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## 2313 RADIOACTIVE MATERIALS

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Effective: Dec. 1986  
Revised: December 2015  
Last Reviewed: April 2018  
Responsible Office: Purchasing Services  
Approval: Purchasing Services

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### PURPOSE

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To ensure compliance with appropriate agency regulations pertaining to the procurement of radioactive materials.

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### POLICY

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1. Approval to acquire radioactive materials must be received from the University's **Environmental Health & Radiation Safety Office** prior to the creation of a purchase order.
2. The University Purchasing System must be used for the purchase of all radioactive materials. Purchase orders that take advantage of the **Penn Marketplace** for ordering radioactive materials will be required to reference the Environmental Health & Radiation Safety Office approval number while they are completing the requisition. Free form orders must include the Environmental Health & Radiation Safety Office approval number in the description field of the order.