Purchasing Radioactive Material

The Purchasing Department receives radioactive materials authorization data from Radiation Safety staff to control procurement of radioactive materials. Purchasing provides radioactive materials permit verification to ensure compliance with radionuclide possession limits and places the order with the manufacturer. Ordering limits are conservatively established based upon permitted possession limits for each radionuclide as approved by the Radiation Safety Committee.

1. Researchers:
   a. All radioactive materials purchases are ordered directly through the Purchasing Department. Only radioactive material permitted PI’s, or designees receiving PI approval, are permitted to order radioactive materials. Orders are placed either electronically or by filling out hard copy request forms, entitled “Radioisotope Requisition”, and submitting to the Tufts Purchasing Department. Hard copy forms are available by contacting EHS (617-636-2419).
   b. PI’s are permitted to establish blanket orders with vendors. Blanket orders are established by contacting Tufts Purchasing and with the approval of the Radiation Safety Officer. Only PI’s or those approved by the PI are permitted to place orders using a blanket order. Orders are placed by filling out RSP-013, entitled “Tufts University (Boston Campus) Radioactive Materials Procurement Blanket Order Notification”, and submitting to the Tufts Purchasing Department. Forms are available by contacting EHS. Confirmation of orders must be immediately faxed to Radiation Safety staff at 617-636-7777. Failure to comply with this notification process may result in the revocation of the blanket order.

2. Nuclear Medicine (Grafton):
   a. The immediate approval of a purchase order for radioactive material is delegated by the Nuclear Medicine Physician (NMP) to the Nuclear Medicine Technologist or trained equivalent. Only NMP’s or those approved by the NMP are permitted to place orders directly with manufacturers licensed to distribute radioactive materials. All orders are communicated to Radiation Safety staff using form RSP-014, and faxed to EHS at (617-636-2419).