

APPENDIX: FORMS

Certificate of Transfer or Destruction of Radiation Generating Equipment

Authorized User: _____ Location: _____

Manufacturer: _____ Model Number: _____

Serial Number: _____

Final Survey Meter Reading of Equipment: _____ mrem/hr

Survey Meter Used:

Manufacturer: _____ Model Number: _____

Serial Number: _____

Final Disposition of X-ray Destroyed Transferred to another Facility
for further use

Name and address of facility where X-ray transferred to or destroyed (Please attach a receipt from this facility)

X-ray Assessment Form

Building: _____ **Room:** _____ **Authorized User:** _____

Audit covering Dates: _____ **Date:** _____ **Assessment performed by:** _____

AUDITS	Y	N	N/A	Comments
1. Were previous audits conducted annually [40.10(3)]				
2. Were records of previous audits maintained [40.81(136)]				
3. Are safety systems checked every 6 months?				
ORGANIZATIONAL				
1. Are current uses consistent with the authorized uses?				
2. IA State and UNI registration numbers posted.				
3. Are labels, signs, postings and/or indications of x-ray emitting equipment available.				
4. Is an IDPH Notice to Employees posted?				
5. "Caution: X-Ray" signs posted on doors entering the controlled area.				
TRAINING				
1. Has the user/users received training according to manufacturer's instructions.				

2. Does the user provide training and refresher training to those students who may have occasion to use the machine.				
3. Can documentation be provided.				
4. Do the user/users and students know the emergency procedures.				
MAINTENANCE				
1. Are manufacturer's procedures followed?				
2. Are on-off mechanisms tested for proper operation every 6 months or at prescribed intervals?				
3. Has there been a change to the general operating characteristics of the unit?				
4. Are the electrical cables and connectors in good shape?				
5. Is the console of the machine properly labeled and is it the proper console for the machine?				
6. Is interlock mechanism operating correctly?				
7. Is timer run-down cutoff behaving correctly?				
8. Is there damage to the tube head housing that might result in excessive radiation levels?				
9. For Analytical Machines only: Radiation levels do not exceed 0.1 mR/hr at 5 cm from any accessible surface of the machine for analytical machines.				Survey meter used: Model # _____ Serial # _____
10. Are maintenance records available?				