

Ohio Department of Health
REGULATORY GUIDE: INSTRUCTION TO INDIVIDUALS
For Registrants Handling Radiation-Generating Equipment (RGE)

For individuals likely to be working in restricted areas
(Examples: Dental, Podiatry, Chiropractic, General Radiographic,
Assemblers/Handlers, Baggage Areas)

Rule Reference: 3701:1-66-04(B)(6) Ohio Administrative Code

The registrant must provide instruction to individuals likely to be working in a restricted area. To demonstrate that individuals have been informed, instructed and advised, information must be documented.

One method to document this instruction is to prepare a written record on your letterhead. Items to include are as follows:

1. What topics were presented
2. What was discussed concerning each topic
3. When the instruction took place
4. Who did the instructing
5. Who received the instruction

Title the document **INSTRUCTION TO INDIVIDUALS**. Following the statements that describe what was discussed during the instruction, have the individuals sign the document. *The signatures will serve as proof they have received the information.*

Below are three topics and related information found in rule 3701:1-66-04 (B) (6) that must be included in the Instruction to Individuals:

- (1) Potential hazards (health effects associated with radiation exposure)
- (2) Location, boundaries and purpose of restricted area(s)
- (3) A description of the RGE and its location.

Please note:

1. This list is not intended to limit your instructing individuals regarding radiation safety and use of your sources; there may be other items specific to your facility that you may want to include.
2. Simple reiteration of the above topics will not fulfill the requirements of rules. The registrant must instruct, advise and inform the individuals of the details relating to the topics.
3. It is not necessary to return this guide to the Ohio Department of Health with your documentation of Instruction to Individuals.