

# The University of Texas at Arlington

## Radioactive Material Requisition Form

**INSTRUCTIONS:**

1. Obtain a PO number. Procurement cards may not be used to purchase radioactive materials.
2. Complete and submit this form to the Radiation Safety Officer via email or fax to the Environmental Health & Safety Office (EH&S) at ext 2144.
3. Once your request has been approved an authorization number will be sent to you via email.
4. Authorization numbers will be assigned within 24-hours after the request has been received in the EH&S Office. Please keep in mind EH&S office hours are M-F, 8 am – 5 pm.
5. You may then place the order with the vendor using the shipping instructions listed below.
6. Request that all shipments arrive before noon on the day of delivery.
7. All radioactive material packages must be shipped directly to the EH&S office to be checked for contamination. Use the following shipping address:

University of Texas at Arlington  
 Environmental Health & Safety Office  
 500 Summit Ave.  
 Arlington, TX 76019  
 ATTN: Radiation Safety Officer

<b>Principal Investigator:</b>		<b>Date:</b>	
<b>Phone Number:</b>		<b>Email Address:</b> (to send authorization number)	
<b>Department:</b>		<b>Building:</b>	
<b>PO Number:</b>		<b>Room Number:</b>	
<b>Radionuclide Requested:</b>		<b>Activity(μCi):</b>	
<b>Physical Form:</b>		<b>Chemical Compound:</b>	
<b>Vendor Name:</b>		<b>Expected Delivery Date:</b>	

**RSO USE ONLY**

<p><b>Is a current vendor's Radioactive Material License on file?</b>  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>Is this request within the limits of UTA's Radioactive Material License (L00248)?</b>  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>Is this request within the limits of the Principal Investigator's approved Sub-license?</b>  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<b>Authorization Number:</b>	
<b>RSO Signature:</b>	<b>Date:</b>