MANAGEMENT OF RADIATION PRODUCING EQUIPMENT

Purpose:
To ensure the timely notification of the System Radiation Committee of any radiation producing equipment that is acquired, relocated or removed from the LSUHSC – Shreveport hospital.

Policy:

1. The acquiring department shall notify the Hospital Radiation Safety Committee and/or the appropriate Administrator in writing of the anticipated purchase of any radiation producing equipment prior to the issuance of a purchase order. If equipment is being obtained as a donation, the receiving department shall notify the committee prior to the accepting the donation, specifying where the equipment is to be located and its’ anticipated use.

2. Prior to the relocation of radiation producing equipment within the facility or removal of equipment from the facility, the responsible department director shall notify the Hospital Radiation Safety Committee in writing of the plan. In addition, if the equipment is being moved into the medical school facility, the Medical School Radiation Safety Committee shall also be notified.

3. Physical Plant shall notify the Hospital Radiation Safety Committee of construction and/or additions/remodeling of facility that will house radiation-producing equipment prior to the beginning of construction.

4. The chair of the Hospital Radiation Safety Committee shall be responsible for notification of the Radiation Safety Officer of any acquisition or removal of equipment and any construction or renovations of space housing radiation producing equipment.

5. The Radiation Safety Officer shall:
   a. Notify the LSU System Radiation Safety Officer, in writing of pending purchase, acquisition, relocation or removal of radiation producing equipment.
   b. Ensure that any radiation producing equipment entering the facility is registered with the Department of Environmental Quality.
   c. Report the transfer of any such equipment to another state facility or state surplus to the Department of Environmental Quality.

6. Information required by Radiation Safety Committee:
   a. Equipment Manufacturer
   b. Equipment Model
c. Where it will be located
d. Use
e. Contact person/phone #

Approved by Hospital Radiation Safety Committee 6/20/2000
Approved by Clinical Board: 8/15/00, 11/18/03, 11/21/06, 3/17/09, 6/19/12
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