

## SOP Template For X-Ray Producers

**Purpose:** This document describes the controls in use for the handling of the following x-ray producers.

Manufacturer-

Model Number-

Serial Number-

Machine Type-

Number of Tubes-

Max Kvp -

Max MA-

Portable-

Location of use-

**Emergency Contact:** List principal investigator and authorized representative if applicable.

PI-

Location-

Office Phone-

Cell Phone-

Email-

AR-

Location-

Office Phone-

Cell Phone-

Email-

**Safety Equipment:** List safety equipment and specify location.

**Storage, Use, and Operating Procedures:** Describe the operating procedures of the instruments. What is the basic use or purpose for the instrument? Where within the lab will the instrument be placed. Discuss lab, transport and storage security.

**Radiation Measurements:** Describe how often radiation measurements will be taken and the procedure used. What detection instrument will be used? At what level is a problem indicated? Describe actions to be taken if measurements indicate a problem.

**Training:** All sub licensees and users receive training from EHS. Describe the training you will provide to users.

**PPE:** Describe the type and location of PPE available. Also detail when it will be used.

**Signage:** Describe the safety signage within the lab including where it is located. Also describe labeling that will be utilized.

**Transportation:** Describe how the instrument will be transported and address security, if applicable.

**Documentation:** Describe where documentation such measurement results, sublicense, registration of personnel, where it will be stored, how it will be maintained, etc.

**Prepared By:**

**Date:**