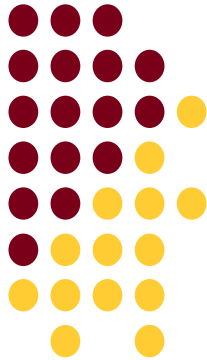


Shielding Plan Requirements



Are you acquiring a new x-ray unit?

1. Contact Radiation Safety as soon as possible in the process
2. Provide the following information:
 - a. Type of unit
 - b. Anticipated workload
 - c. Size of room
 - d. Types of surrounding spaces - offices, hallways, exam rooms, etc
 - e. Material used in walls - either existing or planned
 - f. Details on timing of project

Are you replacing an old unit?

1. Radiation Safety will:
 - a. Confirm original shielding plan is adequate
 - b. Confirm no changes in workload
 - c. Perform a scatter survey after installation
 - d. Submit replacement unit registration to MDH
2. Facility must:
 - a. Keep a copy of the shielding evaluation on file
 - b. Keep a copy of the scatter survey on file

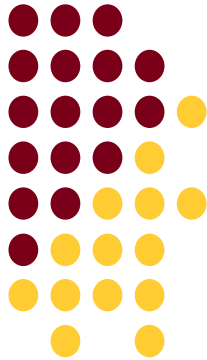
Are you using a pre-existing space as is?

1. Radiation Safety will:
 - a. Evaluate construction to make sure existing shielding is adequate
 - b. Complete a scatter survey after installation to verify calculations
 - c. Submit new x-ray unit registration to MDH
2. The facility must:
 - a. Keep a copy of the shielding evaluation on file
 - b. Keep a copy of the scatter survey on file

Are you modifying a pre-existing space?

1. Radiation Safety will:
 - a. Create a new shielding plan based on information provided on unit and workload
 - b. Submit the plan to MDH as required
 - c. Check during construction to confirm specs
 - d. Complete a scatter survey after installation to verify calculations
 - e. Submit new x-ray unit registration paperwork to MDH
2. The facility must:
 - a. Keep a copy of the shielding plan on file
 - b. Keep a copy of the scatter survey on file
 - c. Mount a permanent placard in the room with the details of the construction, or the location of the plan

Shielding Plan Requirements



Is this a new facility?

1. Radiation Safety will:

- a. Create a shielding plan based on information provided on unit and workload
- b. Submit plan to MDH for review as required
- c. Check during construction to confirm specs
- d. Complete a scatter survey after installation to verify calculations
- e. Submit facility and unit registration to MDH

2. Facility must:

- a. Keep a copy of the shielding plan on file
- b. Keep a copy of the scatter survey on file
- c. Mount a permanent placard in the room with the details of the construction, or the location of the plan

Dental Facilities

1. Have vendor or Radiation Safety prepare and submit a shielding plan to MDH for extra-oral units
2. Schedule Radiation Safety to complete a scatter survey when installation is complete
3. Keep copies of the shielding plan and scatter surveys on file.
4. Mount a permanent placard in the room describing the shielding or where the plan is located.
5. Radiation Safety will submit registration paperwork to MDH based on information you provide.
6. For intra-oral units, confirm there is adequate shielding between adjacent rooms.

Research Facilities

1. Contact Radiation Safety as early as possible in the process
2. Radiation Safety will determine the next steps, depending on the type of equipment you are adding.
3. Research and industrial facilities fall under the same shielding requirement's as medical x-ray.