



The University of Sheffield

Safety Services



ORDERING OF RADIOISOTOPES

All radiochemicals should be ordered through the Central Purchasing Scheme, with the exception of radiochemicals obtained from hospital sources and gifts from other establishments. Only those authorised by their Head of Department are permitted to order radiochemicals, and all orders must be submitted on one of the special radiochemical order forms.

Annual contracts are drawn up each December with suppliers for particular compounds in order to obtain discount prices. You must not enter into individual contracts with any isotope supplier without first clearing it with the Procurement Section of Finance.

Orders for all the main suppliers are usually placed by the Purchasing Office on **THURSDAY MORNINGS before 11am**. Orders for different suppliers should always be written on **separate** order forms. The radioisotopes are then delivered the following Tuesday morning to Safety Services at 40 Victoria Street. One of the University vans then collects these at approx 1.15pm for delivery to Hallamshire Hospital Stores, to other departmental stores or direct to the department concerned. Only authorised people are permitted to receive/collect radiochemicals, and a form must be signed to acknowledge this receipt.

Each batch of material ordered through this scheme is attributed a reference number by Safety Services. This is of the form R/123 - where the letter denotes the year and the digits the number of that packet within the year. This unique reference number, together with the delivery date, can be found on the delivery note which accompanies deliveries. This information should be recorded on an Isotope Record Form (RPS/1R/6) and the delivery date and activity reference date entered on to ISOX.

All isotopes obtained via other routes should also be given unique identification numbers, and Safety Services should be contacted to obtain these.

Obtaining radioisotopes from Medical Physics

To obtain radioisotopes from Medical Physics you will need to hold a current ARSAC Certificate (for patient work) or have a letter/certificate from the RPA giving authorisation to receive the radioisotope.
