(A) Policy Statement

All radiographic equipment which is being disposed of, sold, or removed from the premises must have the appropriate documentation.

(B) Purpose of Policy

To maintain the integrity of the departmental equipment inventory and to uphold regulatory requirements.

(C) Procedure

The official UTMC “Property Control” form must be complete filled out and signed by Administrative Director. It must be noted on the form that the item is “Radiation Generating Equipment.”

The form is forwarded to UTMC Property Control Office and a copy to the Radiation Safety Officer (RSO).

The Property Control Office must report the following information to the Radiation Safety Office

1. Equipment name, model no., & serial no.
2. Method of transfer or disposal
3. If sale or donation to whom was transferred to-name, address, phone number
4. Date of transfer or disposal

The Radiation Safety Officer (RSO) will then report inventory changes to the necessary regulatory bodies.