



Purchasing Radioactive Material

Radiation Management System (a.k.a. AIMS) <https://www.ehs.harvard.edu/assessment-inspection-management-system-aims>

Purchasing Radioactive Material

1. Click on Purchasing

Home Personnel Inventory Orders Permits Permit Requests Waste

Welcome to the Radiation Safety Management System

- Permits**
 - Apply for a New Permit
 - View Permitted Isotopes and Equipment
 - Request an Amendment
 - Update Permitted Locations
- Purchasing**
 - Place an Order
 - View Purchase History
- Inventory**
 - View Inventory
 - Record Use and Disposal
 - Confirm Receipt of New Inventory
- Radioactive Waste**
 - Request a Pick-Up
 - Request Supplies
 - View Waste Containers

ehs.harvard.edu Radiation_Safety@Harvard.edu 617-496-3797

2. Click the Create New Order (past orders are also listed)

Home Personnel Inventory Orders Permits Permit Requests Waste

Select Principal Investigator:
Filter by Name or Email
Mitchell, Corinne

Status: Show All Ordered By: Search
PO: Search Order Items: Search

Toggle Filters **Create New Order** Unit:

Show 25 rows Excel PDF Ordered From: 08/07/2017 To: 08/08/2018

Date	Status	Ordered By	PO	# of Items	# Received	# Packages	City	Facility	Room/Space	Notes
Jul 31, 2018	Complete	Corinne Mitchell	123456789	1	1	1	Boston	Harvard Institutes of Medicine	B72	Edit
Jul 31, 2018	Complete	Corinne Mitchell	999ABC	1	1	1	Boston	LHRRB	509	Edit
Jul 27, 2018	Complete	Corinne Mitchell	abc	1	1	1	Boston	Warren Alpert Bldg	B22	Edit
Jul 27, 2018	Complete	Corinne Mitchell	ABC2	1	1	1	Boston	Warren Alpert Bldg	B22	Edit



3. Enter the required fields: PO#, Delivery Location, Isotope, Catalog Item. Note that many fields have drop-down menus. Pay particular attention to the Catalog Item as there may be multiple sizes for each isotope in your catalog. You can use the Delivery Notes section to add quote numbers or special instructions to the vendor (fresh-lot requests are in the next step). Then click Add Item to Order (do not click "Submit Order" yet).

add Order

Order Date: 08/07/2018

Ordered By: Corinne Mitchell

PO Number: 70001234567

Blanket PO?: No

Delivery Location: Warren Alpert Bldg: B22

Delivery Notes:

Order Contents

Select Isotope: Phosphorus-32

Select Catalog Item: BLU
Perkin Elmer: BLU003H250UC | 250.0 uCi | ATP, [α-32P]-3000Ci/mmol 10mCi/ml, 250 uCi

+ Add Item to Order

Close without Saving Save & Submit Later Submit Order

4. Once the items have been added, confirm the following details **OR** enter them for items not yet in your catalog: Funding Source (HCOM is the default), Number of Units Ordered, Activity, Fresh Lot, Mass/Volume (if available), Manufacturer, Part number. To finish click Submit Order. The status of your order will be listed as "submitted" and can be edited until we send your order to the vendor at 4PM, whereupon the status will change to "ordered."

+ Add Item to Order

ATP, [α-32P]-3000Ci/mmol 10mCi/ml, 250 uCi

Funding Source: Harvard Accounts Payable (HCOM)-4619904

Ship To: [100537227]HMS, HSPH, HSDM | 200 Longwood Ave Boston, MA 02115

Number of Units Ordered: 1

Activity: 250.00000 uCi

Mass / Volume: 0.0 ml

Manufacturer: Perkin Elmer

Part/Model Number: BLU003H250UC

Physical Form: Liquid

Permit: Radioactive Materials Permit (R0771)

- License: Harvard University Radioactive Materials License [44-0002] - 6D
- Order Limit: 300,00000 mCi
- Possession Limit: 300,00000 mCi
- Physical Form: Any
- Current Permit Inventory: 179.77996 uCi

Close without Saving Save & Submit Later Submit Order