

How to Use EPIC to order Radioactive Materials

(includes radiation devices such as Liquid Scintillation Counters and Gas Chromatographs with ECDs)

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The Canadian Nuclear Safety Commission has directed the University of Manitoba to ensure every order of Radioactive Material is pre-approved by the Radiation Safety Officer (RSO).

Enter the required additional information in the text box below when ordering radioactive material (radioisotopes, sealed sources or radiation devices). EPIC, the University's Electronic Procurement Information Centre will forward your order to EHS for RSO-approval prior to placing the actual order with the vendor.

NOTE: To use EPIC, you must receive training and you need to request access to the system. For this and detailed instructions on creating a requisition in EPIC, click on the link below to the EPIC training page:

http://www.umanitoba.ca/computing/renewal/aurora/finance/elearning/index.html#Epic_online

In order to allow for University Radiation Safety Approval, be aware that orders placed on EPIC will normally be reviewed by EHS within two University business days. If you would like to request an expedited approval, call 204 789-3654; 204 789-3613 or email radsafe@umanitoba.ca

Creating a Requisition for Radioactive Material

1) There are two ways to create a requisition in EPIC.

I. Create a Catalog order

- Supplier catalogs have UNSPSC codes or ID linked to the products, so no additional information is required to be entered at this step. Proceed to step 2)

II. Create a NON-Catalog order

Additional information required to be entered:

- Enter the full description of the materials being purchased including: *chemical name, isotope and activity [in megabecquerels (MBq), microcuries (uCi) or millicuries (mCi)]*.
- When selecting the **commodity code field**, search for "Radioisotope Sources". **You MUST select the name Radioisotope Sources with ID 12142207 to receive RSO pre-approval of the order.**

NOTE: This is different from the Account Code! Proceed to step 2)

2) If you are done creating the catalog or non-catalog order, click on the **shopping cart icon** & choose **Proceed to Checkout** to access your requisition. Make sure the following information is entered and confirm accuracy:

- In the **Title Field** of the order **enter the Permit number associated with the whole order: all eight characters in the format B-1-#####, B-2-#####, B-3-#####, F-1-#####, or F-2-#####, AND the name of the Permit Holder.**

3) Once all the information is entered, click **OK** to return to the main purchase request. Click on the button **Show Approval Flow**. You should see; **Pending - Radioisotope Approver** in the approval flow. If you do not see this:

- Catalog orders, contact Aurora Finance Customer Service (see below)
- non-catalog orders, check the commodity code to make sure the correct code has been selected. If the correct code had been selected, then contact Aurora Finance Customer Service:

204-480-1001 option 2 or epic@umanitoba.ca

4) Once you are satisfied with your request, click **Submit**. Your request will be forwarded to the appropriate approvers and you will be returned to the Catalog Home.