

Operating and Safety Procedures for _____
The designated RSO for this office is _____

1. Purpose. These are procedures that will minimize radiation exposure to patients and employees.
2. Responsibilities.
 - a. The Radiation Safety Officer (RSO) will brief the staff on these procedures annually and document the briefing on an attendance roster.
 - b. The RSO has the responsibility and authority for assuring safe radiation practices and is the point of contact between this facility and DSHS Radiation Control.
 - c. The RSO will insure the following are accomplished within required time guidelines and are documented in the radiation notebook.
 - i. Equipment Performance Evaluations.
 - ii. Image processing quality control.
 - iii. Conduct annual inventory of x-ray units.
 - iv. Notify Radiation Control Branch, Licensing division of an increase of x-ray units or change of physical address of this office.
 - d. The staff will comply with these procedures in the daily discharge of their duties.
3. References.
 - a. Texas Administrative Code (TAC) 289.232(i)(3).
 - b. Manufacturer's literature.
4. Procedures.
 - a. Operator and patient safety.
 - i. All operators of x-ray units must meet the requirements of the Texas State Board of Dental Examiners.
 - ii. Individuals who operate only dental x-ray units are exempt from individual monitoring requirements (film badges).
 - iii. Film holding devices will be used whenever possible. If it is necessary to hold the film or a patient, the staff will wear protective apron and position themselves out of the direct beam. Pregnant staff members are prohibited from holding the film during exposure.
 - iv. Staff will not hold or stabilize the tube head during exposure.
 - b. Posting notices.
 - i. The "Notice to Employees" sign is posted _____
 - ii. The Certificate of Registration, Operating and Safety Instructions, and violations involving radiological working conditions are located _____
 - iii. Rights and obligations as a radiation worker are found in TAC 289.232(i)(4)(D) and (k)(1) located _____
 - iv. Our facility does not post a "Caution Radiation Area" because our operators have continuous surveillance and access control to the radiation area.
 - c. Dose to operators

- i. Occupational dose limits are found in TAC 289.232(i)(4)(A).
 - ii. A staff member who is or becomes pregnant may voluntarily inform the RSO in writing. The RSO must ensure that the dose not exceed 0.5 rem during the entire pregnancy.
 - iii. Any radiation incident or overexposure will be reported immediately to the RSO.
- d. Operation of the x-ray units and image/film processing
 - i. No x-ray exam shall be taken unless ordered by Doctor(s) _____
 - ii. During exposure the staff must be able to continuously see, hear, and communicate with the patient. The staff must be at least six feet from the useful beam or behind a protective barrier.
 - iii. If exposure settings are not programmed into the x-ray unit, a technique chart will be posted next to the controller.
- e. Beam limiting devices that are a part of the x-ray unit (tube head cone and filters) will not be removed.
- f. Portable x-ray units are mounted on a permanent base with wheels or hand-carried.
 - i. During exposure the staff will be positioned to make exposure minimal and be out of the direct line of the beam.
- g. This office **does / does not** use a film processor.
 - i. Unexposed film will be stored _____
 - ii. Processor chemical temperature will be in according to manufacturer's specifications. Temperature will be checked at the beginning of the day and films will not be developed unless the temperature is _____ or the "temperature ready" light is on. Manual processing temperature will be checked throughout the day.
 - iii. A cleaner film will be run through the film processor at the beginning of the day to ensure the rollers do not contaminate the exposed film.
 - iv. Expiration dates on film and chemicals will be checked periodically to ensure expired items are not used. Always use the oldest items first.
 - v. Chemicals will be replaced by _____ according to manufacturer's recommendations. Chemicals will not exceed three months without complete replacement.
 - vi. Lighting in the darkroom will not be altered without the approval of the RSO.
 - 1. Filter type _____
 - 2. Bulb wattage _____
 - 3. Distance from work surfaces _____
 - vii. If a light leak is discovered, notify the RSO. A light leak check will be conducted and documented semi-annually by _____
- h. Alternative processing systems **are / are not** used in this facility.

- i. Processing will be done according to manufacturer's specifications.
- i. Digital imaging **is** / **is not** used in this facility.
 - i. Quality control of images will be conducted and documented annually by _____
 - ii. Processing of images will be according to manufacturer's specifications.