

SAMPLE TABLE OF CONTENTS FOR X-RAY PROGRAM NOTEBOOK

1. Registration form
 - a. Current registration form
 - b. Pending correspondence if the office has moved or increased the number of x-ray units as listed on the registration form.
2. Inventory of all x-ray units
 - a. Includes make, model, serial number, and room location
 - b. Must be reviewed and/or updated annually
3. Documentation for each x-ray unit (make a tab for each unit)
 - a. Room 1
 - i. Most current EPE (Equipment Performance Evaluation) or FDA Form 2579 (Installation form)
 - ii. Previous EPE or 2579
 - b. Hygiene 1
 - i. Same
 - c. Panoramic and/or Cephalometric
 - i. Same
 - d. Mobile x-ray unit
 - i. Same
 - e. Disposal forms
 - i. Document a date when a unit is removed from active inventory
4. Documentation of quality control for image processing
 - a. Step wedge or equivalent (annual requirement)
 - i. Required for film based and digital
 - b. Light leak test (semi-annual requirement)
 - i. Required for film based only
5. Copies of the last two inspections
 - a. Required for self inspection checklist and on-site inspections
 - b. Maintain copies of results and any resulting correspondence
6. Operating and Safety Instructions
 - a. The staff is required to be briefed annually therefore have dated attendance rosters each year
7. Have a copy of Texas Administrative Code (TAC) 289. This can be printed or show online access.
 - a. <http://www.dshs.state.tx.us/radiation/rules.shtm>
8. Contact for lost FDA Form 2579 Installation forms and EPE forms
chrissie.daniel@dshs.state.tx.us 512-834-6688 ext. 2202 / fax 512-834-6690
9. Contact information for application for a registration certificate
www.dshs.state.tx/radiation phone 512-834-6688 (op 1) ext. 2234 / fax 512-834-6716