

**Radiology Compliance Branch**  
RADIATION PROTECTION SECTION



Division of Health Service Regulation • N.C. Department of Health and Human Services

## SERVICE COMPANY RADIATION PROTECTION PROGRAM GUIDE

Each registrant shall develop, document, and implement a Radiation Protection Program commensurate with the scope and extent of registered activities to ensure compliance with the provisions of **10A NCAC 15 [.1600]**. In accordance with Rule **[.1603 (c)]**, the registrant shall annually review the radiation protection program content and implementation.

[N.C. Radiation Dictionary](#)

[N.C. Radiation Regulations](#)

### REQUIREMENTS TO INCLUDE IN RADIATION PROTECTION PROGRAM

#### Radiation Protection Program: [.1603(a)]

**ALARA** (As Low As Reasonably Achievable) [Radiation Protection Principles](#)

- Describe procedures and engineering controls used, based upon sound radiation principles to achieve occupational doses, and doses to members of the public ALARA. **[.1603(b)]**

#### Personnel

- Describe how individuals are notified if occupational doses exceed 1 mSv (100 mrem) TEDE or 1 mSv (100 mrem) to any individual organ or tissue. **[.1004]** *(effective date 1/1/14)*
- State the company's annual occupational dose limits. **[.1604(a)]** [Dose Limits](#)
- Explain how doses that an individual may receive in the current year are reduced by the occupational exposures received while employed by another person. **[.1604(f)]**
- State the dose limits to an Embryo/Fetus? **[.1610]** **[.1614(1)(c)]**
- Explain the company's personnel voluntary declared pregnancy policy. **[.1640(f)]** [Pregnancy Policy](#)
- Describe the company's personnel monitoring exposure policy. **[.1614]**
  - *If personnel monitoring not provided to operators, explain how the company met compliance to the regulations.*
- Describe the company's process to obtain prior occupational dose for new workers. **[.1638(a)(1)&(2)]**
- Explain the company's retention period for exposure records. **(keep all dosimetry reports)**  
**[.1640(a)(1)&(g)]**

#### Exceeding Exposure Limits [.1647)] [Dose Limits](#)

- Identify the company's reporting process for when a dose limit is exceeded? **[.1646][.1647]**
- Describe how data of the affected person is reported to both the individual and to Radiation Protection. **[.1647(b)(c)(d)(e)]** **[.0111]**
  - Estimated dose
  - Cause of elevated exposure
  - Corrective Action
  - Name & Date of Birth
  - The Last 4 of the Social security number and/or employee identifier

**REVIEW OF RADIATION PROTECTION PROGRAM**

In accordance with Rule .1603 (c), the registrant shall annually review the radiation protection program content and implementation.

**Signature**

**Date**

_____	_____
_____	_____
_____	_____
_____	_____

<b>The N.C. Radiation link</b> <a href="https://radiation.ncdhhs.gov/Xray/reference.htm">https://radiation.ncdhhs.gov/Xray/reference.htm</a> has the following information:	
<b><u><a href="#">Inspection Check List</a></u></b>	Information the inspectors ask to see during an inspection
<b><u><a href="#">Tips For Answering Violations</a></u></b>	How to reply to violations
<b><u><a href="#">Reference Guides For Facilities</a></u></b>	Information to help the facilities write their own safety program
<b><u><a href="#">Plan Reviews &amp; Surveys</a></u></b>	Registered service providers that are qualified to provide this service
<b><u><a href="#">Registration Requirements</a></u></b>	Requirements for new and existing facilities
<b><u><a href="#">Steps To Install X-ray Equipment or Register</a></u></b>	Guide for installing equipment
<b><u><a href="#">Registration Forms</a></u></b>	Form to register a facility/X-ray machines or amend a registration
<b><u><a href="#">Registration: Owning or Possessing X-ray Equipment</a></u></b>	Guide for Owning or Possessing X-ray Equipment in N.C.
<b><u><a href="#">Postings</a></u></b>	Documents that need to be posted in the facility

**Links of Interest:**

<b>AAPM Reports</b>	<a href="http://www.aapm.org/pubs/reports/">http://www.aapm.org/pubs/reports/</a>
<b>AAPM Medical Physics Practice Guidelines</b>	<a href="http://www.aapm.org/pubs/MPPG/">http://www.aapm.org/pubs/MPPG/</a>
<b>CT Protocols</b>	<a href="http://www.aapm.org/pubs/CTProtocols/">http://www.aapm.org/pubs/CTProtocols/</a>