Radioactive Materials Purchasing Procedures

User Account

To purchase radioactive material you will first need a Radiation Protection Office (RPO) user account.

**Please Note:** RPO user accounts are required to purchase radioactive materials and passwords expire after one year. If your password has expired or has been lost, please visit the Harvard University Information Technology (HUIT) Password Management System, or call HUIT at 617-496-2001 to have your password reset.

If you do not have a RPO user account and would like one, please email the following information to radiation_protection@harvard.edu:

- Full name (as it appears on Harvard ID. A Harvard ID is required to be issued an account)
- Harvard email (an email ending in .harvard.edu).
- Office/lab phone number.
- Name of radiation use permit holder.

HUIT will contact you within 48 hours with set-up instructions and a temporary password but in the meantime feel free to call the Radiation Office and we can place the order for you: 617-496-3797.

Procedure

1) Once your account is active, use the Tool:
   Radioactive Materials Purchasing Authorization System

2) Enter your Username & Password.

3) Select your permit holder from the drop down menu and then enter your series code as the “password”. Your series code is the three letter code that can be found on your dosimetry badge.

4) Using the navigation button on the left click “Continue”.

![Radioactive Materials Purchasing Authorization System](image-url)
5) The next screen asks you to enter:
   a. **Your purchase order number** – You should get this from your purchasing department. If it is a free sample or a “gift” you can enter “GRATIS” for the PO#.
   b. **Contact’s name** – person to be contacted in case there are questions about the order
   c. **Contact person’s phone number** – (please use seven digits, **not** the 5 digit format e.g. 2-1720)
   d. **Person to Ship to** – end user to whom the radioactivity should be delivered to
   e. **Institution from where the Purchase Order is drawn** –
      i. HU – Harvard University
      ii. HHMI – Howard Hughes Medical Institute
      iii. BIDMC – Beth Israel Deaconess Medical Center
      iv. BWH – Brigham and Women’s Hospital
      v. CBR – Immune Disease Institute, formerly Center for Blood Research
      vi. MGH – Massachusetts General Hospital
      vii. CHMC - Children’s Hospital Medical Center
      viii. SERI - Schepens Eye Research Institute
   f. **Lab for delivery** – choose the lab where you would like the material to be delivered
   g. **Delivery Priority** – This option is obsolete. All orders are shipped as soon as possible. Please note: PerkinElmer orders placed before 10AM are often received the same day.
   h. **Vendor** – Choose the vendor from which you are ordering. The RPO will place the orders for the most common vendors: PerkinElmer and MP Biomedicals. For all other vendors you will need to contact them directly to place the order once you have completed this approval system.
      i. Perk – PerkinElmer
      ii. MP B – MP Biomedicals
      iii. OTH – Other vendor, for ones not listed here
      iv. UNIV – From another university
   i. **Self-Order** – Select “NO” if you are ordering from PerkinElmer or MP Biomedicals. All other vendors select “YES”. ***Self-Orders must be delivered to the attention of the RPO @ 16 Divinity Ave for Cambridge labs or 200 Longwood Ave for HMS labs***

6) Click Continue to proceed.
7) On the next screen enter:
   a. **Nuclide** - the isotope you wish to purchase. You must enter the isotope number first then the element in capital letters, e.g. 32P, 51CR, 125I. Do not enter any other descriptors (alpha, gamma, Adenosine, Thymidine, etc.) If you are not approved to purchase a particular isotope you will receive a warning in the System Message window.
   b. **Activity** – the amount of isotope you wish to purchase
   c. **Units** of activity –
      i. uCi = Microcuries
      ii. mCi = Millicuries
      iii. Ci = Curies
      iv. MBq = Megabecquerel
      v. GBq = Gigabecquerel
      vi. TBq = Terabecquerel
   d. **Catalog Number**
   e. **Quantity**
   f. **Fresh Lot** – Enter “YES” if you want the freshest production lot

You can also click the “**Order Assist**” button on the left which will display the last few orders you placed.
8) With “Order Assist” a new screen is displayed. If the item you want has been ordered in the past you can click on the catalog number and all the data fields on the previous screen will be filled in for you automatically.

9) Once all the data is filled in click “Finish” to verify your order.

10) If you need to purchase more isotopes from the same vendor click “Add to Order” and enter your additional items.
11) If you are ordering more than 1 mCi (one millicurie) of an isotope you may get one or both of the following notifications depending on the item you are ordering. Be sure to read the notice(s) and then click “OK”.

12) You should now see a summary of your order. ***Please note: your order is not yet complete***

13) Review your order to make sure it is correct. If it is correct click the “Submit Order” button.

14) If you’ve made a mistake or wish to delete an item click the “Delete Item” button.

15) To add additional items click the “Add to Order” button.
16) For orders with PerkinElmer or MP Biomedicals you should see this final screen after clicking the “Submit Order” button. The Radiation Protection Office will then fax your order to the appropriate vendor.

17) With any other vendor you will see a final summary of your order to aid you when placing your order directly with the vendor. Please note: The RPO only places the orders for PerkinElmer and MP Biomedicals. You must contact any other vendors directly to finalize your order.

If you wish to know the status of your order, please call the vendor directly (numbers listed below) with the purchase order number that you used:
PerkinElmer (formerly NEN): 1-800-762-4000
MP Biomedicals (formerly ICN): 1-800-854-0530