

## *Suggested items for inclusion in a radiation protection program:*

1. Review the standard equipment operating procedures with all members of the x-ray staff. Confirm that each operator has read and comprehends the radiation safety procedures prior to operating the equipment.
2. Review and document radiographic technique settings, updating technique charts as necessary. Technique charts for medical facilities should include precise settings for each body part, measured in centimeters. Technique charts for dental facilities should include settings for each procedure on each machine.
3. Check the condition of all protective equipment, i.e., aprons, gloves, gonadal shields, etc.
4. Inspect the darkroom for light leaks and make any necessary repairs.
5. Check the condition of all safelights (e.g., proper location, appropriate wattage, filter condition, etc.).
6. For automatic film processors, review the maintenance records and verify proper operation. If manual processing is employed, confirm that the staff is following a standardized time-temperature procedure.
7. Clean the intensifying screens in the film cassettes with anti-static screen cleaner. Check the screens for deterioration and replace, if necessary.
8. Review personnel monitoring records (film badge reports) for any elevated exposures.
9. Check to see that all required documents are posted in appropriate locations.
10. Document all employee training.