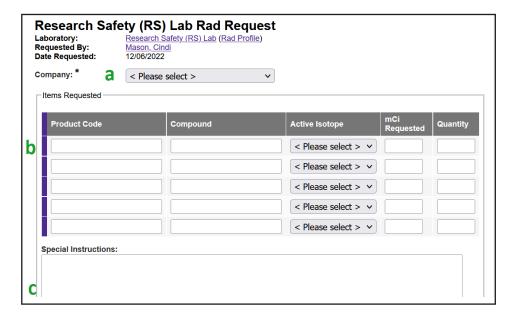


Ordering Radioactive Materials

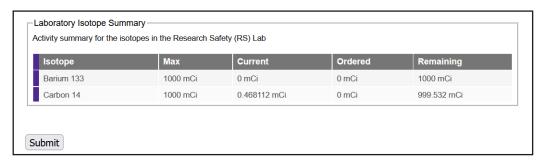
1. From the Rad Summary page, select "Rad Request".



- 2. Enter the following information about your order request:
 - a. Company (vendor) from which you would like to order
 - b. Information for the item(s) you are requesting including product code, compound, active isotope, activity requested (in mCi) and quantity (# of vials).
 - c. For Research Safety package delivery to your lab, enter Building and Room Number in "Special Instructions" field.



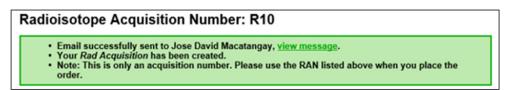
3. This page also displays a "Laboratory Isotope Summary", which shows the isotopes you are permitted to order and their limits. When you finish entering data for your request, select Submit.





4. Once you have submitted the order request, an email is sent to Research Safety staff to inform them of your request. You will see a message at the top of the screen to confirm that a "Rad Acquisition" has been created and a RAN (Rad Acquisition Number) has been assigned to your request.

Note: Your order must still be entered into NU Financials; follow your Department's ordering process.



5. When you return to the Rad Summary page, you will see your current isotope inventory as well as a list of Pending Orders. Your new order request will be listed here until it is received.

