



Policy and Procedure

Policy Name:	Monitoring of X-ray Personnel for Radiation Exposure		
Effective Date:		Revision Date:	
Department(s)/Site(s):			
Document Owners:			
Approved By:			
Relevant Law/Standard:	Department of Health Care Services (DHCS) All Plan Letter 20-006, Site Reviews: Facility Site Review and Medical Record Review or any superseding APL Health and Safety Code, Division 104-Environmental Health. California Code of Regulations (CCR), Title 17, Div. 1, Chapter. 5, Subchapters 4 and 4.5. 17 CCR 30253 incorporates by reference the federal regulations specified in Title 10, Code of Federal Regulations (CFR), Part 20.		

Purpose:

The RHB of the Food, Drug, and Radiation Safety Division of CDPH enforces the Radiation Control Laws and Regulations designed to protect both the public and employees against radiation hazards. Enforcement is carried out through licensing, registration, and periodic inspection of sources of radiation, such as radiation machines.

Definition:

Acute Radiation Syndrome: Exposure to large doses of radiation over a short period of time produces a group of symptoms known as the acute radiation syndrome. These symptoms include general malaise, nausea, and vomiting, followed by a period of remission of symptoms. Later, the patient develops more severe symptoms such as fever, hemorrhage, fluid loss, anemia, and central nervous system involvement. The symptoms then gradually subside or become more severe and may lead to death.

Radiation Protection: To avoid the radiation hazards mentioned above, one must be aware of the three basic principles of time, distance, and shielding involved in protection from radiation. Obviously, the longer one stays near a source of radiation the greater will be the exposure. The same is true of proximity to the source; the closer one gets to a source of radiation the greater the exposure.

Policy:

Sensible use of protective and monitoring devices will be used to greatly reduce unnecessary exposure to radiation and allow for full realization of the many benefits of radiation.

The registrant shall use, to the extent practicable, procedures and engineering controls based upon sound radiation protection principles to achieve occupational doses and doses to members of the public that are as low as is reasonably achievable (ALARA) and document procedures addressing this requirement.

Procedure:

1. Facility will post a Notice to Employees: Standards for Protection Against Radiation (<https://www.cdph.ca.gov/Programs/CEH/DRSEM/CDPH%20Document%20Library/RHB/rhb2364.pdf>)
2. All record keeping and reporting requirements are specified in regulations. Document the applicable requirements and commitments to compliance. The facility must also maintain all records of the Radiation Protection Program, including annual program audits and program content review. The following items should also be identified:
 - a. The person responsible for maintaining all required records.
 - b. Where the records will be maintained.
 - c. The format for maintenance of records and documentation.
 - d. Procedures for record keeping regarding additional authorized sites (mobile providers).
3. Facility will evaluate whether personnel monitoring for occupational exposures is required. If a facility chooses to or is required to monitor, then those who are occupationally exposed to radiation will be instructed in the following:
 - a. Types of individual monitoring devices used and exchange frequency. Radiological equipment operator must use lead apron or lead shield.
 - b. Use of control badges.
 - c. Instructions to employees on proper use of individual monitoring devices, including consequences of deceptive exposure of the device.
 - d. Procedures for ensuring that the combined occupational total effective dose equivalent (TEDE) to any employees receiving occupational exposure at your facility and at other facilities does not exceed 5 rem per year
 - e. Procedures for obtaining and maintaining employees' concurrent occupational doses during that year.
 - f. Procedures for ensuring that if minors are employed, their occupational TEDE does not exceed 500 millirem per year
 - g. Procedures for addressing a declaration of pregnancy.
 - h. Procedures for maintaining documentation of dose to the embryo/fetus and associated documentation for the declared pregnant worker.

_____	_____
First Name Last Name – Title	Date
_____	_____
First Name Last Name – Title	Date
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First Name Last Name – Title	Date
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First Name Last Name – Title	Date

The material in this document is a knowledge-sharing tool provided by the FSR team to enhance compliance with Facility Site Review requirements. All content is for informational purposes and may be used and/or modified according to site-specific practices. Ensure appropriate review and approval by site management prior to adoption.

Appendix A

Month / Year	Name of Employee	Protection device used	Type of Exposure	Amount of Exposure

Staff Declaration

I, _____ (to my knowledge) am not currently nor planning pregnancy.

I, _____ (to my knowledge) am not currently nor planning pregnancy.

I, _____ (to my knowledge) am not currently nor planning pregnancy.

I, _____ (to my knowledge) am not currently nor planning pregnancy.

Equipment	Date of Inspection	Inspection Report Findings