor. This essentially places the order. If required and/or appropriate, the RSO will furnish the vendor a copy of the UNLV Radioactive Materials License.

The RSO will then send a copy of the PO to the Department responsible for the account number under which the order was made. This copy is necessary for the Department records.

3. Once the material has been received by the RSO or RSO staff and is ready for handover to the Authorized User, the RSO shall ensure that a copy of the **packing list** is provided to the Department. This proof of delivery will complete necessary documentation of the transaction. The RSO shall retain records sufficient to ensure regulatory compliance.

The following procedure shall be used when purchase utilizing the P-Card is desired:

1. Prior to requesting the order of radioactive material, the Authorized User shall provide to the RSO a "Letter of Authorization to Purchase" radioactive materials. The box indicating P-Card should be checked. The User must provide a UNLV account number, necessary information, and assurance that sufficient funds will be available in the account to cover the purchases. An example is provided at the end of this document. The Authorized User shall also submit where possible a valid quote from the vendor.

2. The RSO or Alternate RSO will verify that the order is within the authorized limits and License conditions placed on the Authorized User. If within constraints, the RSO or Alternate RSO will place the order using a P-Card designated for the purchase of radioactive materials.

3. The RSO shall reconcile his or her P-Card accounts and maintain all documents as directed by the P-Card Program.

The Letter of Authorization may be a one-time requirement so long as the account is active. Further orders on that account must and shall be requested by the Authorized User as follows:

The Authorized User shall submit to the RSO a written request containing the name of the User, the account number, a complete description of the item(s) to be ordered (see below), and a statement to the effect that the User is requesting that the materials be ordered on the P-Card.

4. Upon receipt of the ordered materials, the RSO shall attach a copy of the packing list to the P-Card documentation packet for that purchase. The RSO shall maintain P-Card records pertaining to purchases as required by the P-Card program

In both instances, it shall be the responsibility of the Authorized User to ascertain the correct product description, catalog numbers, and quantities for each order and to record these accurately. The request must include:

- | | |
|----------------------------------|---|
| * Authorized User's Name | * Chemical and/or Physical Form |
| * University Account Number | * Catalog number |
| * Vendor and vendor information: | * Any special packaging instructions or comments |
| * Address, | * Date requested for delivery (MUNIS will not accept "ASAP.") |
| * Contact numbers, | * Unit Price and Total |
| * Federal tax ID number | |
| * Quantity | |
| * Unit | |
| * Nuclide | |
| * Activity | |

The initial Letter of Authorization must include a statement that the Authorized User will ensure that sufficient funds will be present in the account to cover all charges associated with the materials ordered.

The Authorized User shall be responsible for any cost of cancelled or changed orders different from the e-mail copy. RMS will forward the yellow Accounts Payable disbursement form along with the original invoice to the User's Department for release of funds.

Unless otherwise directed, the vendor will ship FED EX. Material may be shipped "overnight," "two-day," "ground," etc.; but "overnight" is recommended to minimize transit time and handling. Be sure to specify mode of shipment and any special handling requirements.

5. All radioactive materials will be received during normal working hours at the UNLV Central Receiving. **The material shall not be delivered directly to the user, but be processed in by the RSO or RSO staff.** The only exception shall be a transfer which has been authorized in advance by the RSO. The Authorized User shall apply using RSO Form #4. Radioactive materials transfers shall be handled by the RSO on a case-by-case basis.

PROCEDURES FOR RECEIPT OF RADIOACTIVE MATERIALS (Rev. 9-25)

1. Shipments are received at Central Receiving only during regular working hours.
2. Any materials received in the Receiving area which has the radiation insignia or marking on the outside shall be handled as an express shipment.
3. Once the material has been logged, the Radiological Safety Office is notified IMMEDIATELY, and the material is picked up by the Radiological Safety Officer (RSO) or his designated representative. **The material is NOT to be released to the requester.** The RSO removes the shipment to the RSO lab. After conducting radiation monitoring of the package, the RSO delivers the radioactive materials to the user.
4. Any evidence of damage compromising radiation protection, for example leaking of contents, must be brought to the immediate attention of the RSO.
5. **Packages of radioactive materials must not be left in the Receiving area overnight. If the RSO cannot be reached, or fails to respond within two hours, promptly notify the Department of Risk Management and Safety. Every effort shall be made to handle these shipments as top priority.**
6. In the absence of the RSO, RSO staff will receive radioactive materials for the RSO. **Shipments of radioactive materials will not be delivered to the end user without proper processing.**

**University of Nevada, Las Vegas
Radiological Safety Office**

Purchase Order P-Card

LETTER OF AUTHORIZATION TO PURCHASE RADIOACTIVE MATERIALS

This letter is to authorize the UNLV Radiological Safety Officer or UNLV Alternate Radiological Safety Officer to purchase radioactive materials required for my research or for research that I supervise. Authorized User's

Name _____
Please print

Enter the Account Number in the following Blanks:

Fund: _____ Agency: _____
Organization: _____ Object Code: _____
Sub-object Code: _____

Provide the following vendor information:

Vendor Name _____
Vendor Street Address _____
City _____ State _____ Zip _____
Vendor Contact Numbers: Phone _____ FAX _____
Federal Tax ID Number _____

IS THIS VENDOR IN THE UNLV PURCHASING SYSTEM?

Yes No

Quote attached?

Yes No

Provide the following materials information (see Continuation, page 2):

Item number _____
Quantity requested _____
Unit _____
Nuclide _____
Activity _____
Chemical and/or Physical Form _____
Catalog or stock number _____
Any special packaging instructions or comments: _____

Date requested for delivery: _____

Unit Price \$ _____

Total Price \$ _____

I understand that the materials that I request will be charged to the account number provided. I will ensure that sufficient funds are present to cover all charges associated with the material that I have requested including: special handling fees, hazardous waste disposal fees, applicable shipping charges, and any other fees charged by the vendor necessary to obtain the material requested.

Signature, Printed Name of Authorized User, and Date

Provide the following materials information (Continuation):

Item number _____
Quantity requested _____
Unit _____
Nuclide _____
Activity _____
Chemical and/or Physical Form _____
Catalog or stock number _____
Any special packaging instructions or comments: _____

Date requested for delivery: _____
Unit Price \$ _____
Total Price \$ _____

Item number _____
Quantity requested _____
Unit _____
Nuclide _____
Activity _____
Chemical and/or Physical Form _____
Catalog or stock number _____
Any special packaging instructions or comments: _____

Date requested for delivery: _____
Unit Price \$ _____
Total Price \$ _____

Item number _____
Quantity requested _____
Unit _____
Nuclide _____
Activity _____
Chemical and/or Physical Form _____
Catalog or stock number _____
Any special packaging instructions or comments: _____

Date requested for delivery: _____
Unit Price \$ _____
Total Price \$ _____