



UNIVERSITY OF

**South Carolina
Radiation Safety Office**

(803-777-7530 / 803-567-6818)

Radioactive Material Request

Revision 2- October 2023

Instructions: This form is to be completed for any activity and any item of radioactive material (material) being brought to campus, including but not limited to; purchasing the material from a supplier (including retail suppliers (e.g. smoke detectors at a local hardware stores, self-luminous exit signs with radioactive tritium, radioactive Ni-63 in gas chromatographs)), shipping material to campus from another university or collaborator, collecting material that has a higher concentration of naturally occurring material than is typical in the environment and bringing it to campus (rock samples or fossils, items collected or in contact with deep Earthen materials; monazite sand), bringing any item or material to campus for the purpose of using the naturally-occurring material to concentrate the material for its radioactive content or purify a discrete source of radioactive material (for e.g.; Ra-226); and bringing any freely available radioactive item in public (such as but not limited to ceramic glazed tableware with uranium containing paint, commonly referred to as Fiesta Ware and freely traded on commercial platforms such as eBay or Amazon) to campus. Complete all items as best as possible. A radiation safety staff member will follow up with you regarding the required procedures for managing and transporting the material. Note that radioactive material transportation and licensing is very complex and varied; **failure to complete this form and have radiation safety evaluate material before being brought to campus or transporting could subject the university to regulatory citations and high disposal costs.** Send completed forms to radsafe@mailbox.sc.edu.

It is university policy that all materials shipped to campus by a common carrier MUST be received first by the university's radiation safety office. The material will be distributed to the user once checked in by radiation safety staff and all regulatory and/or license condition requirements are verified to have been met. Transportation of material must be evaluated first by radiation safety staff if a common carrier will not be utilized.

For materials that are being purchased directly from a supplier, a PeopleSoft requisition must be written by your college or departmental business manager. A radiation safety staff member will work with them to ensure all correct codes for radioactive material are used. Radiation safety staff cannot place the order until a purchase order from the approved requisition is issued and dispatched. A university pCard CANNOT be used for radioactive material purchases regardless of the cost (radioactive material is a restricted commodity). Refer to "the Purchasing Card" procedure two in the university's pCard Policies and Procedures Manual.

Radioactive Material Information

Is the material being (circle): Purchased Directly from a Supplier / Purchased from a Retail Supplier (including eBay/Amazon/Hardware Store)

Shipped from another University or collaborator / Freely available radioactive items in public brought to campus.

Naturally-occurring material in the environment (refer to the instructions for the types and uses of naturally-occurring material where an evaluation is needed)

Radionuclide (if known): _____ Activity (in mCi) (if known): _____

Compound / Item Name or Description: _____

Other Information: _____

Request for a Blanket Purchase Order (check): _____ (Refer to university purchasing policy FINA 2.14)

Shipper Information (only required if purchased or shipped)

Shipper and/or Supplier Name: _____ Contact Name (if applicable): _____

Telephone: _____ email: _____

Price (if applicable): \$ _____ Shipping Costs: \$ _____ Total: \$ _____ (circle one): Catalogue Price / Supplier Quotation

Note: If a quotation for the item was issued by the supplier (shipper), please attach a copy of the quotation to this form.

Catalogue # of radioactive material item to be purchased (if applicable): _____

User Information Requesting the Radioactive Material

Principal Investigator (PI): _____ Authorized User: _____

Signature of either PI or Authorized User (required): _____ Date: _____

Telephone: _____ University email: _____

Business Manager Information (for directly purchased materials)

Business Manager Name: _____ University email: _____