



POLICY FOR THE PURCHASE OF RADIOACTIVE MATERIALS AND RADIATION PRODUCING EQUIPMENT

Visit the EH&S website for further information
<http://ehs.umass.edu>

Questions concerning the following policies should be directed to the Office of Radiation Safety Services, Department of Environmental Health & Safety (EH&S), 117 Draper Hall, ☎ 545-2682.

Radioactive Materials:

1. All purchases of radioactive materials must be approved by the campus Radiation Safety Services Program Head or the Radiation Safety Services Officer as authorized by the Radioisotope Use Committee in accordance with the Conditions in the University's Radioactive Materials License. As stated in the UMass Amherst State and Federal Licenses to Possess and Use Radioactive Material, the campus is allowed to maintain only a limited amount of radioactive material at any given time.
2. To this end, departments shall notify EH&S of the pending purchase of any radioactive material by completing the web-based Radioactive Material Order Notification form prior to making any commitment to the vendor.
 - a. EH&S will deliver no radioisotopes unless all license conditions are met and the user is authorized by the Radiation Use Committee to receive the specific isotope and activity level that has been ordered.
3. Requests for radioactive materials shall not be made using the University's Procurement Credit Card (Procard).
4. All purchases of radioactive materials are charged to account code 739650.
5. Without exception, each shipment of radioactive materials shall be delivered directly to Laboratory Health and Safety Services, UMass, Room 125, Lederle Graduate Research Tower, 710 North Pleasant Street, Amherst, MA 01003. In the on-line Financials Purchasing System, please change the Ship to code on the purchase requisition to CHEMS. The package will be inspected, the shipment information verified and information recorded in accordance with government regulations. Then, EH&S personnel will deliver the shipment to the respective ordering department. No requests for purchase or shipments will be received after normal business hours unless special arrangements are made.

Visit the EH&S website to access the order notification form:
http://ehs.umass.edu/ehsForms/Results/rAmOrderNotification_SubmissionForm.asp

Radiation Producing Equipment:

1. The University of Massachusetts Radiation Safety Manual requires that all ionizing and non-ionizing radiation producing equipment, respectively, be approved for safe installation and operation prior to purchase. Some examples of such equipment are, but are not limited to, the following: all x-ray producing equipment, lasers, microwave producing equipment, ultraviolet light producing equipment, radar and high power radio transmitters.
 2. This requirement is necessary to assure the registration and the location of equipment of this type for subsequent follow-up inspection as required by University policies as well as State and Federal regulations
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