

UNIVERSITY OF HOUSTON

Radiation Safety Manual

X-ray Machines and Other Ionizing Radiation Devices Subregistration Application and Amendment Guidelines

All x-ray machines and other ionizing radiation devices at the University of Houston requiring registration with the Texas Department of State Health Services must be approved by the Radiation Safety Officer and authorized by the Radiation Safety Committee. All forms can be found in the Radiation Safety Manual located via the Internet at <http://www.uh.edu/plantops/ehrm>.

New Principal Investigators must fill out an Application for X-ray Machine Subregistration and send it to Radiation Safety at EHRM-1005, for review by the Radiation Safety Officer. This subregistration application must include all machines, x-ray users, and equipment locations. Anyone not listed on the subregistration permit **must not** be allowed to work with x-ray machines for any reason.

The use of x-ray machines often requires specialized safeguards. Investigative procedures vary widely as do applicable safety techniques. The information provided on the application will enable Radiation Safety to formulate necessary safety measures and assist the Principal Investigator in implementing these measures. It is important that all pertinent information is included and the application totally completed. Radiation Safety Personnel will perform a compliance inspection prior to allowing x-ray machine use.

Authorized Principal Investigators planning to make a change to their subregistration must fill out an X-ray Machine Subregistration Amendment Form and send it to Radiation Safety at EHRM-1005, for review by the Radiation Safety Officer. This includes additions or deletions to the subregistration.

The Radiation Safety Officer will submit all applications to the Radiation Safety Committee for approval. The Radiation Safety Officer may give interim approval to Principal Investigators for the Radiation Safety Committee. Approved Principal Investigators will receive an Authorization Permit to work with x-ray machines, which is proof of radiation authorization at the University of Houston and may be submitted with Grant Proposals. Once authorized, the Principal Investigator will remain so until subregistration termination by the Principal Investigator or revoked by the Radiation Safety Committee for noncompliance.