

Name of Policy: <u>Disposal of radiation generating equipment</u> 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
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(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.

Approved by: <u>/s/</u> Haitham Elsamaloty, MD Chairman & Professor, Radiology Date <u>/s/</u> Ryan Landis, BSRT, (R) (CT) Director, Radiology Date <i>Review/Revision Completed By:</i> Haitham Elsamaloty, MD	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Policies Superseded by This Policy: R-022	