



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*)

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.