



## 4.7 Radioactive Materials

### Policy Statement

This policy addresses special requirements for the purchase of radioactive materials due to the potential for radiation exposure, and also is to ensure that the University of Georgia is in compliance with state and federal regulations.

### Reason for policy

This policy addresses special requirements for the purchase of radioactive materials due to the potential for radiation exposure, and also is to ensure that the University of Georgia is in compliance with state and federal regulations.

### Procedures

When preparing to enter a requisition in UGAmart that contains radioactive materials, the end user should first obtain a B number to be included on the requisition. This is done by requesting a B number from Radiation Safety via an online [form](#). Once Radiation Safety has provided the end user with a B number for each radioactive item, the B number should be noted on the UGAmart requisition in the "B Number" field found at the line item. This B number field allows entry of multiple B numbers. Also, items should be delivered to the [Radiation Safety Laboratory](#) with their address listed on the requisition as the "Ship To" with the B number(s) listed in the "Attention" line. If B numbers exceed the allowable space, the purchaser should provide the range of B numbers that the requisition includes (ex.: If there are 10 B numbers for an item, then B1 – B10 should be listed). Radiation Safety personnel will then coordinate delivery of the radioactive items to the end user.

### Additional contacts

[Radiation Safety](#): 706-542-5801

### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Procurement Officer and Radiation Safety Officer

**Policy Owner:** [Procurement](#) and co-owner: [Research Safety](#)

**Policy Contact:** [Annette Evans](#) (Procurement) and [Jody Jacobs](#) (Radiation Safety Officer)

**Phone Number:** 706-542-2361 and 706-542-0107

**Responsibilities:** The end user is responsible ensuring that all of Radiation Safety's guidelines have been followed, end user approval of the Radiation Safety Committee has been received, and a B number has been obtained and indicated on the requisition prior to submitting it for approval.

### Record Retention

Retention for purchase order files may vary by the method of purchase (competitive, sole source, under the competitive bid threshold).

Record Copy: Procurement

Retention: 5 years, BOR [0472-03-001](#); 7 years, BOR [072-03-009](#)

The B number, which acts as Radiation Safety's approval, is noted on the purchase order.

### FAQs

**Question 1.** If a requisition does not show a B number when it is required, will the requisition be rejected?

Answer 1. No, the end user will be asked to contact Radiation Safety to get the needed information to provide to Procurement before the purchase order can be issued.

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Related information

[B number request instructions](#)

Date Reviewed: 02/05/2018

[< Conferences](#) | [Rentals/Leases >](#)

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Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 06/17/2016

Date of Last Review: 02/05/2018

Date of Approval:

Previous Version of Policy: