Radioisotopes Purchasing Procedure

Only persons with a radioisotope permit can purchase radioactive materials. The University purchasing department receives a list of radioisotope permit holders from the Radiation Safety Officer (RSO).

When ordering a sealed source, the RSO must be notified. The most recent leak test results and a radioisotope license must be received by the RSO from the owner or the supplier of the source.

Procedure:
1. Purchase Orders are required to buy radioactive material regardless of the value of the order. Radioisotope permit holder must issue a "Requisition To Purchase" form available on the Finance Division website at: [http://www.yorku.ca/finance/forms.htm](http://www.yorku.ca/finance/forms.htm) under the “Procurement” section.

   Complete the following details on the form:
   - Supplier (or vendor) information
   - Under “Ship To Information” section, enter Radioisotope permit holder name as contact
   - Under “Other Information”, check off “Radioactive”
   - Radioisotope Permit Number and date required
   - Under “UOM”, enter activity of radioisotope ordered (e.g., 500 uCi)
   - Under “Description of Item” section, enter the chemical form and radioisotope (e.g. P-32, C-14 etc.)

   Note: To ensure compliance with CNSC restrictions, verbal orders and Blanket Purchase Orders cannot be issued for radioactive material. Where frequent delivery is required, multiple lines with different delivery dates can be submitted on one “Requisition To Purchase” form.

2. Fax completed form to the Department of Occupational Health and Safety at 416-650-8057 (or 58057).

3. RSO or designate ensures quantity of materials ordered will be within York’s licence specifications and approves order (same day) prior to faxing it to the Purchasing department. RSO or designate will inform permit holder by email that the order has been approved and faxed to Purchasing Department.

4. Purchasing places order to the vendor. A receiving copy of the order is sent to the permit holder indicated under the “Ship To Information” section.

5. The radioisotope permit holder or designate receives the order and verifies the quantity is as ordered and then signs the receiving copy and sends it to Finance Division, EOB, suite B for Accounts Payable to pay the vendor.