



## Policy 2.31 Radioactive Materials

**Responsible Official:** Vice President for Finance/Chief Finance Officer

**Administering Division/Department:** Procurement Services

**Effective Date:** January 22, 2010

**Last Revision:** January 26, 2010

### Policy Sections:

- I. Overview
- II. Applicability
- III. Policy Details
- IV. Related Links
- V. Contact Information
- VI. Revision History

### Overview

To ensure compliance with appropriate agency regulations pertaining to the procurement of radioactive materials.

### Applicability

All employees.

### Policy Details

Approval to acquire radioactive materials must be received from the University's [Environmental Health & Safety Office](#) prior to the creation of a purchase order.

The University Purchasing System must be used for the purchase of all radioactive materials. Purchase orders that take advantage of the [Emory Marketplace](#) for ordering radioactive materials will be required to reference the Environmental Health & Radiation Safety Office approval number while they are completing the requisition. Free form orders must include the Environmental Health & Radiation Safety Office approval number in the description field of the order.

### Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.31>
- [Finance Website](https://www.finance.emory.edu/home/index.html) (<https://www.finance.emory.edu/home/index.html>)

### Contact Information

Subject	Contact	Phone	Email
Procurement & Payment Services	Customer Service	404.727.5400	e-market@emory.edu

## **Revision History**

- Version Published on: Mar 27, 2007
- Version Published on: Mar 27, 2007 (*Original Publication*)

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