### Medical Radiation Protection Program / Written Safety Procedures Assessment Tool

<table>
<thead>
<tr>
<th>Facility Name:</th>
<th>Registration #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector Name:</td>
<td></td>
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</tbody>
</table>

The website [www.ncradiation.net](http://www.ncradiation.net) has [Reference Guides For Facilities](http://www.ncradiation.net) and additional resources regarding information contained in this document.

<table>
<thead>
<tr>
<th>Date of 1st Review:</th>
<th>by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of 2nd Review:</td>
<td>by</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>RADIATION PROTECTION PROGRAM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td><strong>ALARA (As Low As Reasonably Achievable):</strong> Procedures &amp; engineering controls used to achieve occupational doses &amp; dose to the members of the public may include, but are not limited to, the following <a href="http://www.ncradiation.net">.1603(b)</a></td>
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<td></td>
<td>Are closure of doors or controlling hallways to prevent unnecessary exposure identified?</td>
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<td>Are additional procedures or controls specific to the facility described?</td>
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<td></td>
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<td></td>
<td><strong>Occupational Dose Exceeds 100 mrem (Effective date 1/1/14)</strong></td>
<td>Details of how individuals are notified if occupational dose exceeds 1 mSv (100 mrem) TEDE or 1 mSv (100 mrem) to any individual organ or tissue <a href="http://www.ncradiation.net">.1004</a> (effective 1/1/14)</td>
</tr>
<tr>
<td></td>
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<td></td>
<td><strong>Occupational Dose Limits Stated [.1604(a)(1)]</strong></td>
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<tr>
<td></td>
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<td>⊗ 5 rems (.05 Sv), total effective dose, to the whole body</td>
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<td>⊗ 15 rems (0.15 Sv), eye dose equivalent, to the lens of the eye</td>
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<td></td>
<td>⊗ 50 rems (.50) shallow dose equivalent, to the skin and / or any extremity</td>
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<td></td>
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<td></td>
<td><strong>Current Year Exposure Combined: [.1604(f)]</strong></td>
<td>Explanation for combining dose if operator works at multiple facilities during the year?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Dose Limits to Embryo/Fetus Stated:.1610 [.1614(1)(c)]</strong></td>
<td></td>
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<td></td>
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<td></td>
<td><strong>Voluntary Declared Pregnancy Policy [.1610 [.1614(1)(c)] [.1640(f)]</strong></td>
<td></td>
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<td></td>
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<td></td>
<td><strong>Monitoring of Occupational Dose [.1614]</strong></td>
<td>Providing of monitoring badges to operators documented.</td>
</tr>
<tr>
<td></td>
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<td>If operators not monitored, is it documented how facility met compliance to regs.</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>⊗ Frequency of exchanging badges</td>
<td></td>
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<td>Storage of control and personnel</td>
<td></td>
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<td>Is there a description of process of acquiring prior occupational dose for new workers? [.1638(a)(1)&amp;(2)]</td>
<td></td>
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<td>Is the length of time facility is maintaining exposure records identified? [.1640(a)(1)&amp;(g)]</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td><strong>Unit Security [.1622]</strong></td>
<td>Equipment control measures in place to prevent unauthorized use or device removal from facility’s registered physical location.</td>
</tr>
</tbody>
</table>

**Exceeding Exposure Limits**
### Written Safety Procedures

<table>
<thead>
<tr>
<th>Description</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the Written Safety Procedures made available to the operators described?</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Are types of auxiliary support for patients and/or film used during an exposure described in the procedures?</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Are instructions provided to the human holder indicated in the procedures?</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Is the criteria for selecting a human holder identified?</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Recommendations to Include in Procedures

<table>
<thead>
<tr>
<th>Description</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Training Policy [.0603(a)(1)(B)]</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Education requirements specified. Statement of registration or certification is sufficient. OR Unregistered or uncertified operators training detailed. Qualifications of the trainer</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Technique Chart [.0603(a)(1)(C)]</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Method of selecting exposure techniques for the different body sizes &amp; exams described. If more than one method or type of unit is used, explain each.</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Technique chart Pre-programmed units AEC units</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Requirements for persons allowed in room during the exposures other than the patient during exposures</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Professional staff [.0603(a)(1)(E)(i)&amp;(ii)][.0603(a)(1)(J)][.1614] Non-occupationally exposed staff and or ancillary personnel [.0603(a)(1)(E)(i),(ii)&amp;(iv)]</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Gonad and or Lead Shielding [.0603(a)(1)(F)][.0603(a)(1)(I)]</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Is how and when shielding is to be used on patients described?</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ordering of Examinations and “Re-takes” [.0603(a)(1)(G)]</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Is who can order X-rays and “re-takes” defined?</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Procedures Performed &amp; Auxiliary Equipment used to minimize patient and personnel exposure to include, but not limited to, the following requirements [.0603(a)(1)(I)]</td>
<td>☐</td>
<td>☑</td>
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<tr>
<td>Is the facility using the fastest film speed and screen/film combination consistent with the diagnostic objective of the exams performed? [.0603(a)(1)(I)(i)]</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>CR (Computed Radiography) DR (Digital Radiography)</td>
<td>☐</td>
<td>☑</td>
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<tr>
<td>Any procedures or equipment specific to minimize radiation exposures to the patient described. One example of this for a digital unit is to monitor the exposure index, after making an exposure, to ensure it is within the range for the particular body part X-rayed established by the manufacture of the equipment. [.0603(a)(1)(I)(ii)]</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Patient pregnancy policy: How is pregnancy determined Precautions taken if pt. pregnant</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>RECOMMENDED</td>
<td>RECOMMENDATIONS TO INCLUDE IN PROCEDURES (Items marked with an “X” are recommended to be added to the program)</td>
<td>DESCRIPTION</td>
<td></td>
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<td>-------------------------------------------------------------------------------------------------</td>
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<td></td>
<td>Are additional procedures or equipment used to minimize exposure that are specific to the facility described?</td>
<td></td>
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<td></td>
<td><strong>Mobile/Portable Exams</strong>&lt;br&gt;Use of mobile units described. [.0603(a)(1)(I)(iii)]</td>
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<td></td>
<td>Shielding or moving patient unable to leave room during exposures outlined [.0603(a)(1)(E)(iii)]</td>
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<td></td>
<td><strong>Visual Contact of patient [.0604(b)(1)(C)]</strong>&lt;br&gt;Operator maintaining visual contact of the patient during an exposure described.&lt;br&gt;<em>(Dental- Include Pan, CT, Tomography or Cephalometric units)</em></td>
<td></td>
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<td></td>
<td><strong>Operator Location during exposure</strong>&lt;br&gt;[Medical-.0606(b)(2)(B)(i)] [Dental-.0607(e)(2)(A)]</td>
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<td></td>
<td><strong>Visual Indicators &amp; Audible Signal</strong>&lt;br&gt;[Medical-.0606(b)(2)(B)(ii)] [Dental-.0607(e)(3)]</td>
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<td></td>
<td>Operator able to observe the indicator and signal at or from the protective barrier described.&lt;br&gt;Explanation to the operator of what steps to take in the event either the audible or the visual indicator is not working.</td>
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<td></td>
<td><strong>Veterinary Facilities</strong>&lt;br&gt;Operator location in relation to the useful beam &amp; animal during radiographic exposures described [.0610(c)(1)]</td>
<td></td>
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<td>Individuals allowed in room during exposures detailed [.0610(c)(2)]</td>
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<td></td>
<td>Use of Mechanical supporting devices describe. [.0610(c)(3)]</td>
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<td></td>
<td>If operator must be in room, description of shielding devices used and positioning of the individuals body during the exposure [.0610(c)(3)]</td>
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<td></td>
<td><strong>Radiation Protection Section’s Regulations (Effective date 1/1/15)</strong>&lt;br&gt;Previously in the Code under Title 15A, Environment and Natural Resources were changed to Title 10A, Health and Human Services. Rule extension numbers will not be changed, 15A NCAC 11 is now 10A NCAC 15. Please update any forms or policy statements in facility documents to reflect the change.</td>
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<tr>
<td></td>
<td>All references to “Radioactive Material”, “Source Material”, Department of Environmental and Natural Resources (DENR), or “Division” removed Contact information is:&lt;br&gt;Radiation Protection&lt;br&gt;1645 Mail Service Center&lt;br&gt;Raleigh, NC 27699-1600&lt;br&gt;919-814-2250</td>
<td></td>
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