No radioactive materials may be ordered by departments directly from vendors. All orders must be processed through RPD.

PRIOR TO ORDERING RADIOACTIVE MATERIALS:
All new Principle Investigators (PIs) must view E H & S safety videos to qualify for approval to order radioisotopes. Videos are available at Diehl Hall Library, Training Material Division. Contact Radiation Safety at (612) 626-1137 for more information.

- Complete a Radioactive Material Request form.
- Print the completed form, sign in ink and forward to RPD at W-140, Boynton Health Service. Form may be faxed, mailed or personally delivered to RPD. The RPD Order Desk phone # is (612) 626-3611 and RPD fax is (612) 624-1949.

Orders received by 11 am will be processed with the approved vendor.

RPD receives the shipment and distributes products to the requesting researchers. RPD will also dispose of the shipping containers. The researcher must sign the Delivery Receipt Log to indicate receipt of their requested items.

RPD will review and process the invoice from the vendor for payment in CUFS.

Contact RPD at (612) 626-6002 if you have any questions.

Lab Closeout:
If you are closing out a lab, call Radiation Material Technician at (612) 626-1995 and arrange for material pick up.