

University Of Massachusetts Lowell	
Date: July 1, 2001	Section:2.12
Subject: Radioactive & Radiation Emitting Materials/Equipment, Purchase of	

1. Nuclear Regulatory Commission and Massachusetts Department of Public Health regulations require that all radioactive material and radiation producing equipment be purchased through the University Radiation Safety Committee. Therefore all **Purchase requisitions** must be signed and approved by the Radiation Safety Officer and/or the Radiation Safety Committee. In keeping with these regulations the following procedure should be followed:
 - a. Departments requiring radioactive material or radiation or x-ray emitting equipment should submit a purchase request directly to the Radiation Safety Officer on campus. Requests sent directly to the Purchasing Department will be forwarded to the Radiation Safety Officer for appropriate action and approval before the purchasing process is initiated.

Some examples of radiation or X-ray emitting equipment include microwave ovens, high voltage power supplies, infrared and ultraviolet equipment, color television sets, ultrasonic equipment, diathermy machines, high powered radio and microwave transmitters, lasers, and x-ray equipment. If you are in doubt about any item that must be reported, please contact the Radiation Safety Officer.
 - b. The Radiation Safety Officer will approve the requisition and forward it to the Purchasing Department.
 - c. The Purchasing Department will perform the purchasing process, prepare the Purchase Order and send it to the vendor.
 - d. All radioactive material and radiation emitting equipment must be shipped to the hazardous materials stockroom at 201 Riverside Street.
 - e. The use of the University Procard to purchase radioactive material or equipment is *strictly prohibited* and will result in the suspension of all Procard privileges.
2. Departments should anticipate their needs well in advance in order to allow for this lengthy purchasing process.