

**Ohio Department of Health (ODH)**  
**Bureau of Environmental Health and Radiation Protection**

**PREPARING FOR YOUR UPCOMING X-RAY EQUIPMENT INSPECTION**

Please have the following documents available:

- Current facility Tax Identification Number.
- Current “Certificate of Registration” posting, Ohio Administrative Code (OAC) 3701:1-38-10. Ensure all information including your inventory of Radiation-Generating Equipment (RGE) is accurate on your certificate. OAC 3701:1-38-03. Access your ODH Gateway Account to make corrections and/or print a Certificate. For questions regarding your certificate or assistance with your online account, <https://odhgateway.odh.ohio.gov> or (614) 995-4727.
- Copies of the applicable rules of OAC Chapters 3701:1-38, 3701:1-66 and 3701-72, or documentation in the quality assurance manual of where to find these rules. These rules can be found at <http://codes.ohio.gov/oac/3701-72> and <http://codes.ohio.gov/oac/3701%3A1>.
- ODH “Notice to Employees” posting. OAC 3701:1-38-10(A)(1). A copy can be obtained at: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/x-ray-equipment/forms/>.
- Written safe operating procedures created by the facility for each type of RGE used and designed specifically for the operators of the x-ray equipment, and evidence of operator training. OAC 3701:1-38-10(A)(1), and 3701:1-66-04(B)(4) & (5).
- Written documentation of “Instruction to Workers” for those who are working in a restricted area or who are likely to receive more than 100 mrem TEDE. Sign-off serves as proof of receipt. OAC 3701:1-66-04 (B)(6) and 3701:1-38-10(B)(1).
- Personnel monitoring reports (as applicable), i.e., film badge reports. OAC 3701:1- 38-10.
- Quality assurance manual (reviewed & approved by the IRRP annually) to include policies, procedures, quality control tests, maintenance records and evidence of operator training as it relates to radiation protection at your facility (OAC 3701:1-66-04). Examples of policies to have available & implemented: Operator License, Patient Protection, Pregnancy Screening, Patient Education, Patient Identity and Verification, Personnel Protection, and Training QC Personnel.
- Copies of current Ohio licenses or certificates for all operators of RGE. Not applicable for veterinary and other non-human use. OAC Chapter 3701-72.
- Copies of area radiation survey/shielding reports for RGE. Not applicable for bone densitometry, mammography, mobile, dental panoramic and intraoral RGE.
- Copies of service and calibration reports for dental panoramic, intraoral and general purpose radiographic equipment, and the radiation expert’s equipment evaluation reports for fluoroscopy, mammography, computed tomography and dental computed tomography equipment.

For more information see the X-ray Program website: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/x-ray-equipment/x-ray-equipment>.

**TESTING EACH X-RAY UNIT TAKES APPROXIMATELY 15-25 MINUTES. REVIEWING QA, QC, ADMINISTRATIVE DOCUMENTS, AND INTERVIEWING IS AN ADDITIONAL 45-60 MINUTES OR MORE.**

This information is intended to assist facilities with document preparation for the inspection and should not be considered a comprehensive list of the items reviewed or tested at the inspection.

*Rev: 2-01, 8-03, 9-05,9-2012, 4-2015, 9-2018, 7-2019, 1-2020*