

# Auburn University X-Ray Safety Reporting Guidelines for PIs

## General

Notify Radiation Safety promptly of any of the following:

- **Personnel changes** (additions or cancellations of X-Ray users, regardless of whether the workers need dosimeters)
- **Acquisition or disposition of monitoring instrumentation** (survey meters and meter probes)
- **Acquisition or disposition of any X-Ray equipment**
  - Notify The Radiation Safety Officer ([RSO](#)) prior to acquiring, purchasing, moving, transferring, or disposing of analytical X-Ray equipment.
- **Significant procedural changes**
  - Recall that only the proposed uses of X-Ray equipment specified in the PI's authorization are permitted. Significantly different protocols require a modified approval.

## Authorization to possess or operate analytical X-Ray equipment

- Complete [Application for Use of Analytical X-Ray Machine](#) and [Principal Investigator's Statement of Training and Experience forms](#).
- Submit forms electronically or mail directly to the [RSO](#) at 1161 W. Samford Ave. RMS Building 9.
- Provide X-Ray information to [RSO](#) to evaluate the proposed use. (For most proposed uses, the RSO can grant interim approval until the next RSC meeting.)
- Complete [Standard Operation Procedures \(SOP\)](#) and submit to the Radiation Safety Office.
- Obtain interim approval or the final authorization prior to use of X-Ray equipment.

## Posting

- Post each area or room containing analytical X-Ray equipment conspicuously with a sign bearing the radiation symbol and the words "[CAUTION - X-RAY EQUIPMENT](#)".

## X-Ray Users & Training

**Note:** [RSO](#) provides **Initial X-Ray Safety Training** on an individual basis as new X-Ray users are added; there is no need to wait for a class. Additional vendor-provided equipment training may be required by [RSO](#).

- Complete **laboratory-based training** on safe normal operating procedures for the specific X-Ray equipment to be used.
- Make sure the competence demonstrated by new X-Ray user (s) prior to operating analytical X-Ray equipment.

- Complete and submit one [Certificate of Training for Use of Analytical X-Ray Instrument](#) form to [RSO](#) for each X-Ray user.
- Make sure that all X-Ray users complete annual X-Ray safety refresher training followed by a short quiz. Contact [RSO](#) for annual refresher training.

### **Radiation Surveys**

**Note:** The Radiation Safety staff performs radiation surveys of all analytical X-Ray systems to demonstrate compliance upon installation of the equipment, and quarterly thereafter. Radiation surveys can also be performed on an as needed basis.

Notify Radiation Safety promptly of any of the following:

- change in the initial X-Ray configuration,
- change in the number, or type of local components in the system,
- maintenance requiring the disassembly or removal of a local component in the system,
- abnormal condition revealed via visual inspection of the local components in the system

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