



EHS Assist Radioactive Material (RAM) Buyer's Guide



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Accessing the RAM Requisition Module

Step 1

Login into EHS Assist - <https://ehsa.vanderbilt.edu>

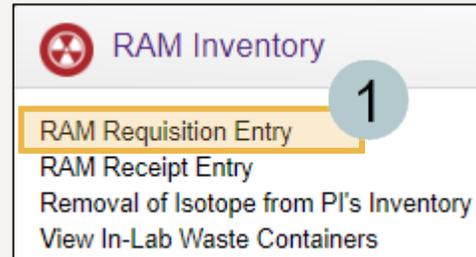
- ❖ **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for SSO authentication.
- ❖ **For VUMC individuals**, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

Step 2

From the EHS Home page, select the **Inventory** icon.

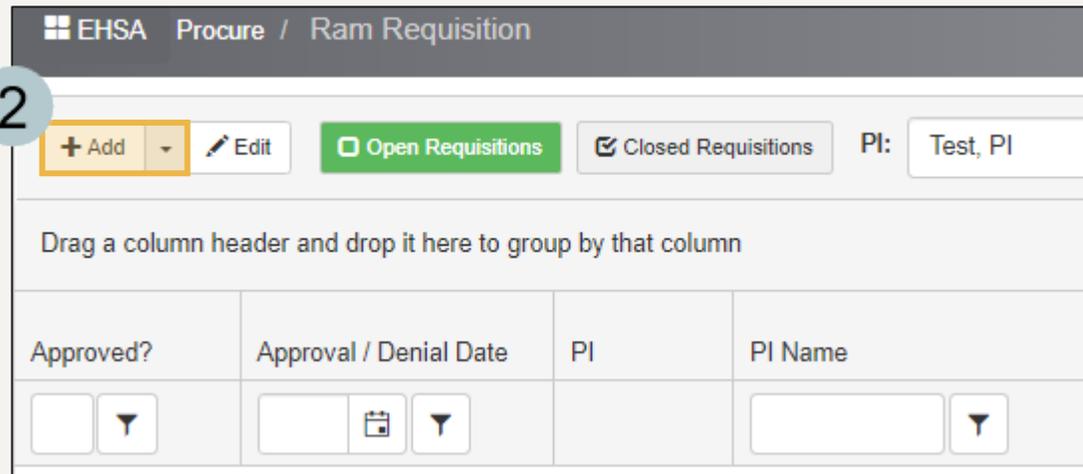


Entering a RAM Requisition (steps 1-2)



1 Under RAM Inventory, select **RAM Requisition Entry**.

2 Click on the **Add** button at the top of the page.



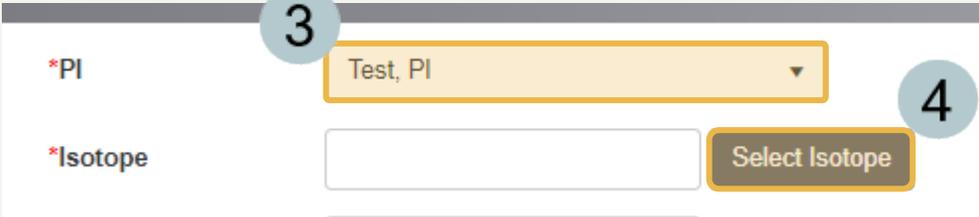
Entering a RAM Requisition (steps 3-5)

The RAM Requisition order form will be displayed.

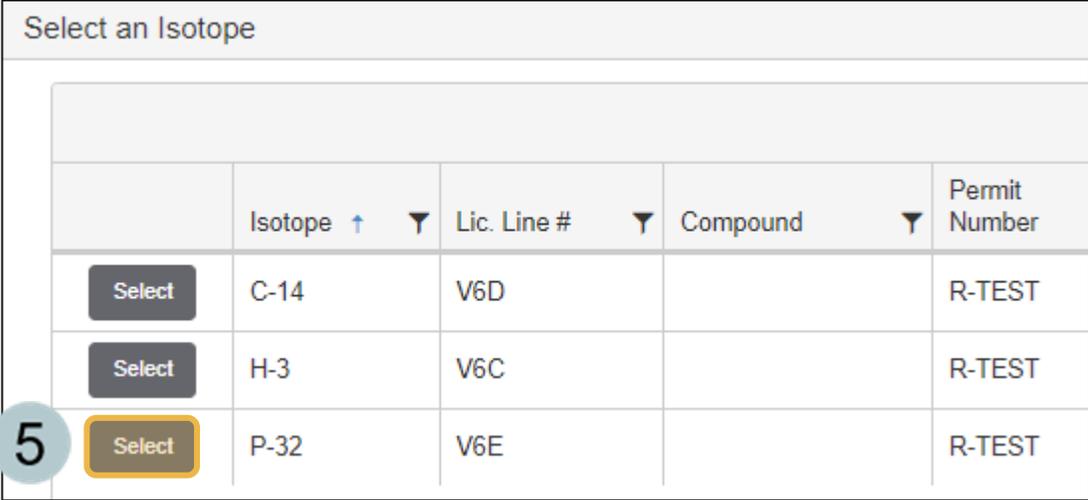
3 Confirm the correct PI is selected if you have access to more than one. *A drop-down will appear if you have access to more than one PI.*

4 Click on the **Select Isotope** button.

5 Click on the **Select** button next to the isotope you will be ordering. *The isotopes available are limited to the approved isotopes on the PI's permit.*



A screenshot of a web form for entering a RAM Requisition. It features two main input fields: a dropdown menu for the Principal Investigator (PI) and a text input for the Isotope. The PI dropdown is currently set to "Test, PI" and is highlighted with a yellow border and a blue circle containing the number 3. Below it, the Isotope field is empty, and a "Select Isotope" button is highlighted with a yellow border and a blue circle containing the number 4.



A screenshot of a table titled "Select an Isotope". The table has five columns: Isotope, Lic. Line #, Compound, and Permit Number. Each row has a "Select" button to its left. The row for "P-32" is highlighted with a yellow border and a blue circle containing the number 5.

	Isotope ↑ ▼	Lic. Line # ▼	Compound ▼	Permit Number
Select	C-14	V6D		R-TEST
Select	H-3	V6C		R-TEST
Select	P-32	V6E		R-TEST

Entering a RAM Requisition (steps 6-8)

- 6 Select the **PI Account #** for the requisition. You may select multiples if the order charges will be split among separate accounts.
- 7 If you selected multiple accounts, enter the percentage split each account should be charged. 100% will auto-populate if there is only one billing account associated with the order.
- 8 Select the **Lab/Location**. The locations displayed in the dropdown are limited to the approved locations on the PI's permit.

Attached PI Accounts

	PI Account #	Percentage
6	<input type="text" value=""/>	
	123789	
	987654	
	123-456	
	COA987	

	PI Account #	Percentage
X	987654	70
X	COA987	30

8

*Lab / Location

*Select Preferred Delivery Option

<input type="text" value=""/>
V4128:23C : MRB III BIO/SCI
V4128A:23C : MRB III BIO/SCI

Entering a RAM Requisition (steps 9-14)

- 9 Select the **Preferred Delivery Option** from the dropdown.
- 10 Select the **Vendor Name** from the dropdown.
- 11 Enter the **Catalog #**.
- 12 Enter the **Compound / Chemical Name**.
- 13 Select **Yes** or **No** from the dropdown if you will be including a quote. *If Yes, see Step 20 for the upload location.*
- 14 Enter any **Special Instructions or Comments** in the memo field if you have them (optional).

The screenshot shows a web form for entering a RAM Requisition. The form fields are as follows:

- 9 *Select Preferred Delivery Option:** A dropdown menu with the selected option "C) Friday (recommended; PerkinElmer only)".
- 10 *Vendor:** A dropdown menu with the selected option "PerkinElmer".
- 11 *Catalog #:** A text input field containing "00560".
- 12 *Compound / Chemical Name:** A text input field containing "ATP".
- 13 Would you like to include a quote?:** A dropdown menu with the selected option "Yes".
- 14 Special Instructions or Comments:** A memo field containing the text "Room remains locked for safety purposes.".

Entering a RAM Requisition (steps 15-18)

15 The **Requisition Date** auto-populates with today's date. Enter the **Request Delivery By** date if you have a preference.

16 Enter the number of **Containers or Vials** in the order.

17 Enter the **Activity per Container**.

18 Enter the **Cost** if that information is available.

*Note: The **Order Amount** populates automatically based on how the other fields are populated.*

Order Detail			
15	*Requisition Date	7/5/2023	<input type="text"/>
	Request Delivery By	7/7/2023	<input type="text"/>
16	*# of Containers	1	<input type="text"/>
17	*Activity per Container	1	Unit <input type="text" value="mCi"/>
	*Order Amount	1	Unit <input type="text" value="mCi"/>
18	Cost	100.00	<input type="text"/> <input type="text" value="USD"/>

Entering a RAM Requisition (steps 19-21)

19 Select a **Contact Person** for the order if it will not be the user submitting the requisition. If the submitter is the contact person, you may leave this section blank.

20 Click on the **Add** button to upload a quote if one is available.

21 Lastly, click on the **Save** button at the top or bottom of the page to submit your order.

Contact Information (if different from person submitting order)

Contact Person 19

Phone #

Email

Quote or Requisition Documentation

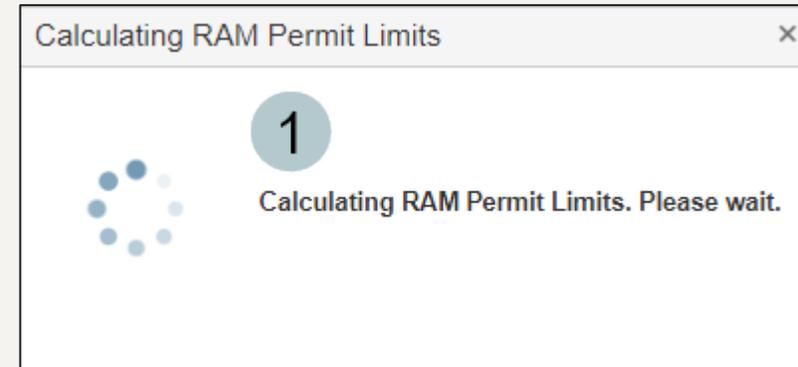
20

Upload Date	Document / File Name	Description

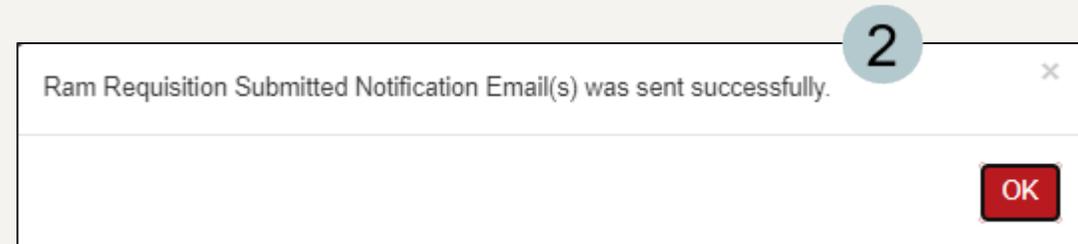
21

Requisition Submission and Approval (steps 1-2)

1 Upon saving, you will first see the **Calculating RAM Permit Limits** message briefly on the screen.



2 Once the calculation has finished, click **OK** on the submission confirmation. You will then receive a confirmation email.



Note: The radiation safety team will also receive a notification of your requisition.

Requisition Submission and Approval (steps 3-4)

3 You will be taken back to the **RAM Requisition** log page where you can view your open requisition.

4 Once the requisition has been approved, the approval fields on the requisition log will populate and you will also receive a notification email of the approval.

EHSA Procure / Ram Requisition Edit Labels 3

PI: Test, PI

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

Approved?	Approval / Denial Date	PI	PI Name	Permit Number	Requisition #
<input type="checkbox"/> ▼	<input type="text"/> <input type="calendar"/> ▼		<input type="text"/> ▼	<input type="checkbox"/> ▼	<input type="text"/> ▼
			Last name, First name	R-TEST	R230720001 (No Receipts)

4

Approved?	Approval / Denial Date	PI	PI Name	Permit Number	Requisition #
<input type="checkbox"/> ▼	<input type="text"/> <input type="calendar"/> ▼		<input type="text"/> ▼	<input type="checkbox"/> ▼	<input type="text"/> ▼
Approved	07-05-2023		Last name, First name	R-TEST	R230720001 (No Receipts)

EHS Assist – Additional Info

Find additional EHS Assist guides here:

<https://www.vanderbilt.edu/ehs/ehsassist>

With any questions, concerns or suggestions, contact the EHS Assist Administrator - ehsa@vanderbilt.edu

Contact the radiation safety team with any questions about your RAM order at radiationsafety@vanderbilt.edu

