

X-RAY/RADIATION PRODUCING DEVICE AUTHORIZATION CHECKLIST

APPLICATION PROCESS

- ☐ Download [X-ray/Radiation Producing Device Worker Application](#) ,[X-Ray or Radiation Producing Devices Authorization Application](#).
- ☐ Complete the application with the information in Section B of the [X-ray Safety Manual](#).
- ☐ Send completed application to: [Environmental Health and Safety](#). After application is reviewed by EH&S and the shielding calculations are completed it is submitted to Iowa Department of Public Health for approval.
- ☐ Schedule an initial x-ray survey with EH&S at (515) 294-5359.

TRAINING

- ☐ Complete x-ray device specific training for each worker. See Section B of the *X-ray Safety Manual* for additional information. A copy of the training contents and an attendance record must be maintained. This is the responsibility of the laboratory.
- ☐ Complete the core laboratory training requirements including a review of emergency procedures specific to the laboratory. EH&S has a [training needs assessment](#) tool to help determine your training needs. Login to Learn@ISU and go to My Menu.

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 Safety Manual*.

RETRAINING/ AUDITS/ SURVEYS

- ☐ Annual refresher retraining is required through 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 laboratory specific x-ray training (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 may look at the training records.
- ☐ Contact EH&S for approval prior to using a new research protocol or changing a current protocol.
- ☐ Be aware of other approvals that may be needed:
 - o [Humans – IRB](#)
 - o [Animals – IACUC](#)
 - o [Biohazards – IBC](#)
 - o [Radiation - RSC](#)