

# UNIVERSITY OF HOUSTON

## Radiation Safety Manual

### **X-ray Machines and Other Ionizing Radiation Devices Procurement Procedures**

All Purchase Requisitions for x-ray machines and other ionizing radiation devices must be approved in advance by the Radiation Safety Officer. Transferred equipment and donations must also be approved. The Radiation Safety Officer will verify that Principal Investigators are authorized for the x-ray machines. Purchase Requisitions may be brought to Environmental Health and Risk Management located in the General Services Building, Room 183; faxed to 713-743-5859; or mailed to EHRM-1005. Please call 713-743-5879 before bringing orders over for approval to ensure the Radiation Safety Officer will be available to sign-off on your order. Normally orders will be promptly approved and forwarded to Purchasing. Purchasing will reject orders without the Radiation Safety Officer's approval. Purchase Requisitions that lack the necessary information or are improperly filled out will be returned.

X-ray safety devices should be purchased with the x-ray machine if possible and installed with the x-ray machine when received. Failure to plan and install safety devices as required will delay the final approval for use of the x-ray machine.

Order information must include:

- ❑ X-ray Machine, Type, Model and pertinent information  
(Only one X-ray Machine allowed per Purchase Requisition)
- ❑ Brief Description or Copy of Brochure
- ❑ Name of the Principal Investigator
- ❑ Directions to deliver shipment