



Protecting, Maintaining and Improving
The Life of All Minnesotans



APRIL 2008

**Radiation Control, X-ray Unit
Minnesota Department of Health
625 Robert Street North
PO Box 64975
St. Paul, Minnesota 55164-0975**

Phone: 651-201-4545
Fax: 651-201-4606
Website: www.health.state.mn.us/xray
Email: x-ray@health.state.mn.us

Shorter Web Address

Because our web address is so long, we've created an alias shortcut web address, www.health.state.mn.us/xray. This will bring you directly to the x-ray webpage.

Whose installing your x-ray equipment?

All service providers who service x-ray equipment in Minnesota must be registered with MDH and show proof of certification before providing this service. Be sure to ask your service provider for their service provider registration card, and to include their service provider registration number on all work forms. If they are not registered, please call MDH at (651) 201-4545. Unregistered service providers are subject to administrative penalties.

Our website is a great resource!

- Reciprocity (Temporary Equipment)
- Radiation Safety Officer page
- X-ray Operator page
- Service Provider page
- Quality Control procedures
- Shielding & Screening pages
- Registration Forms
- 4732 Information (Bulletins, Sample Forms, Information Notices, and Rule Presentations)

Donate Old Manuals

If your office has any old x-ray installation or operating manuals taking up space, please consider donating them to MDH. The FDA used to provide us with this information, but no longer supply this for us. Thank you in advance!

Registration Forms

Forms should be submitted to update us on new registration status. All are available on our website:

- Initial Reg: New facilities or ownership
- Additional Reg: New equipment or replacement
- Change of Information: New address, RSO, Administrator, or sold practice



Chapter 4732 is now available at the Minnesota Bookstore for \$13.95 plus shipping and tax . Call 651-297-3000 or 1-800-657-3757 or order online at www.comm.media.state.mn.us/bookstore/bookstore.asp

If you haven't already, please send us your email address

Facility Name: _____

Facility Registration # (if known) _____

Administrator Name: _____

Address: _____

Email: _____



Bulletins are transmitted electronically. This decreases printing and postage costs and it helps to keep your fees as low as possible. Thank you!

Equine Veterinarians

There are serious concerns regarding the safety of occupational workers and horses when certain radiography views need to be performed. These issues raise the question of radiation safety (using a stand for the x-ray tube and cassette) versus occupational safety.

In order to address these issues, MDH will review variance applications from equine veterinarians. The variance application should be in a letter format and must include:

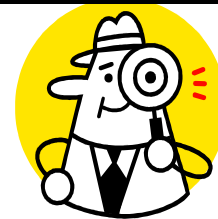
- The reasons why the requirements in the rule cannot be met.
- The alternative measures as described or other procedures that you will take to assure a comparable degree of protection to the public health or the environment if a variance is granted.
- The length of time for which the variance is requested (two years.)

MDH may grant a variance if:

- The variance was requested as described above;
- The variance will have no potential adverse effect on public health, safety, or the environment;
- The alternative measures or procedures to be taken, if any, are equivalent or superior to those required in the rule;
- And the variance does not vary the statute

Hand-holding the x-ray machine or cassette without a variance is an unauthorized action and is subject to a penalty of up to \$10,000. All of the conditions of the variance, if granted, must be met. Additionally, the variance, if granted, will need to be re-applied for every two years. MDH will notify you in writing of the decision to grant or deny your variance application. If your variance is denied, MDH will specify the reasons for the denial.

Inspector's Corner



Violations

In order to assist facilities with compliance, we have compiled a list of the most frequently cited violations:

- Film-Screen Match Test
- Film-Screen Contact Test
- Darkroom Fog Test (frequency of when it is done, correctness of how it is done, the presence of fog, not using the most sensitive film.)
- Equipment Performance Evaluations
- Sensitometer/Densitometer Calibration

With the exception of the Fog Tests, the above named tests need to be performed at intervals not to exceed 24 months. Facilities need to plan ahead for equipment testing/calibration since these usually involve service providers. The Film-Screen Tests can be done by either the facility or by an outside service provider.

Surviving Your Inspection

To help prepare you for a MDH inspection, below is a list of some potential documents you'll need:

- Daily QC and Quality Assurance Program
- Any Radiation Safety Records
- Equipment Performance Evaluations (Physicists, Vendors, or BioMed Reports)
- Darkroom and Processor Quality Control
- Screen-Film Testing
- Shielding
- Personnel Exposure Monitoring (if applicable)
- Credentials of those individuals taking x-rays
- Patient Logs
- Retake/reject analysis
- Audits
- Additional information may be required

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