

# How to Place a Requisition for Radioactive Material



THE UNIVERSITY  
*of*  
**WISCONSIN**  
MADISON

EH&S Assistant  v1.51.6353.25387

Please log in using your Net ID. If you receive an error, please contact Radiation Safety for assistance ×

[Sign In](#)

Sign into EH&S Assistant using your NetID by going to the following address;  
<https://ehs.fpm.wisc.edu/ehsa> You will either be shown the screen above or automatically forwarded to the NetID sign in screen, shown below, depending on how your browser is set up.



University of Wisconsin-Madison Login

#### Login QA

NetID

[Forgot NetID](#)

Ex: bbadger

Password

[Forgot password](#)

Login

#### Need help?

- [Activate your NetID](#)
- [Modify your account](#)
- [Create a strong password](#)
- [Common login questions](#)
- [Contact the Help Desk](#)

Welcome to the New HPA. Please Contact [RadiationSafety@wisc.edu](mailto:RadiationSafety@wisc.edu) if you are having any issues.

 Quick Links  
ORS Website



THE UNIVERSITY  
*of*  
**WISCONSIN**  
MADISON

  
Hazardous  
Waste (test)

  
Waste Supply  
Requests

  
Training  
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Safety  
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Registration  
Forms

  
Reports

  
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Worker  
Registration

  
Permits

  
Contamination  
History

  
Equipment

Click on the “Inventory” icon

 RAM Inventory

- [Ram Requisition Entry](#) ←
- [Inventory Usage and Disposal](#)
- [View In-Lab Waste Containers](#)
- [RAM Inventory Review Statement](#)

Click on the “Ram Requisition Entry” link

**+ Add**     PI: TEST, TEST Options ▾

Drag a column header and drop it here to group by that column

Approved?	Approval / Denial Date	PI	PI Name	Permit #	Requisition #	Requisition Date ▾	PO #	Isotope	Blanket?	Compound	# of Units	Activity per Unit
<input type="checkbox"/>	<input type="text"/>	0700	TEST, TEST	R-56	R130613006 <i>(No Receipts)</i>	06-13-2013		I-125	<input type="checkbox"/>	Iodine 125 Radionuclide	1	5

Here will be a list of any “Open Requisitions” you have already placed.

You also have the ability to look at any requisitions you have placed in the past by clicking the “Closed Requisition” box (yellow square)

To start a new Requisition, click the “+Add” button (red square)

**\*PI** TEST, TEST

**\*Isotope**  **Select Isotope**

License Line #

Permit #

Lab / Location

Vendor Name

Catalog #  **Select Catalog #**

PO #

**\*Cost Center Number**

Compound  **Add** **Clear**

Vial Description

Physical Form

**Blanket Requisition?**

Comments

**Order Detail**

**\*Requisition Date** 11/3/2017

**Require By**

**\*# of Units**

**\*Activity per Unit**

**\*Order Amount**  **Unit**

**Contact Information**

**\*Contact**

**Phone #**

**Email**

**Save** **Cancel**

To complete a requisition fill out all the pertinent information on this page. Information can be filled out by a using a dropdown menu, clicking the button to bring up a selection table and/or typing in the text box. Items with a red \* are required. It is helpful to start at the "PI" section and work your way through the form as some items will be auto-filled as you go through. If you do not have a Cost Center Number, please refer to the ORS website on how to obtain one.

\*PI: TEST, TEST

\*Isotope: Am-241 Select Isotope

License Line #: 161

Permit #: R-56

Lab / Location: 141:0549 : Env Health & Safety

Vendor Name: PerkinElmer

Catalog #: 123 Select Catalog #

PO #: 1234

\*Cost Center Number: SD1234

Compound: GLUCOSE Add Clear

Sugar

Vial Description: Vial

Physical Form: Liquid

Blanket Requisition?

Comments: Would like fresh lot, if available.

**Order Detail**

\*Requisition Date: 11/3/2017

Require By: 11/6/2017

\*# of Units: 1

\*Activity per Unit: 1.00000

\*Order Amount: 1.00000 Unit: mCi

**Contact Information**

\*Contact: TEST, TEST

Phone #: (123)456-7891

Email: test@test.com

**Save** Cancel

Once all pertinent information has been entered, click the **“Save”** button. If you receive an error, contact Radiation Safety at [RadiationSafety@wisc.edu](mailto:RadiationSafety@wisc.edu) and inform them of the error. If you receive an error, it is most likely because you are trying to place an order over your labs allowed shipment or possession limit(s). By contacting the ORS your limits can be updated.

PI:

Drag a column header and drop it here to group by that column

Approved?	Approval / Denial Date	PI	PI Name	Permit #	Requisition #	Requisition Date	PO #	Isotope	Blanket?	Compound	# of Units	Activity per Unit
<input type="checkbox"/>	<input type="text"/>	0700	TEST, TEST	R-56	R171103000 (No Receipts)	11-03-2017	1234	Am-241	<input type="checkbox"/>	Sugar	1	1
<input type="checkbox"/>	<input type="text"/>	0700	TEST, TEST	R-56	R130613006 (No Receipts)	06-13-2013		I-125	<input type="checkbox"/>	Iodine 125 Radionuclide	1	5

After hitting the save button, an email is sent to the Office of Radiation Safety informing them of your Requisition. There are no further steps to take.

You will be brought back to the main page that shows your current "Open Requisitions". You may edit these requisitions by clicking the edit button until the Office of Radiation Safety places the order and moves them into "Closed Requisition" status.