

<b>SECTION</b>	<b>Approval date:</b>	
Clinical Services	<b>Approved by:</b>	
<b>POLICY AND PROCEDURE</b>	<b>Effective date:</b>	
Radiology Services	<b>Revision date:</b>	

**POLICY:**

The site shall meet California Department of Public Health (CDPH) Radiological Health Branch inspection and safety regulations by ensuring that radiation is used safely and effectively, individuals are protected from unnecessary radiation is used safely and effectively, individuals are protected from unnecessary radiation exposure and that environmental quality is preserved and maintained (17 CCR §30255, §30305, §30404, §30405). The Radiologic Health Branch of the Food, Drug, and Radiation Safety Division of the CDPH enforces the Radiation Control Laws and regulations designed to protect both the public and employees against radiation hazards. Enforcement is carried out through licensing, registration, and periodic inspection of sources of radiation, such as radiation machines.

RHB uses the ALARA (As Low As Reasonably Achievable) principle, which is the foundation of all radiation safety programs. The ALARA principle means to minimize exposure to radiation doses by employing all reasonable methods.

**PROCEDURE:**

- I. Site has current CA Radiologic Health Branch (RHB) Inspection Report and Proof of Registration (receipt of payment or cancelled check) issued by the RHB for any radiological equipment on site.
  - A. The site shall have current documentation of one of the following:
    - Inspection Report and Proof of Registration, or
    - Inspection Report and Proof of Registration and Short Form Sign-off sheet, or
    - Inspection Report, Proof of Registration and Notice of Violation form and approval letter for corrective action plan from the CA RHB.
  - B. Equipment inspection, based on a “priority” rating system, is established by legislation (CA H&S Code, Section 115115)
    - Mammography equipment is inspected annually (Mammography federal FDA Certification on site and CA Mammography X-ray Equipment and Facility Accreditation Certification posted on the machine.
    - High Priority equipment (e.g., fluoroscopy, portable X-ray) is inspected every three years.
    - Medium Priority equipment is inspected every 4-5 years depending on the volume of patients, frequency of x-ray equipment use, and likelihood of radiation exposure
    - Site personnel shall contact the Radiological Health Branch at (916) 327-5106 for more information on the “current” status of equipment inspection.
- II. The following documents shall be posted on site:

- A. Current copy of Title 17 with a posted notice about availability of Title 17 and its location.
  - B. "Radiation Safety Operating Procedures" posted in a highly visible location.
  - C. "Notice to Employees Poster" posted in a highly visible location.
  - D. "Caution, X-ray" sign posted on or next to door of each room that has X-ray equipment
  - E. Physician Supervision/Operator certificate posted and within current expiration date
  - F. Technologist certificate shall be maintained current posted on site
    - If there are a large number of technicians, a list of names, license numbers, and expiration dates may be substituted.
    - The certified Radiological Technologist (CRT) certificate permits the technologist to perform all radiology films except mammography and fluoroscopy, which require separate certificates.
    - The "Limited Permit" limits the technician to one of the 10 X-ray categories specified on the limited certificate: Chest, Dental Laboratory, Dermatology, Extremities, Gastrointestinal, Genitourinary, Leg-podiatric, Skull, Torso-skeletal, and X-ray bone densitometry.
- III. The following radiological protective equipment shall be present on site, unless only dexascanners are present:
- A. Operator protection devices: radiologic equipment operator shall use lead apron or lead shield
  - B. Gonadal shield (0.5 mm or greater lead equivalent): for patient procedures in which gonads are in direct beam

NOTE:

For questions regarding radiologic safety (e.g., expired or missing inspection documentation on site), call CDPH Radiological Health Branch (Compliance Unit) at (916) 327-5106. For Radiation Emergency Assistance, call 1-800-852-7550.