

**A**ll radioactive material (RAM) purchases must be approved, processed, and recorded by EH&S' Radiation Safety Program to ensure chain-of-custody and regulatory compliance with the California Department of Public Health. Authorized users may order and possess radioactive material up to the authorized possession limit for each radionuclide.

### How do I order radioactive materials?

- Log into eMarket via USCnet; select **forms** under Shop/Search box.
- Select "Non-Catalog (Goods)" form from the Forms tab (see below).

Maintenance/Service Agreements 0.00 USD   
Use this form for engagement of all suppliers who provide maintenance on any University equipment. [View Form](#)

**Select**

Non-Catalog (Goods) 0.00 USD   
Use this form to request goods or services that are not available via the Catalogs. This form supports ordering products based on quantity (for example: two each, on lot, one pound)... [View Form](#)

Non-Catalog (Services) 0.00 USD

- Complete all pertinent fields (see example below).

Enter Supplier  
PerkinElmer Health Sciences, Inc.

Product/Service Description	Catalog Number	Qty	Packaging (UOM)	Unit Price
iodine-125 carrier-free radionuclide	nez0331005mc	1	EA-Each	500.00

Additional Details/Information  
PI Name and Lab Location (e.g., Vivek Dharne CAL 120) ← **PI/Lab**

Check if applicable:  
Radioactive product being purchased  ← **Check this box**  
Controlled substance being purchased

- Radioactive materials must be delivered to the EH&S SBA 329 Office. Change address details to the following:

Deliver To  
Complete the fields to enter your delivery address for this order. If you need to make a change, select a different address from the available options.

Delivery Address  
select from your addresses  
Soto Building Annex 329 ←

To choose a different address, [click here](#)

Address Details  
Attn: Patricia Yopez/PI/End User/Bldg Rm  
Room: SMA 329  
Address Line 1: c/o USC 2001 SBA 329  
Address Line 2: 2001 Soto St  
City: Los Angeles Soto St  
State: Soto St  
Zip Code: 90032  
Country: United States

**Fill in details and click SAVE**

- Save and submit the requisition.

### What I need to know...

- ✓ If a RAM package is delivered directly to my laboratory, contact EH&S immediately at (323) 442-2200.
- ✓ **DO NOT** use "Blanket Orders" to order RAM.
- ✓ EH&S will not approve RAM purchases to be used at other institutions.

### Can I place orders directly with vendors?

No. It is prohibited to place orders directly with vendors. EH&S' approval is needed on all radioactive material (RAM) orders. Contact [radsafety@usc.edu](mailto:radsafety@usc.edu) before ordering RAM directly with vendors.

### When will I receive my RAM?

RAM shipments go directly to SBA 329 Office at HSC for processing. Each package is visually inspected, scanned for surface contamination, and checked against authorized radiation permit limits. An inventory number is assigned to each package and then delivered to the laboratory.

If authorized limits are exceeded, EH&S will not deliver the shipment. The investigator must either: (a) correct inventory usage, (b) arrange for waste pick up, or (c) transfer to another authorized investigator with Radiation Safety approval.

### What if I receive RAM from other sources?

Notify EH&S immediately at (323) 442-2200 if RAM is received outside of normal purchasing channels (i.e., material received from another institution). NOTE: Arrange ahead of time with the partner institution to have RAM shipped directly to SBA 329 Office for processing.

NOTE: Short-lived isotopes (e.g., F-18) can be shipped directly to the lab once EH&S has approved the order.

### References

USC Radiation Safety Manual <http://adminopsnet.usc.edu/node/428>