

UNIVERSITY OF TOLEDO

SUBJECT: Communication of New and Revised Policies for
Non-Medical Radiation Generating Equipment

Procedure No: HM-08-053

PROCEDURE STATEMENT

The creation of new radiation protection policies and policy changes shall be consistently communicated to Non-Medical RGE Owners, disseminated to affected individuals, and readily available for reference.

PURPOSE OF PROCEDURE

To assure consistent interpretation and implementation of new or revised radiation protection policies utilizing systemized communication modalities.

PROCEDURE

Policy Dissemination

1. The Radiation Safety Office (419-383-4301) is responsible for all safety issues involving the use of ionizing radiation at the University of Toledo.
2. The Radiation Safety Office is responsible for:
 - a. Monitoring conditions for compliance with regulations of the Ohio Department of Health;
 - b. Creating and updating radiation protection procedures;
 - c. Preparing and updating radiation safety training materials; and
 - d. Providing training to all individuals as appropriate;
3. Policy revisions shall be done in accordance with Radiation Safety Office procedures and approved by the appropriate persons. All policies that have been revised and/or created will be disseminated throughout the various owners and individual users of the Non-Medical RGE to ensure continuity and safe practice. These policies and plans will be made available for individuals' use by accessing the Radiation Safety Binder that accompanies each individual unit, or inclusion in the appropriate Test Bank trainings.

Policy Communication

1. Policies will be distributed via email to Non-Medical RGE owners or through in-person communication. Radiation Safety leadership will decide if further communication is needed for each policy including, but not limited to, being offered through staff in-services, discussion at unit staff meetings, informal communication via unit postings.
2. Individuals with access to Non-Medical RGE will be identified by the owners of the specific Non-Medical RGE units and departmentally, through joint cooperation with the Radiation Safety Office.