

I. Procurement of Radioactive Material

1. The procurement of radioactive material and machines capable of producing ionizing radiation will be accomplished only with the prior approval of Radiation Safety. Only authorized radiation workers within approved radiation programs may request a procurement of radioactive material. These materials and equipment fall into the following general categories:
 - a. Radioactive material regulated by the NRC and requiring a radioactive material use license issued by the NRC.
 - b. Radioactive material procurable under a license issued by the NRC.
 - c. Apparatus and equipment capable of, or containing materials capable of, producing ionizing radiation. These include X-ray machines, particle accelerators, certain cathode-ray tubes, electron microscopes, and many other devices.
2. The procurement of items listed above will be initiated only with prior approval of the RSO/RSS. Information concerning the procedure for the procurement of items in the above categories is available from the Radiation Safety Office.
3. The RSO/RSS are notified immediately by personnel working in the receiving warehouse when a shipment containing radioactive materials arrives at the facility. The RSO will ensure that licensed radioactive material is retrieved, inventoried and delivered to the end user in compliance with NRC regulations and NCI-Frederick policies and procedures.
4. Authorized radiation workers can only order those materials that they are authorized to work with, as stated on their T&E Form.
5. Only authorized personnel (usually administrative) are able to order radioisotopes for a program. Please be sure that you know who this is in your program. When ordering radioactive material, the following information must be provided to the Purchasing Department:
 - a. The name of the authorized radiation worker
 - b. The radioisotope (P-32, S-35, etc.)

- c. The compound (dATP, methionine, etc.)
 - d. The activity (mCi)
 - e. The catalog number
 - f. The name of the company (ICN, NEN, etc.)
 - g. The NCI-Frederick radiation program number (75-01, 85-01, etc.)
6. Please be sure to let your “purchasing person” know that *the order is for radioactive material!*
7. RSS will approve (or disapprove) all radioactive material orders on-line. If there is any information missing from the request, RSS will contact the requester for clarification before approving. Therefore, please be sure all information is complete and accurate, to avoid delays.