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.
   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.