

Radioactive Materials Procurement Protocols Using the M-Pathway's ePro System

As of April 18, 2014

The Radioactive Material Procurement Procedure outlined below is for ordering radioactive materials using the M-Pathways ePro Requisition System. All transactions begin with an ePro requisition. Please share this information with your staff and administrators in your department who may be responsible for placing radioactive material orders on your behalf.

Failing to understand these procedures or the ePro system can result in purchasing errors. There are several job aids and eLearning courses available on MAIS LINC that can help users navigate through the basic steps for creating an ePro requisition and tracking it through its life cycle. Contact the MAIS Help Desk at 936-7000 (Option 3) for assistance.

ePro Requisition Templates

An ePro requisition template is basically a re-usable ePro requisition form. You create an ePro requisition containing data that you want to repeat on future orders and save it as a template. This streamlines the process when placing replicate future orders. Documents for creating and using templates are available on MAIS LINC.

NOTE: Do **not** re-use clearance codes for future orders of the same item. You must call Radiation Safety Service (RSS / EHS) and obtain a new clearance code for each subsequent order.

Phone-In Orders

You have the option on the ePro requisition to choose the 'PHONE' dispatch method. This means that you can override the default methods of 'PRINT' or 'FAX' and no physical copy of the PO will dispatch to the vendor. **This allows you to call in the order to the vendor without risk of a duplicate order.** However, please note that when using the PHONE dispatch option, you **must** still include **all** pertinent detailed information on the requisition as shown in the procedure below. In addition, you **must** instruct the vendor to include the clearance code and Authorized User Name in the Attention Line of the Ship To address (see item 3.1 in the Procurement Procedure below).

Prior Approval & Clearance Still 'Required' from Radiation Safety Service

Whether ordering using ePro or from a Strategic Supplier, **all users must obtain prior approval and clearance from RSS / EHS for each item to be ordered containing radioactive material.**

It is critical that radioactive material orders include an accurate and complete **Clearance Code Number** when submitting the eProcurement online requisition so the information can be relayed to vendors. RSS / EHS has instructed radioactive material vendors to refuse any order that does not include a clearance code number. In addition, RSS / EHS uses clearance code numbers to identify the proper recipients of radioactive materials packages and to maintain an accurate inventory of material received.

Radioactive Material Procurement Procedure

(MPathways 'eProcurement' System)

1. Obtain clearance from Radiation Safety Service (RSS / EHS) for **all** radioactive material purchases. Contact RSS / EHS (**764-6200**) and obtain a Clearance Code number for each radioactive item to be purchased. Clearance Code numbers **must** be included in the requisition.

NOTE: A Clearance Code number is an 11-digit number that identifies a particular order.

2. Place the order through MPathways using the 'eProcurement' requisition:

Menu Navigation: eProcurement > Create Requisition > **Settings**

You **must** include the steps outlined below:

3. On the "*Settings Page*":

- 3.1. Specify **1000742** as the ShipTo code (code for RSS address: 1239 Kipke Drive).

NOTE: All radioactive materials **must** be shipped to:

Radiation Safety Service / EHS
Campus Safety Services Bldg
1239 Kipke Dr.
Ann Arbor, MI 48109-1010
ATTN: Clearance Code / Authorized User's Name

- 3.2. Enter **LABRA** in the **Category** field (LABRA is the code for 'Radioactive Materials').

- 3.3. **IMPORTANT** - in the 'ATTENTION FIELD' enter both the 11-digit **Clearance Code Number** from Step 1 and the last name of the **Authorized User**. Use a format of <Clearance Code> / <Name>. For example: "00000000-000 / Smith, J."

Use only the name of the Authorized User; Do not use the name of a staff member or contact person—contact information is entered elsewhere—see Step 5.0. (An "Authorized User" is a member of faculty who applied for and received approval to use radioactive materials from the U-M Radiation Policy Committee via the RSS-101 radionuclide authorization application process.)

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4. On the *“Special Request—Goods Page”*:
 - 4.1. Complete the remaining order description information (Description, Price QTY, Unit of Measure).
 - 4.2. In the *“Additional Comments”* box notify the vendor of the Clearance Code number obtained in Step 1. For example: *“Please include on packing list: UM Clearance Code No. 00000000-000”*.

NOTE: Make sure to check the “Send to Vendor” box to ensure the clearance code number is forwarded to the vendor or the vendor can refuse to fill the order.

5. In the *Justification / Comments* section on the *“Submit Requisition Page”* include the name and complete phone number of the contact person responsible for the order. For example, include *“Contact Person: Sherri Doe / 734-123-4567”*.

NOTE: Make sure to check the “Send to Vendor” box to ensure that the contact information is forwarded to the vendor.

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