

ALARA PROGRAM

FACILITY: _____

POLICY STATEMENT: We, the management of the above named facility, pledge to maintain radiation exposures to members of the general public and to our employees at levels that are **As Low As Reasonably Achievable**, taking into account the current state of technology and economic considerations. In order to accomplish this, the following ALARA program will be followed and reviewed annually.

PROCEDURES:

- The shielding provided by each x-ray room barrier will be sufficient to maintain compliance with Part 4 regulations of the Radiation Control Division (Colorado Department of Public Health and Environment) pertaining to radiation exposures to members of the general public.
- The radiation exposure to personnel will be maintained ALARA by adherence to the following radiation safety procedures:
 1. Whenever possible, the operator will stand well away from the useful beam and the animal during radiographic exposures.
 2. No individual, other than the operator, will be in the x-ray room while exposures are being made, unless such individual's assistance is required and the person is adequately protected by shielding and/or distance.
 3. When whatever is being x-rayed needs to be held in position during radiography, mechanical supporting or restraining devices should be used. If it must be held by an individual, that individual will be protected with appropriate shielding devices, such as protective gloves and apron, and he or she will be so positioned that no part of his or her body will be struck by the useful beam. The exposure of any individual used for this purpose will be maintained below the limits specified in the state regulations (RH 4.6).
 4. All x-rays should be taken by personnel with adequate training about the potential hazards of radiation and the proper utilization of the x-ray machine. All users should be familiar with these rules.
 5. No one under the age of 18 is allowed to be involved with the x-ray procedure.
 6. Always collimate to either the area of interest or the film size, whichever is smaller. Collimation improves film quality and decreases scatter doses to the operator/holder.
 7. If radiation monitors (film badge or TLD) are used, the control badge should be kept away from the control panel or x-ray room. If a lead apron is worn to assist in the support of a patient, the monitor would be worn outside the lead apron at the collar level.
 8. The condition of lead shielding devices (aprons and gloves) will be checked for cracks and other damage annually.

Management Signature: _____

Date: _____

ANNUAL ALARA REVIEW

FACILITY: _____

DATE OF REVIEW: _____

REVIEW PERFORMED BY: _____

- **Shielding**

Has current x-ray workload increased significantly as compared to when the shielding was designed or evaluated? YES NO N/A

Has direction of x-ray beam during exposures changed such that we are now pointing at a barrier not originally intended as a primary barrier? YES NO N/A

Has the nature or degree of occupancy of any area adjacent to the x-ray room changed significantly? YES NO N/A

NOTE: If the answer to any question above was “Yes”, shielding should be reevaluated by a qualified expert to assure compliance with state regs.

The condition of all personnel lead shielding devices (aprons and gloves) has been inspected within the past year and were found to be acceptable? YES NO N/A

- **Policies and Procedures Review**

All policies concerning limiting personnel exposures to ALARA are being followed by all applicable personnel and are effective? YES NO N/A

Radiation safety policies have been reviewed and revised, if necessary? YES NO N/A

- **Training for Radiation Workers**

All workers involved with x-ray procedures have received appropriate training and are familiar with radiation safety policies? YES NO N/A

- **Personnel Monitoring**

Personnel monitoring is being provided or the lack of need for monitoring is documented? YES NO N/A

If personnel monitoring is being performed, results have been reviewed and are within acceptable limits? YES NO N/A