

Ordering Receipt Handling and checking of Radioactive Material

SHEP 30

1. Registered users must complete the University’s Radiochemical Order Form, have it signed by their RPS and send it to the SHE Office extension 0637 or 5166.

2. Raise a requisition on Agresso for the radioisotope. (Other institutes / Research Centres may delegate this task to the Institute Purchasing Administrator.)

3. The requisition automatically routes to the “Budget Authoriser” for their division, then workflows to the SHE Office for “technical approval”. Details are checked for agreement with those on the Radiochemical Order Form and that authorised limits are not exceeded. The Radiation Protection Advisor (RPA), Ishmail Badr or his deputy Andrew Poole, is consulted in case of queries (a requirement under Ionising Radiation Regulations 1999 or IRR 2017). Technical approval is then granted.

4. The Agresso-generated purchase order is sent to the requestor. Forward this to the SHE office and to the supplier. .

5. Site Services should be notified when to expect delivery of the item.

6. The order is delivered to Site Services (FAO SHE office), who signs for it. The SHE office will contact the user and let them know the package is on site, The user collects the radioisotope (after signing in the Radioactive Receipts Book kept by Site Services).

7. The SHE office updates the database with the following: isotope, radioactivity, order / delivery date, name of supplier, and name of user.

8. Records of usage and disposal must be kept in line with SHEP 35 - Procedure for the disposal of radioactive waste.