



Veterinary Inspection Checklist

The following records are routinely reviewed during the x-ray inspection:

- ___ **Current Certificate of Registration** - Please read the Certificate and verify the information listed is accurate.
- ___ **Notice to Employees** – the Notice must be posted [Notice to Employees](#)
- ___ **Operating and Safety Procedures** – unique to your facility and signed by all operators and your RSO. [Veterinary Operating & Safety Procedures](#)
- ___ **Records of Receipt** of purchase, transfer or disposal for all units
- ___ **25 TAC §289 “The Rules”** – Applicable regulations are listed on your Certificate of Registration. You may demonstrate online access availability at:
<https://www.dshs.texas.gov/radiation/x-ray/laws-rules.aspx#veterinary-x-ray>
- ___ **Notices of Violation** - and your Response Letters to each notice if applicable
- ___ **Inventory of X-ray units** – The annual inventory must be created and maintained by you. It must include the manufacturer’s name, model number, serial number and room number for each x-ray unit.
- ___ **Personnel monitoring and Dose to Public Records**
- ___ **X-ray Image Processing** – records of compliance or QA/QC for digital acquisition systems. QA/QC protocols for digital systems need to be established by the manufacturer or registrant and should be available for review.
- ___ **Equipment Performance Evaluations** – the report of test results for each x-ray unit. EPEs are due 30 days after initial installation/reinstallation, or within 30 days after repair of a radiation machine component that would affect the radiation output that includes the timer, tube, and power supply. The EPE tests shall then be performed routinely every 5 years, not to exceed one day.
- ___ **Annual Evaluation of protective devices** – requires written documentation

Please Note:

- It will be necessary to have your employee operate the x-ray unit(s) during the inspection. Time needed for each x-ray unit is approximately: 15-20 minutes for veterinary units.
- Review of paperwork will take approximately 1 hour depending on the number of units and the complexity of the inspection.
- Approximately 10 minutes must be allowed for an exit summation with the Radiation Safety Officer (RSO) or with the highest level of management available.
- The inspection check list was sent to you as a courtesy to help you prepare for the inspection. It is not all inclusive and does not eliminate your responsibility to read the applicable rules in preparation for the inspection.

05/04/2023

X-ray Compliance Tips

Digital QA/QC

- The purpose of the digital QA/QC is to ensure the digital acquisition system is functioning as it was designed to and there has not been any image degradation that would result in the need for a repeat x-ray exposure.
- Follow the digital QA/QC protocol established by the manufacturer, if not available, establish your own written protocol, incorporating the following suggestions:
 - Test each sensor using a purchased test tool or an inanimate object with at least 3 varying densities to test spatial resolution, noise and contrast
 - Set an interval for testing not to exceed 3 months
 - Comparison of current image with previous images
 - Corrective actions, if needed
 - Document the date the images were taken and compared and include the corrective action, if needed
- **Digital QA/QC testing should never be done on a human.** It should be done on the identical phantom or inanimate object each time.

Notifications:

Are you signed up to receive email notifications on veterinary rule changes or other important announcements?

Sign up at: <http://dshs.texas.gov/radiation/Sign-up-for-Email-Updates/>

If you have any questions, please contact one of the Radiation Control Program X-ray Inspection Managers, or we can also be reached at: RadiationXRayInspections@dshs.texas.gov

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Additional Resources:

X-ray Registration Group: 737-218-7110; xrayregistration@dshs.texas.gov

X-ray Open Records: radiationcontrolopenrecords@dshs.texas.gov

X-ray Rules Questions: 512-231-5613 PSQARad@dshs.texas.gov