There are special requirements for ordering radioactive materials. Failure to complete the requirements will result in rejection of your requisition and may result in loss of ordering privileges for the study.

**Ordering Requirements**

1. Shipment directly to Radiation Safety using the pre-approved address:
   Radiation Safety/<PI Full Name>/<Authorized Permit #>
   EHSO, Room G44
   Whitehead Building
   615 Michael Street
   Atlanta, GA 30322
2. Charged to Account Code 54580.
3. Radioactive Flag selected for non-catalog items.
4. Request radioactive materials in a separate cart.

**Storing the Radioactive Shipping Address**

To ensure you use the approved Radiation Safety address, you should add it to your profile. You may then select it when needed.

5. Select the down arrow next to the user Name and choose View My Profile.

6. Select Default User Settings: Default Addresses

7. Select Addresses for Profile and enter 615 in the Nickname/Address Text box. Search.

8. Select 615 Michael and enter the following information.

**Ordering from Shop or a PunchOut**

Radioactive materials are flagged in Emory Express with the universal radioactive symbol. You may add them to your cart from the Shop catalogs or a PunchOut.

1. Locate the item and add them to your Emory Express Cart.

2. Proceed to checkout. Complete Grant Purchase Validation if application. Change the shipping address to Radiation Safety. Change the Account Code to 54580. Budget Check and Place Order.

**Ordering from a Non-Catalog Item**

1. If the item is not available through Shop or a PunchOut, you may request on a non-catalog item. Complete the non-catalog item and select the Radioactive symbol.

2. Proceed to checkout. Complete Grant Purchase Validation if application. Change the shipping address to Radiation Safety. Change the Account Code to 54580. Budget Check and Place Order.

Refer to the Emory Express User Manual for additional information on ordering radioactive materials, including Proceed to Checkout, editing your shipping and accounting, and checking the status of your requisition.