Name of Policy: **Disposal of radiation generating equipment**

Policy Number: 3364-135-106

Department: Radiology

Approving Officer: Chief Operating Officer - UTMC

Responsible Agent: Chairman Professor, Radiology

Scope: Radiology

**Effective Date:** 6/1/2023

Initial Effective Date: 5/14/1999

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(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.

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.

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**Approved by:**

/s/ Haitham Elsamaloty, MD
Chairman & Professor, Radiology

/s/ Ryan Landis, BSRT, (R) (CT)
Director, Radiology

**Review/Revision Date:**

8/20/1999
9/5/2005
5/28/2008
5/20/2011
6/3/2014
6/1/2017
6/1/2020
6/1/2023

**Next Review Date:** 6/1/2026

**Policies Superseded by This Policy:** R-022