FORM 38
University of California, Davis
Office of Environmental Health & Safety/UCDHS Health Physics

PORTABLE RADIOGRAPHY X-RAY SAFETY PROTOCOL (Non-Human Use)

MUA#: ______________

Principal Investigator: __________________________________________________________ Phone: ______________________

Manufacturer: ________________________________________________________________ Model: ______________________

General Safety Guidelines

1. Only personnel listed on the Machine Use Authorization (MUA) shall operate the portable radiography X-ray machine unsupervised. All authorized personnel must receive instruction in, and demonstrate an understanding of, the operation of the machine before starting work. The Principal Investigator (PI) must document training. An EH&S “Diagnostic X-ray Safety” internet exam and submission of a Statement of Experience form is required before an individual can be authorized to use the unit.

2. Whole body dosimeters are required for all personnel working with a portable radiography X-ray machine. Dosimeters must be worn on the outside of lead aprons.

3. Use of the portable radiography X-ray machine must follow the procedures described in the manufacturers’ operating manual and/or the MUA safety protocol. Any variations in those procedures must be approved, in writing, by the UC Davis Radiation Safety Committee.

4. Office of Environmental Health and Safety/UCDHS Health Physics (EH&S) does not recommend modifying the manufacturer's built-in shielding. Call EH&S for an audit after any machine modification that may change the radiation output or shielding effectiveness.

5. The portable radiography X-ray machine must be secured to prevent unauthorized use.

6. The PI must maintain an operating log, which includes the following information:
   a. Date of use
   b. Operator
   c. Voltage and current settings
   d. Duration of use
   e. System modifications

7. Use of lead aprons are required and lead gloves when appropriate.

8. The radiographic field shall be restricted to the area of clinical interest.

9. Lead protective clothing (including aprons and gloves) shall be maintained in good repair and shall be inspected annually by the user. If they fail inspection, they shall be removed from service until they are repaired or replaced. (UCDHS P&P 1728)

10. Tripods should be used to minimize exposures.

11. Immediately notify EH&S in the event an individual receives any abnormal radiation exposure.

12. Notify EH&S prior to changes in location, acquisition, disposal or transfer of a portable radiography X-ray machine.

13. Copies of the California Code of Regulations - Title 17 and the Code of Federal Regulations - Title 10 are available at EH&S.

14. A copy of this safety protocol must accompany the portable radiographic unit at all times.

IN THE EVENT OF AN EMERGENCY CALL 911
OFFICE OF ENVIRONMENTAL HEALTH & SAFETY 752-1493
UCDHS HEALTH PHYSICS 734-3355

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