

Radioactive Materials

This form is used to create a requisition for Radioactive Materials. This form will go through The Office of Radiation Safety Services for approvals. Please make sure this form is the only item in the cart since it has to go through additional approval. There are no “standing/blanket orders” for radioactive materials. You must create a new requisition each time. Below is where the materials have to be delivered so they can be inspected:

Campus	Ship-To Code	Bldg/Room Field info
North	06	Radiation Safety – MSB A679
Central	178	Rutgers University
South	43	Dr. Strich – Suite 360 – Science Center

1. Start typing the vendors name in the *Enter Supplier* field; a list of vendor will start to display. Select the vendor
2. Enter the *Catalog No.* in the field; if you don't know the catalog number, then enter “UNKNOWN” in the field
3. Enter the *Product Description*
4. Enter the *Quantity*
5. Enter the *Estimated Price* [do not use dollar signs (\$) or commas (,)]
6. Enter the *Commodity Code*; if you don't have an exact code then
 - a. Select the [search...](#) link
 - b. Type the description in the field *Description contains....* (less words will give you better results)
 - c. Select the **Search** button
 - d. Then select the code (or the word select) that is related to your description
7. Enter in the *Product Size* fields
8. Select the **Go** button to add and go to Cart in the *Available Action* area in the upper right hand corner
9. Then follow the steps in the cheat sheet *Finalizing The Cart*.

Radioactive Materials Available Actions (Click here for details): Add and go to Cart Go Close

Supplier Info ?

Enter Supplier

or
supplier search

General Info ?

Describe the requested hazardous item below. If you don't know the catalog number, then enter "UNKNOWN" in the Catalog No. field.

Catalog No.

Product Description

254 characters remaining expand | clear

Quantity

Packaging (UOM) EA - Each

Estimated Price

Commodity Code [search...](#)

Product Size

Manufacturer Name

Manufacturer Part No

Health and Safety

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green