

## **CHECKLIST FOR OBTAINING/MAINTAINING AN X-RAY AUTHORIZATION**

### **APPLICATION PROCESS**

- Download a copy of the form, "Application for Use of X-ray or Radiation Producing Devices" at <http://www.ehs.iastate.edu/sites/default/files/uploads/forms/applforusexrayorrrpd.pdf> or request a copy from EH&S at (515) 294-5359.
- Complete the application for use with the information detailed in Section B of the X-ray Systems Manual.
- Forward the application to: Radiation Safety Officer, EH&S, 2408 Wanda Daley Drive /3602..
- Schedule an initial x-ray survey with EH&S at (515) 294-5359.

### **TRAINING**

- Successfully complete the online X-ray Safety Fundamentals Training. Annual re-training is required.
- Complete x-ray device specific training for each worker. See Section B of the X-ray Systems manual for additional information. A copy of the training contents and an attendance record must be maintained. This is the responsibility of the lab.
- Complete the core lab training requirements including a review of emergency procedures specific to the lab. EH&S has a training needs assessment tool to help determine your training needs.

### **AUTHORIZATION FOR USE**

- After completion of the initial x-ray survey and any associated corrective actions, you will receive your authorization. Review carefully the written notification from the Radiation Safety Officer concerning your application's approval.
- Review "Principal Investigator Responsibilities" in Section B of the X-ray Systems Manual.

### **RETRAINING/ AUDITS/ SURVEYS**

- Annual refresher retraining is required. This is the same as the original training and can be found online at the [Learn@ISU](#).
- EH&S will audit the X-ray authorization annually. A copy of this audit form can be found on the EH&S website.
- X-ray surveys are performed annually and after repair or maintenance. Please contact EH&S (515) 294-5359 to schedule these surveys.

## RESEARCH CENTER SPECIFIC INFORMATION

- Provide EH&S with written documentation detailing how training records will be maintained (who is in charge, location of records, etc)
- Maintain records of Iowa State X-ray Safety Fundamentals training for all users
- Maintain records of lab specific x-ray training (i.e. how to properly and safely use the equipment) for all users
- Maintain a usage log detailing: name of user, date used, length of time, number of exposures, kVp, mA
- Ensure that only people with current x-ray training are allowed to use the equipment
- During the annual x-ray audit, EH&S will look at the training records
- Contact EH&S for approval prior to using a new research protocol or change in current protocols
- Be aware of other approvals that may be needed (IACUC, IRB, IBC, etc)