



North Carolina Department of Health and Human Services
Division of Health Service Regulation

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September 28, 2015

X-RAY SERVICE PROVIDER INFORMATION MEMORANDUM

To: N.C. Service Providers Who Perform Surveys and Radiation Measurements

From: Jenny Rollins, Radiology Compliance Branch Manager
NC DHHS, Division of Health Service Regulation, Radiation Protection Section

Subject: Issues with Survey and Radiation Measurement Reports

The Department of Health and Human Services, Division of Health Service Regulation, Radiation Protection Section (RPS) is committed to protecting the public and occupational radiation workers from unnecessary exposure to ionizing radiation generated from radiation machines. RPS inspects facilities to ensure compliance with the North Carolina Rules Against Radiation Protection, 10A NCAC 15.

RPS inspection staff have seen a number of issues from our X-ray service providers. According to the requirements of Rule .1613:

- (a) Each registrant shall make or cause to be made, surveys that:
- (2) are reasonable and under the circumstances to evaluate:
 - (A) the magnitude and extent of radiation levels; and
 - (C) the potential radiological hazards that could be present.
- (b) The registrant shall ensure that instruments and equipment used for quantitative radiation measurements are calibrated at the frequency committed to in accordance with the requirements of Rules .0207 of this Chapter for the radiation measured.

According to the requirements of Rule .0213:

- (2) The applicant shall ensure the equipment used for radiation surveys and radiation measurements is calibrated at least every 12 months (unless the manufacturer recommendations have a different frequency) by persons registered to provide such services pursuant to Rule .0205 of this Section.
- (3) The applicant may perform the equipment calibrations required in Subparagraph (a)(2) of this Rule provided that:
 - (A) such calibrations are currently traceable to the National Institute of Standards and Technology;
 - (B) the calibration procedures are approved by the agency;
 - (C) the radiation sources used for such calibration are licensed or registered as required by the rules in this Chapter; and
 - (D) the equipment is labeled to indicate the date of calibration and records of the calibration are maintained.

Radiation Protection Section

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Many of our service providers are not providing complete information on the post installation area survey.

The minimum documentation that should be included on a post installation area survey include:

- A drawing on all surveys that shows the location and serial number of the radiation generating device (RGD).
- Date of the survey.
- Name and signature of the person performing the survey.
- Model and serial number of the survey meter used.
- Calibration date of the survey meter used.
- Radiation levels at the measurement locations (including the operator location) and background readings.
- List of the safety devices that were evaluated.

The minimum documentation that should be included on a radiation measurement report include:

- Date of test.
- Name and signature of the person performing the test.
- Model and serial number of the survey meter used.
- Calibration date of the instrument used.
- Radiation levels at the measurement locations (including the operator location) and background readings.
- List of the safety devices that were evaluated.

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XrayService@dhhs.nc.gov – for service registration submittals, service registration changes and service violation responses.
FDA2579@dhhs.nc.gov – for federal form FDA 2579 (Report of Assembly) and Report of Sales/Installations or Disposal of X-ray Systems form.
shieldingdesign@dhhs.nc.gov – for shielding plans.

Attachments:

Shielding Plan Requirements for Service Providers - www.ncradiation.net/Xray/documents/svcplanrevguide.pdf

Steps to Install X-ray Equipment - www.ncradiation.net/Xray/documents/Registration%20Steps.pdf

All email boxes - www.ncradiation.net/Xray/documents/MailBoxesList.pdf