Ordering RAM in CU Marketplace

Approved by: ____________________________  Date: ____________________________

All radioactive material purchases must be pre-approved by Radiation Safety. Purchasing RAM without approval is a violation of the university radioactive materials license, and could result in suspension of RAM use in the violating lab.

The license requires that all RAM purchases be delivered to the EHS Support Facility for processing. If a delivery is made to the lab, the package must be secured from unauthorized access, and EHS staff must be alerted. The package will be picked up by EHS, processed at the Support Facility, and returned to the lab.

An order for RAM in CU Marketplace must not be combined in the same shopping cart with any other purchases. The shipping address must be edited to direct all RAM purchases to the EHS Support Facility, with the pre-approved requisition number -- supplied by Radiation Safety -- and the PI name included on the “FLR/RM/STE” line. See the following pages for a step-by-step guide.

The shipping address for the EHS Support Facility is:

Environmental Health and Safety
[Enter requisition number and PI name here]
13178 E. 19th Ave.
Aurora, CO 80045

Contact Radiation Safety at 303-724-0109 or 303-724-0128 with any questions.
To create a “Ship To” address for the EHS Support Facility:

Select name, then “View My Profile”
Select “Default User Settings”, then “Default Addresses”
Click “Select Addresses for Profile”
Enter “2HSSF” in “Nickname/Address Text” field, click Search.

Select radio.
Enter a nickname, e.g., EHS Support Facility, or RAM Shipping Address. DO NOT CHECK “Default”.

Click “Save”.

The new address name will appear in the “Shipping Address” column of the window (left side). Assign this address to all RAM purchases.

Receiving RAM from a vendor at any location other than the EHS Support Facility is a violation of the RAM authorization.
To select the EHS Support Facility shipping address on a RAM order:

Select “Add Speedtype/Shipping/etc.” in the Marketplace shopping cart.
Under the Shipping tab, select edit in the Shipping box to change the address from the default to the EHS Support Facility.
List the EHS-assigned RAM Purchase Requisition # and the PI’s last name in the “RM/FLR/STE” box.

Review to ensure the shipping address is:
13178 E. 19th Ave.
Aurora, CO 80045

Click “Save”.
Finalize the purchase.