

RADIATION ORDER AUTHORIZATION NUMBER PROCEDURE

As of May 14 2008, the Office of Environment, Health & Safety (EH&S) is implementing State-mandated purchasing controls for radioactive materials on campus. This new step requires that labs receive approval from the campus Radiation Safety Team (RST) for all radioactive material purchases BEFORE the Purchasing unit can place the orders with the vendors. All labs currently certified for radiation use should have been notified by EHS / Radiation Safety on how to do this. If you have problems, contact Radiation Safety at 642-3073. The instructions are also at the bottom of this page.

Please note that it is the labs' responsibility to acquire these order authorization numbers. They are the only ones able to access the approval section of the EHS website. Any radiation order must have this new ORDER AUTHORIZATION NUMBER listed either in the Special Instructions or on the description line. This number is separate from and in ADDITION to the RUA Number that the lab must also provide. Any standing orders (blanket orders) must have a new OAN for each order. Radiation Safety has advised that labs can request these in advance for standing pos, but each shipment must have its own authorization number.

If your request does not have the order authorization number, it cannot be placed with the vendor.

Radiation Safety has informed vendors that they need to ask for this number and have it displayed on the outside of each shipment. If the shipment arrives without the order authorization number, Radiation Safety will refuse the shipment. There has been a one month grace period which expires June 13, 2008.

Here are the instructions for labs to access the site where they can request order authorization:

1. Go to EHS website at ehs.berkeley.edu
2. Midway down the page, under Quick Navigation, click on eservices; this will bring you to a list of services.
3. Click on the Radioactive Materials Purchase Request

OR

In the lower middle of the EHS homepage, click on the picture titled Radiation Safety. It will bring up a page heading of Programs and Resources. Under Resources, click on Radioactive Materials Purchase Request

From the Radioactive Materials Purchase Request page, click on Online Order Form. You can then log on, using your CalNet ID and proceed. The RUA Numbers are tied to the CalNet ID.

If you have difficulties, call Radiation Safety at 642-3073 and they can walk you through the process.