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Parent Policy: [Supply of Goods and Services Policy](#)

Purchase of Restricted Items Procedure (Appendix C) Radioisotopes and Sealed Sources

Office of Administrative Responsibility:	Supply Management Services
Approver:	Associate Vice-President (Finance & Supply Management Services)

Contact for questions about this procedure:	SMS Customer Service 780-492-4668 customerservice@sms.ualberta.ca
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Overview

The Office of Environment, Health and Safety (EHS) maintains the University's Nuclear Substances and Radiation Devices Licence and coordinates with Supply Management Services (SMS) to ensure that acquisition of radioactive materials and devices are made in accordance with the licence.

The University's Radiation Control Office is responsible for ensuring a valid radionuclide permit has been issued and that the radioisotopes and quantity purchased are in accordance with the radionuclide permit and any limitations regarding use and disposal or applicable import permit(s) for purchases of radioactive material outside of Canada.

Purpose

To provide detailed instructions to ensure the purchase, import, receipt, use and record retention of radioisotopes and sealed sources are compliant with relevant government legislation.

PROCEDURE

1. OBTAINING A RADIOISOTOPE PERMIT

- a. It is the ordering department's responsibility to apply for a radionuclide permit by completing the *Application for a Radioisotope User Permit* found under the forms cabinet on the EHS website. An import license may also be required so the materials may be legally brought into Canada. The office of EHS ensures that the import license is renewed on an ongoing basis.

2. PURCHASE

- a. Once the ordering department has obtained a permit, radioisotope orders may be placed directly with a Preferred Supplier in accordance with the *Preferred Supplier Agreement Procedure*. For orders from any other supplier, a Purchase Requisition is required. The purchase of any nuclear material is not allowed by using the Low Dollar Purchase or Corporate Purchasing Card methods.

- b. The ordering department completes a Purchase Requisition, itemizing the nuclear substance (i.e. nucleotide/radioisotope, sealed source, nuclear device), the isotope and the quantity with unit of measure in mCi or MBq. The license number and permit number must be noted on the purchase requisition.
- c. The department must forward the completed purchase requisition to the EHS, Attention: Radiation Protection Officer. A Radiation Protection Officer reviews the requisition, ensuring the following:
 - i. both the end-user's location (lab) and the nuclear material are authorized under the terms of the University's Nuclear Substances and Radiation Devices License;
 - ii. the permit number is correct;
 - iii. the radioisotopes and quantity ordered are in accordance with the radionuclide permit;
- d. following the review of the requisition, the Radiation Protection Officer will approve the requisition;
- e. SMS will issue a Purchase Order (PO) on behalf of the end user;
- f. If the order is placed to a foreign supplier, the Supply Consultant instructs the supplier to notify the SMS Customs Division with the tracking number and when the order is shipped. The Supply Consultant provides a copy of the PO to the Customs Division.

3. IMPORT

- a. The SMS Customs Division notifies the University's customs broker when a PO is issued for radioactive material from a foreign supplier.
- b. The customs broker must present a copy of the Nuclear Substances and Radiation Devices Licence to Canada Border Services Agency (CBSA) to obtain release of the shipment. Failure to present the licence at the time of requesting customs release results in penalties assessed to the University by CBSA.

4. RECEIVING

- a. Shipments are delivered to Central Receiving in SMS and further distributed to the end-using department or lab.
- b. The end-user receiving the radioactive material verifies the contents of the shipment against the Purchase Order or requisition and the packing slip. Discrepancies in the type of nuclear substance or quantity must be reported to the Radiation Protection Officer and to the Customs Division (if imported from a foreign supplier).

5. RECORDS RETENTION

- a. Department responsibility: Copies of the purchase requisitions, bills of lading if applicable and verified packing slips must be retained by the end-using department or unit for six (6) years plus the current fiscal year.
- b. SMS responsibility: Copies of the purchase orders and customs entry documents/invoices (where applicable) are retained by SMS for six (6) years plus the current fiscal year.
- c. EHS responsibility: EHS retains receipts of purchases for a period of one (1) year.

DEFINITIONS

There are no definitions for this Appendix. [[▲ TOP](#)]

FORMS

Should a link fail, please contact uappol@ualberta.ca. [[▲ TOP](#)]

[Application for Radioisotope User Permit](#) (University of Alberta)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲ TOP](#)]

[Preferred Supplier Agreement Contract List](#) (University of Alberta)