

**WVU X-RAY DEVICE
ADMINISTRATIVE CONTROL GUIDELINES
Radiation Safety Department (RSD)
Effective February 2005**

1) Registration

- a) All radiation producing devices (diagnostic or analytical) shall be registered and approved by the RSD prior to installation (Complete RSD Form 724).
- b) The RSD will complete the required documents to register all devices with the WV Radiological Health Program.
- c) Authorization, registration, and certification shall be completed before an x-ray unit can be put in service.

2) Inspections

- a) The RSD will conduct an annual inspection/audit of all radiation producing devices located at WVU.
- b) Consistent with 64CSR23.7.3.a.12, “the following information must be maintained for inspection by the WV Radiological Health Program [WVRHP]”
 - ⊕ Name, location and telephone number of the Primary Authorized User (PAU), and any additional users/operators of the X-ray device;
 - ⊕ Precise physical location of the X-ray device (room and building);
 - ⊕ Model and serial number;
 - ⊕ User’s manual for the device;
 - ⊕ Main use of the X-ray device;
 - ⊕ Utilization log;
 - ⊕ Labels and warning signs; and
 - ⊕ Shielding plan and when the x-ray device is not self-shielded.

3) Contamination Surveys

A survey is required:

- a) At least once every twelve months to assure that there is no scattered radiation in accordance with 9.4.b.1.A;
- b) Following any change in the initial arrangement in accordance with 9.4.b.1.B;
- c) Following any malignance requiring the disassembly or removal of local components in the system in accordance with 9.4.b.1.C;
- d) When personnel radiation monitoring devices show a significant increase over the previous monitoring period or the readings area approaching the ALARA limit.

4) Maintenance and Repairs

- a) Written approval from the RSD is required prior to shipping out any X- ray device for repair/alteration or any *¹certified components of an X-ray device (**Complete RSD Form 722**).

- b) This would include X-ray controls, X-ray tubes, X-ray High-voltage Generators, beam limiting devices, etc. shall be reported to the department within 5 days before any repair or alterations occurs.
- c) A record of all X-ray device calibrations, maintenances and modifications must be maintained on file in accordance with (64CSR23.7.3.a.12.C) along with any correspondence to the WV Radiological Health Program regarding an X-ray device in accordance with (64CSR23.7.3.a.12.D).
- d) A service repair record from the vendor should include the date of service, vendor, description of service performed, clearly identify the component repaired or replaced, part number, and a description of the damage if applicable.
- e) Vendors who provide maintenance or repair services to radiation producing equipment are also subjected to licensing requirements and must be properly registered and approved by the State in accordance with the requirements of the Radiological Health Rule, Title 64, Code of State Regulations, series 23, section 5.4 and 5.5). A copy of the current approved vendors is available on the RSD Web Page www.hsc.wvu.edu/rsafety/.

5) Modifications to Registration Application

- a) The registered “Primary Authorized User” or a department representative shall provide written notification to the RSD prior to taking action that would render the information on the original registration no longer accurate [e.g. transfer to a new location, disposal, new primary user.] **(Complete RSD Form 723).**

*¹certified components of an X-ray device (64-CSR-7.2.12). Components of x-ray system that is subject to regulations... promulgated under public law 90-602, the Radiation Control for Health and Safety Act of 1968 the Food & Drug Administration [21-CFR-1020].