



OFFICE OF LABORATORY ANIMAL CARE

Working Instructions

WIN Number:	715	Maintenance of Radiographic Personal Protective Equipment	Revision #:	0
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PROCEDURE

All work instructions must be demonstrated by the trainer and performed by the trainee.

1. Radiographic personal protective equipment (PPE) may include the following leaded garments:
 - a. Lead aprons
 - b. Thyroid shields
 - c. Gloves
 - d. Mittens
2. Frequency of Inspections:
 - a. All radiographic PPE will be inspected on an annual basis, per current Environment, Health, and Safety (EH&S) guidelines.
3. Inspection of Equipment:
 - a. Animal Health Technician (AHT) will perform a thorough inspection of each garment that includes the below steps:
 - Confirm a unique ID number is clearly visible on the garment, update markings if they have faded over time.
 - Visually inspect all aspects to look for visible cracks or other defects in the material which might compromise its integrity.
 - Photograph each garment on both sides.

- Perform a radiographic scan with each garment.
 - b. Record the date of inspection and any abnormal observations in the Google Sheets document here: [Radiograph protective equipment yearly certifications](#).
 - Each year should have its own separate tab of results.
 - c. Save all images on the shared drive at <<I:\VET\RUAX-ray images>> under the appropriate year, and make sure each file name includes the garment's unique ID number and garment type (eg, "apron 1").
4. If a Defect is Observed:
- a. Discard the defective garment; this item should never be used for PPE purposes.
 - All images previously collected of the defective item may be discarded.
 - b. Replace the defective garment with an equivalent item.
 - Consult with OLAC veterinarians and EH&S as needed to select a replacement.
 - c. Assign a unique garment ID number and ensure that the number is clearly visible on the garment.
 - d. Conduct and document an inspection as per above on the new PPE garment.
 - e. Update the above tracking sheet to reflect the new garment's ID number and inspection results.
5. Inspection results (Google Sheet) or images may be made available to EH&S upon request.

REFERENCE DOCUMENTS

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)