

MEMORANDUM

TO: Applicant

FROM: Radiological Safety Staff
Environmental Health and Safety

SUBJECT: Radiation Producing Device (RPD) Permit Application

Attached is an application for a permit to possess and use radiation producing devices such as X-rays at Texas A&M University. The Adobe Acrobat PDF file can be completed on-line and signed digitally, or printed and signed. The Radiological Safety Committee requires this information before a permit can be issued.

All applicants are required to demonstrate training and experience in RPD operation. In addition, the Radiological Safety Committee requires that an applicant and authorized user complete the online General Radiation Producing Device Safety Training course offered by the Environmental Health and Safety. You will find the training course by clicking here: <https://ehsdtraining.tamu.edu/>. An RPD application is considered complete when the following items are received by EHS:

1. Complete and signed RPD application form
2. Schematic or drawing of proposed use location for all X-ray units
3. Standard Operating Procedures (SOP's) for the unit(s).
4. A copy of the specification sheet that accompanies this unit(s).

By signing the RPD application, you are attesting that you have read the University Radiation Producing Device Program Manual. The manual can be found by clicking here: [Radiation Producing Device Program Manual](#). You may also find the manual located on the EHS web page at <https://ehs.tamu.edu>.

You may contact us at (979) 845-1361 or by e-mail at radiological-safety@tamu.edu if you have any questions.

Thank You.

Radiological Safety Staff

Radiation Producing Device (RPD) Permit Application

Environmental Health and Safety (EHS) is required by state law and university policy to register each radiation producing device. This includes X-ray machines, and accelerators. Radioactive sources are licensed through this department under separate rules. The Permit Holder's responsibilities include: responding to official inquiries regarding the RPD(s) (such as routine inventories), developing/implementing operating and safety procedures required by state regulations, user training, and notifying the EHS of new acquisitions. EHS requires advance notification of intentions to dispose of or transfer the RPD(s). **To apply for a permit, complete this application and submit it along with any necessary attachments to radiological-safety@tamu.edu or TAMU Environmental Health and Safety via MS. 4472. Contact (979) 845-1361 for any questions.**

Permit Holder Information			
Name & Title:		Office #:	
Email:		Lab #:	
Institution /Campus Address:	(include Campus, Department, Mail Stop, Building, Room No.)		

Device Information			
Device Location (building name and room number):			
Device Type (Cabinet X-ray, XRD, XRF, etc.):			
Manufacturer (from control panel):			
Model (from control panel):			
Serial Number (from control panel):			
Inventory Number/ Asset Tag:			
Max kVp:		Max mA:	
Max E and Beam Current(accelerators only):		Number of X-ray Tubes:	
Indicate what interlocks or safety devices are engineered into the device:			

Use Category (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Human (<i>Healing Arts</i>) | <input type="checkbox"/> Animal Use (<i>Research</i>) |
| <input type="checkbox"/> Veterinary | <input type="checkbox"/> Mobile (<i>Portable units or used at temporary sites</i>) |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Research |

Describe the intended use of the machine. (Student training, demonstration, analytical, research, diagnostic etc.):

Describe the training and experience of the intended permit holder with regards to the use of this type of RPD:

List names of authorized users. This list need be submitted only once. A current list must be maintained for inspection.

Please provide a sketch of the room or lab with the device placement indicated. Show occupational uses of nearby areas.

- You shall have a copy of operating and safety procedures available for inspection. (They do not need to be submitted with this application.)
- You shall keep and maintain all required documentation as specified by state regulations and TAMU policy. (See attachment: "Records Binder".)
- You will be assigned a Permit number and the machine will be given an ID number used for inventory purposes.
- Your signature and date will indicate your acknowledgement that you will abide by the university procedures (supplied with application) that pertain to possession of an x-ray or radiation producing device.

Applicant's Signature:

Date:

Department Head Signature or Designee:

Date:

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

Records Binder

- **Permit:**
 - Current
 - Past
- **Training Records** for all authorized users (All individuals, including principal investigators, who work with or are authorized to possess registered sources of radiation or are in the authorized area while the device is energized):
 - Online RPD training (every 2 years) – provided by EHS
 - Lab specific training – provided by Permit Holder
 - Operational training – provided by Manufacturer of sales representative (if received)
- **Permit verification reports** – information verification including PI, alternate, authorized use areas, authorized users, and inventory (biannual – sent out by EHS every April and October)
- **Records of annual inspections of protection devices** (lead aprons, etc.)
- **Safety and operating procedures** – must be present at control panel of the RPD
- **Equipment performance evaluation** – the report of test results for each x-ray unit. Maximum required intervals: Dental every 4 years; Medical and Chiropractic units every 2 years; Podiatry every 4 years; Fluoroscopy, CT and Therapy Units are not to exceed 12 months. Veterinary every 10 years. The veterinary EPE alternates with the Onsite Inspection and the Remote Inspection Program intervals of 5 years.
- **Access to Current Regulations:**
 - DSHS (§289.226) - <http://www.dshs.state.tx.us/radiation/rules.shtm>
 - Veterinary - §289.233
 - Analytical and Other Industrial - §289.228
 - Healing Arts - §289.227
 - TAMU (RPD Safety Program Manual underneath "Documents") - <https://ehs.tamu.edu/programs/radiological-safety>
- **Use log**
- **Copies of RPD receipt**
- **Copies of Surveys** – after initial installation, following change of components, following maintenance requiring disassembly, if primary beam required with system disassembled, visual reveals abnormal condition, and monitoring devices show significant increase
- **Copies of Registrations of those performing Services on RPDs** - §289.226(j)
- **Copies of RPD transfer forms**
- **Copies of disposal documentation**
- **Copies of incident reports**
- **Copies of injury reports**
- **Past Inspections performed by TAMU EHS**

- **All records to be kept indefinitely**