X-RAY SAFETY PROCEDURES	EMERGENCY PROCEDURES
1. Never put any body part in the path of the primary beam.	Minor Equipment Malfunctions or Errors
2. Always wear appropriate PPE. This includes disposable	1. Power off the machine immediately.
gloves, safety goggles or glasses, and closed-toe shoes. NOTE: Open-toe shoes and sandals are not permitted in	2. Contact the RSO at <u>radsafety@usc.edu</u> or 323-442-2200.
Additional PPE may be required as added protection per SOPs, manufacturers' recommendations, state/federal regulations, best practices:	 Post a sign on the device with the words "DO NOT USE", your name, your contact information, and a brief description of the problem.
	Major Equipment Malfunctions or Errors
a. Lead apron	1. Evacuate the lab or room immediately.
b. Lead glovesc. Leaded safety goggles or glasses	 Contact the RSO 323-442-2200 during normal hours; contact DPS 24/7.
3. Wear personal dosimeters and/or ring dosimeters, if required.	3. Do the following:
 Work quickly and effectively to reduce the time using an X-ray producing device. Do not be near an energized X- ray producing device if not required. 	 a. Lock doors. b. Post warning signs at all lab or room entry points. c. Guard the area at a known safe distance to prevent accidental exposure to yourself and others.
5. Never bypass safety interlocks or alter built-in shielding.	
6. Use mobile lead shields as required.	
 Do not leave an energized X-ray producing device unattended. 	
 Secure and lock doors where X-ray producing devices are present. 	
9. Do not attempt to repair faulty X-ray equipment.	
10.Pregnant workers are advised to contact the Radiation Safety Officer for consultation.	
X-RAY PRODUCING DEVICE DETAILS	
Manufacturer:	Model:
Device Type (e.g., Irradiator):	Serial Number:
Manufacturer:	Model:
Device Type (e.g., Irradiator):	Serial Number:
Manufacturer:	Model:
Device Type (e.g., Irradiator):	Serial Number:
IN CASE OF A RADIATION ACCIDENT	
Principal Investigator:	Phone:
Alternate:	Alternate Phone:
Department of Public Safety HSC: 323-442-1000 UPC: 213-740-4321	Radiation Safety Officer 323-442-2200