



RMS Isotope Purchasing System

This document will review the process of ordering an isotope and how to enable employees to purchase isotopes.

Section 1: Ordering an Isotope

You can login to the system with your CWL at <https://db.riskmanagement.ubc.ca/>. Please ensure your pop-up blockers are turned off so that you can use all features of the site. If your account has not been granted access, please contact [Janet Hankins](#) or [Teela Narsih](#) with your CWL login name, employee ID, and radiation license number.

After log in, you will be able to check your personal information, contact information, and labs that you are involved with as shown in Figure 1.

Aaron Aaronson - Principal Investigator
Absolutely Awesome Annex

Contact Information			
Email	aaron@aaronsonerisotopes.ca		
Home Phone	123-456-7890	Work Phone	123-456-7891 - ext.23
Lab Phone	123-456-7892	Fax Phone	123-456-7893
Employee#	8271804	Job Title	Principal Investigator
Department	Absolutely Awesome Annex	Office	Absolutely Awesome AnnexB-123

Lab			
Building	Room#	PI	Employee
AAAB	0001	✓	
AAAB	0002	✓	
AAAB	0004	✓	
AAAB	0005	✓	
AAAB	0006	✓	
AAAB	0008	✓	
AAAB	0009	✓	
AAAB	1000	✓	
AAAB	1001	✓	
AAAB	12345	✓	

Employee	
First Name	Last Name
Daryl	Qu

Permit			
Name	Type	Permit Date	Permit Expiration
AAA-2404-19	RMS_PERMIT	2014-01-29	2019-01-29

Supervisor Permit
No records found.

Group Purchaser Permit
No records found.

Figure 1. Personal Information

Your radiation permit can be found at the bottom of the same page. To view your permit or to purchase an isotope, click on the permit name, and this will lead you to the information about your radiation permit (Figure 2).



Permit Holder: Aaron Aaronson

Permit: AAA-3404-19 Permit Type: RMS_PERMIT
Issue Date: 2014-01-29 Expiration Date: 2019-01-29
Status: APPROVED Suspend Date: Terminate Date:

Isotope

Name #1	Type	Limit #2	Unit	Purchase
Silver-105	UN_CLASSIFIED	1	MBq	✓

Authorized Personnel

First Name #1	Last Name #2	Purchaser
Deryk	Qiu	

Group Purchaser

First Name #1	Last Name #2
Deryk	Qiu

Lab
No records found.

Radiation Annual Report

Year: -Select-
Isotope: -Select-
Add

Existing Annual Report

Year #1	Isotope #2	Type
2015	Silver-105	UN_CLASSIFIED

Survey Meter
No records found.

Figure 2. Radiation Permit Information

This page shows all the information associated with your license. **To purchase an isotope click on the shopping cart for the isotope you wish to purchase** and you will be brought to the isotope order page shown in Figure 3. How to add authorized personnel will be covered in Section 2.



Create New Isotope Order Request

Permit AAA-3404-19 - RMS_PERMIT : Aaron Aaronson
Permit Effective Date: January-29-2014 - January-29-2019

NOTE:

- Currently in Inventory: The amount of this isotope that you're currently in possession of (the sum of activity levels of all the orders of this isotope that were made with this license that haven't been marked as being finished yet)
- You can only complete this order if the sum of Currently in Inventory and Activity Requested does not surpass the Possession Limit.

Isotope: Silver-105 - Ag-105 (UN_CLASSIFIED)

Possession Limit 1-MBq

Currently in Inventory 0-MBq

Activity Requested* MBq [\(Unit Conversion Calculator\)](#)

Expected Date of Delivery*
(yyyy-mm-dd)

Speedchart

Product/Vendor

Vendor*

Product Code* Discount Code

Price* \$ Currency*

Product Description

Shipping Address*

NOTE:

- Your address profile allows you to quickly select the same delivery address for all isotope orders, click the "+" icon above to add an address.

Shipping Profile

Shipping Comment

NOTE:

- If you choose to fax the order, you will need to fax the generated Isotope Order Request to the vendor yourself. The Isotope Order Request will be generated after you submit this form, and will always be accessible from the Isotope Orders page.
- If you choose to email this order, when this order is submitted it will email the Vendor, Licensee, Purchaser, and RMS with the details of this order.

Order Method*
Order methods available for each vendor will reflect when the vendor selection is made.

Submit

Figure 3. Isotope Order Request

Fill out the order request and then click on “Submit” at the bottom of the page. (If your vendor is not in the list, contact researchsafety@rms.ubc.ca). Every order you submit will count towards your possession limit. Your possession limit is the maximum amount of this isotope you can possess at any given time.

The system allows you to save a shipping address as a “shipping profile” so you can easily use the same address again on another order. The shipping profiles you create are available to all other authorized purchasers for that permit.

An email receipt will be sent to the user who placed the order, the licensee, Risk Management Services, and the vendor (if you select to notify the vendor by email). After you submit, you will be redirected to the Radiation Permit screen shown in Figure 4.



Permit Holder: Aaron Aaronson

Permit: AAA-3404-19 Permit Type: RMS_PERMIT
Issue Date: 2014-01-29 Expiration Date: 2019-01-29
Status: APPROVED Suspend Date: Terminate Date:

Isotope

Displaying: 1 - 1 of 1

Name # 1	Type	Limit # 2	Unit	Purchase
Silver-105	UN_CLASSIFIED	1	MBq	✓

Authorized Personnel

Displaying: 1 - 1 of 1

First Name # 1	Last Name # 2	Purchaser
Deryk	Qiu	

Group Purchaser

Displaying: 1 - 1 of 1

First Name # 1	Last Name # 2
Deryk	Qiu

Lab

No records found.

Radiation Annual Report

Year:

Isotope:

Existing Annual Report

Displaying: 1 - 1 of 1

Year # 1	Isotope # 2	Type
2015	Silver-105	UN_CLASSIFIED

Survey Meter

No records found.

Risk Management Services

Figure 4: Radiation Permit Information

You can click on the truck icon on the Radiation Permit page shown in Figure 4 to see your isotope order history as seen in Figure 5.



Search Isotope Order

Permit:

Isotope:

Vendor:

Finish Status: Any Finished Only Not Finish

Result Updated 2017-01-12 11:35:49

Displaying: 1 - 3 of 3

Order#	Purchase Code Speedchart	Isotope	Vendor	Order Amount	Currently In Inventory	Order By	Order Date	Date Expected	Date Received	Vial ID	Date Vial Finished	
17 - 10005	6577	Ag-105	ZZZFake/Vendor	0.2 - MBq	0.2 - MBq	Aaron	2017-01-12	2017-01-27				
17 - 10004	3456	Ag-105	ZZZFake/Vendor	0.1 - MBq	0.1 - MBq	Aaron	2017-01-12	2017-01-25	2017-01-26	74536		
17 - 10003	7564	Ag-105	ZZZFake/Vendor	0.5 - MBq	0 - MBq	Aaron	2017-01-12	2017-01-27	2017-01-27	5678	2017-01-12	

Risk Management Services
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Figure 5: Search Isotope Order Page

The system keeps track of your possession levels for all of the isotopes you have been licensed to use. When you finish a vial, make sure you come back to your Search Isotope Orders page and click the pencil icon on the right side of the page to indicate the date you finished the vial. This is necessary to keep your possession limit up-to-date. You will be unable to place a new isotope order if your possession level has been reached.

Section 2: Adding Authorized Purchaser

Authorized users are automatically added under radiation permits in the purchasing system based on the information inputted into the RISE Radiation Permit. If an authorized user does not appear on the list, the RISE Radiation Permit will need to be amended to include their name. Authorized Purchasers are Authorized users who have been granted access to purchase isotope on behalf of the permit holder. This access is granted by Risk Management Services. Contact [Janet Hankins](#) or [Teela Narsih](#) to designate an authorized user as an authorized purchaser.