

PROCEDURE FOR ORDERING RADIOISOTOPES

Radioactive isotope ordering occurs through **UNIT4**. It is a system step by **FINANCE** that requires you to be an approved **USER** in order to use it. When requesting access to **UNIT4** from Finance, you must indicate that it is for access to the radioactive ordering component. This component requires additional “flags” and approvals to be done before the order can move forward. Creating a **UNIT4** order requires the following items:

1. Under **EXTERNAL REFERENCE** (this is for Central Stores on-campus delivery instructions) you should enter **RADIOACTIVE MATERIAL- CALL KATELYN VERSTEEG EXT. 37900 FOR PICK-UP**
2. Under the **MESSAGE** file (instructions for Procurement) enter “**RADIOACTIVE MATERIAL Permit # _____** (you enter the radioactive permit number here) **REQUIRES APPROVAL FROM RADIATION SAFETY OFFICER**”. Make sure that if the product is time/temperature-sensitive (ie. dry ice-packed or short half-life) that you state here that “**Product is time/temperature-sensitive and must be shipped out on a Monday (or early in the week) to ensure same week delivery**” This is really important to make sure that it doesn’t end up stuck in a warehouse over the weekend, especially on holidays. You can also include in this area any other important notes that pertain to Procurement instructions. As well under the **MESSAGE** file, you should include the statement “**please send a copy of the requisition to radiation@uwaterloo.ca for our records (requirement).**”
3. When making entries in the **SUPPLIER** field, if your particular supplier is not listed in the pre-populated area then you can use the **UNKNOWN** entry but you need to indicate the supplier that you want by including an attachment (quote if you have one). This is done by using the paper clip icon in the top right-hand corner of the screen. Indicate that a quote is attached in the **MESSAGE** field for procurement or in the **DESCRIPTION** field (both are recommended).
4. When filling out the requisition details section under **PRODUCT** you need to enter (self-populates) **SUPP- RADIOACTIVE CHEMICAL**. This is very important as it flags the item as radioactive. You need to have been approved for this special component (from **FINANCE**) as it is not part of the “regular” **UNIT4** ordering system.
5. In the **DESCRIPTION** field enter as much detail as possible with regards to the product including “radioactive” in the description, the specific isotope, total activity, and a catalog number from the supplier
6. Once the requisition is complete, click the **ACTIVE** icon to submit the request (this can be found under the **STATUS** field).

