

# Auburn University

## X-Ray Safety

### Steps for a Principal Investigator (PI) to obtain authorization to possess or operate analytical X-Ray machine equipment:

1. PI completes an [Application for Use of Analytical X-Ray Machine](#) and a [Principal Investigator's Statement of Training and Experience](#).
2. PI submits forms electronically to the AU Radiological Safety Committee (RSC) via the **Radiological Safety Officer (RSO)** or at 1161 W. Samford Ave. RMS Building 9.
3. PI completes [Standard Operation Procedures \(SOP\)](#) and submits to the Radiation Safety Office
4. The RSO reviews the application, interviews the PI, inspects the laboratories, and requests any additional information necessary to evaluate the proposed use.
5. The RSO presents the application, along with recommended approval conditions, to the RSC at the next quarterly meeting. For most proposed uses, the RSO can grant interim approval until the next RSC meeting.
6. If approved, the PI will be authorized to use their X-Ray machine(s).

### Steps for an individual working under the direction of the PI to become an X-Ray machine user:

1. The new X-Ray user attends an orientation session and completes an initial Analytical X-Ray Safety training.
2. X-Ray user completes vendor-provided equipment training for hand-held X-Ray systems.
3. The RSO issues appropriate dosimeter(s)
4. The PI provides lab-specific training to the X-Ray user and documents the training on the [Certificate of Training Form](#) given to the X-Ray user at the orientation session. A copy of this certificate must be submitted to RSO.
5. The X-Ray user reads, understands, and follows all safety requirements specific to use of X-Ray system(s).
6. X-Ray user familiarize himself/herself with the location, the X-Ray SOP.
7. The X-Ray user is only allowed to use the X-Ray Analytical Equipment system(s) at designated locations approved in the permit that the user has been trained on.
8. The X-Ray user performs work in the manner specified in the SOP with no changes in the approved procedures without the prior approval of the RSO.
9. The X-Ray user is not allowed to perform any maintenance/repair to the analytical X-Ray equipment or align an open beam. The exception to this is if the user has received specific training, certifications, or is a qualified X-Ray service technician and as such proper documentation must be filed with the RSO.
10. The X-Ray user immediately reports any accident, potential exposure or safety concerns to X-Ray supervisor or the RSO.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

If you need additional information, please contact the Radiation Safety Office at 334-844-6233.

Website: <https://cws.auburn.edu/rms/pm/radsafety>