![EHRS - Environmental Health & Radiation Safety, University of Pennsylvania]
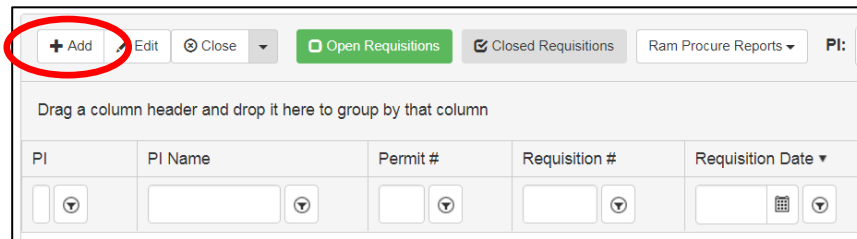
RAM Approval Number Requests and P-32/S-35 Orders from EHRS

1. Go to: https://ehrs.admin.upenn.edu/radsaf
2. Log into RadSaf with the User Name and Password provided by EHRS for your PI/ Licensee/Lab
3. Click on **Inventory**

4. Click on **Ram Requisition Entry**
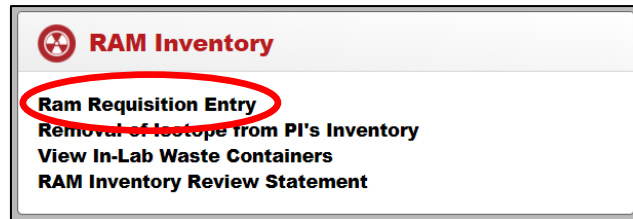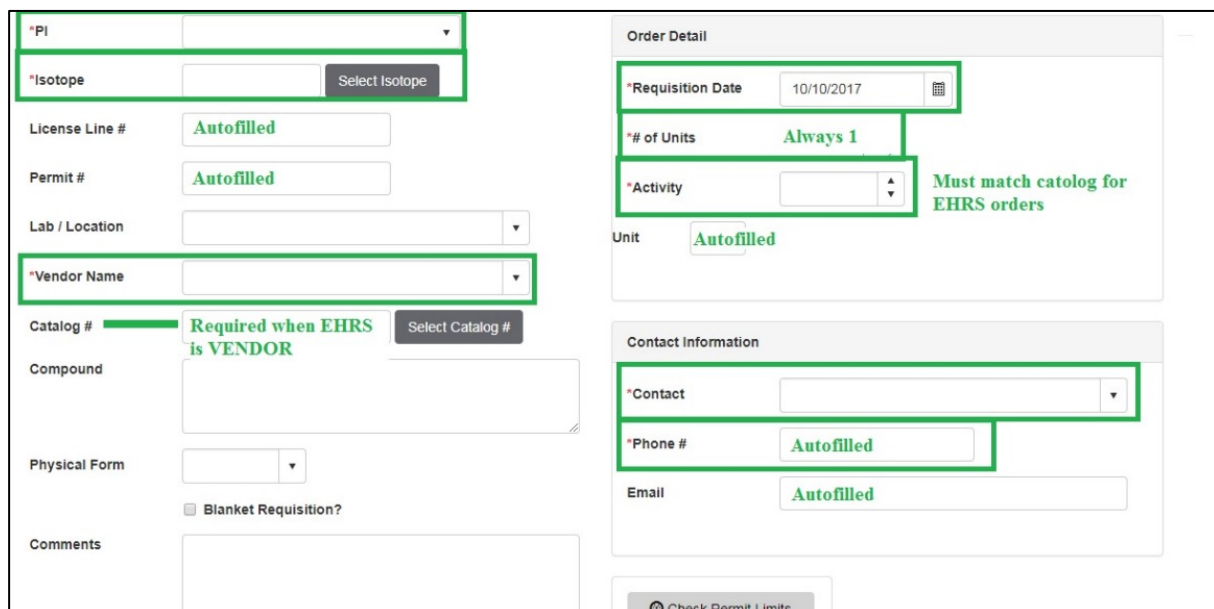

5. Click on **+ Add**

6. Enter RAM order details **<<Items marked with a red * are required>>**

7. After order details are filled in, click on **Save**

8. To print out a copy of your order confirmation, click on **Ram Procure Reports**

   - Click on **PI Reports** → "Web Order Approval Confirmation"
   - **NOTE:** For orders placed with EHRS, you must print and bring a copy of this confirmation with you when you pick up RAM from our distribution lab in Anatomy-Chemistry Building