

Internal Radioactivity Request Procedure

We are pleased to inform that we will now be accepting requests for delivery of 18F radioactivity and 18F-synthesized tracers for pre-clinical, non-human research.

Request (via Google Form):

- Principal Investigators/PIs (or designees) ordering radionuclide/radiotracer should first review the [PET Scan Calendar](#) for information regarding production dates. With very few exceptions, delivery requests will need to coincide with scheduled cyclotron/production runs associated with a *Confirmed* scan (as shown in the calendar).
- Once a date has been determined, the PI (or designee) will submit the delivery request to the PET Core using the [Radioactivity Request Form](#).
- Requests will be reviewed by the PET Core staff on a first-come, first-serve basis.

Request Approval and Fulfillment (via iLab):

- A draft invoice will be created in [iLab](#) for each request.
- It is the responsibility of the PI (or designee) to review the invoice for correctness and 'approve' it in iLab prior the requested delivery date. (Please contact the PET Core directly if edits are required.)
- Once approved in iLab, the invoice will automatically be forwarded to Radiation Safety.
- Radiation Safety will review the request for approval and internally schedule the delivery.
- The approved invoice will then be forwarded to the PET Core.
- The PET Core staff will update the PET Scan Calendar to reflect a ***confirmed*** radionuclide/radiotracer delivery.

Billing

- Upon radionuclide/radiotracer delivery, the PET Core will generate a billing event, submit the final invoice, and facilitate the funds transfer.

IMPORTANT

- A delivery will only be scheduled once iLab approval has been granted by Radiation Safety.
- A radiation-safety-approved transport pig and container must be provided to the Bahl Lab at least 24 hours prior to scheduled tracer delivery.

We look forward to assisting you in conducting your research, will be available to answer questions, and encourage feedback.

Best,

The PET Core Team

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