



# 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

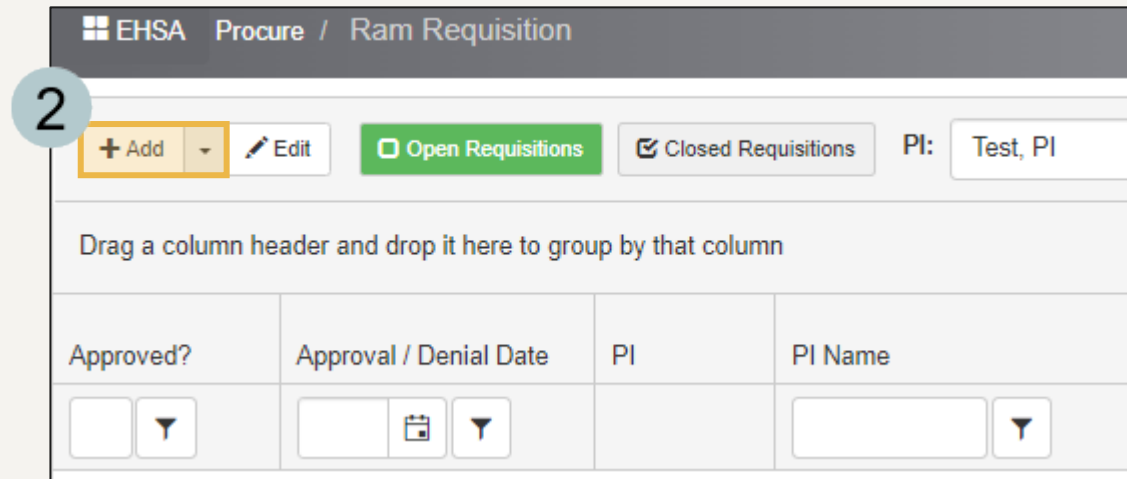
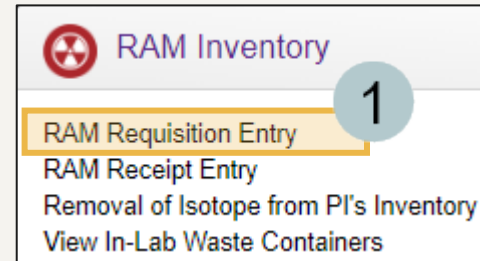
From the EHSA Homepage, select the **Inventory** icon.



# 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.

A screenshot of a web application page titled 'EHSA Procure / Ram Requisition'. The page has a dark grey header with the title. Below the header is a toolbar with buttons: '+ Add' (highlighted with an orange box), 'Edit', 'Open Requisitions' (green), and 'Closed Requisitions'. To the right of these buttons is a 'PI:' field with the value 'Test, PI'. Below the toolbar is a section with the text 'Drag a column header and drop it here to group by that column'. Below this is a table with four columns: 'Approved?', 'Approval / Denial Date', 'PI', and 'PI Name'. Each column has a filter icon (a funnel) in its first row. A blue circle with the number '2' is positioned to the left of the '+ Add' button.

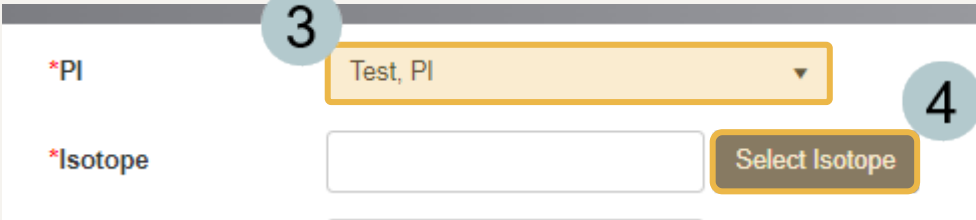
# Entering a RAM Requisition (steps 3-5)

The RAM Requisition order form will be displayed.

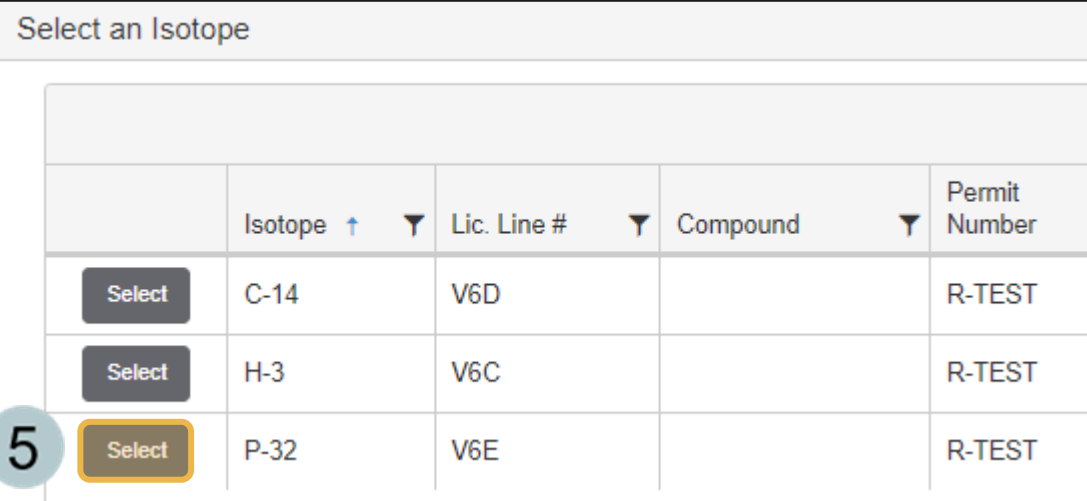
3 Confirm the correct PI is selected if you have access to more than one. *A drop-down will appear if you have access to more than one PI.*

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.*



The screenshot shows a form with two main sections. The top section is labeled '\*PI' and contains a dropdown menu with 'Test, PI' selected. A blue circle with the number '3' is next to the dropdown. The bottom section is labeled '\*Isotope' and contains an empty text input field and a button labeled 'Select Isotope'. A blue circle with the number '4' is next to the button.



The screenshot shows a table titled 'Select an Isotope'. The table has five columns: Isotope, Lic. Line #, Compound, and Permit Number. There are three rows of data. The first row has 'C-14', 'V6D', and 'R-TEST'. The second row has 'H-3', 'V6C', and 'R-TEST'. The third row has 'P-32', 'V6E', and 'R-TEST'. A blue circle with the number '5' is next to the 'Select' button in the first column of the third row.

	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	<div>123789</div> <div>987654</div> <div>123-456</div> <div>COA987</div>	

	PI Account #	Percentage
X	987654	70
X	COA987	30

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\*Lab / Location

\*Select Preferred Delivery Option

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 is divided into several sections, each corresponding to a step in the process. Steps 9 through 14 are highlighted with blue circles and numbers. The form fields are as follows:

- Step 9:** \*Select Preferred Delivery Option. A dropdown menu is open, showing "C) Friday (recommended; PerkinElmer only)".
- Step 10:** \*Vendor. A dropdown menu is open, showing "PerkinElmer".
- Step 11:** \*Catalog #. A text input field contains "00560".
- Step 12:** \*Compound / Chemical Name. A text input field contains "ATP".
- Step 13:** Would you like to include a quote?. A dropdown menu is open, showing "Yes".
- Step 14:** Special Instructions or Comments. A text input field contains "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	
	Request Delivery By	7/7/2023	
16	*# of Containers	1	
17	*Activity per Container	1	Unit mCi
	*Order Amount	1	Unit mCi
18	Cost	100.00	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

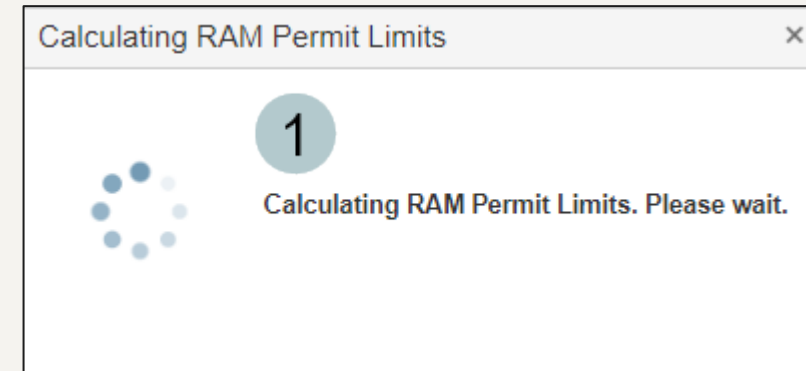
20

Upload Date ↓	Document / File Name	Description

21

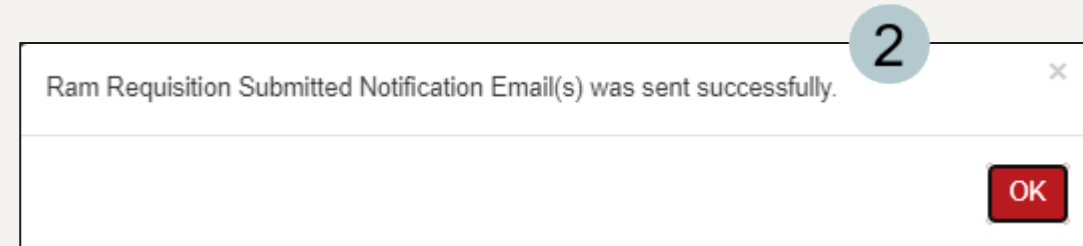
# Requisition Submission and Approval (steps 1-2)

- 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

+ Add Edit Close More Open Requisitions Closed Requisitions Ram Procure Reports 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="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
			Last name, First name	R-TEST	R230720001 (No Receipts)

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

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# 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](mailto:ehsa@vanderbilt.edu)

Contact the radiation safety team with any questions about your RAM order at [radiationsafety@vanderbilt.edu](mailto:radiationsafety@vanderbilt.edu)



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