



Dental Inspection Checklist

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

- ___ **Equipment Performance Evaluations** – Due within 30 days of installation and again at intervals not to exceed 4 years for intraoral/panoramic, annually for CBCT.
- ___ **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. Regulatory Guide: [Dental Operating & Safety Procedures](#)
- ___ **Records of Receipt** of purchase, transfer or disposal for all units. The FDA 2579 is sufficient to serve as a receipt of purchase.
- ___ **25 TAC §289 “The Rules”** – Applicable regulations are listed on your Certificate of Registration. You may demonstrate online access availability at: <http://dshs.texas.gov/radiation/x-ray/laws-rules.aspx#dental-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.
- ___ **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.

Please Note:

- It will be necessary to have your employee operate the x-ray unit(s) during the inspection. Approximate times: 10 minutes per dental unit
- 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.

If you have additional questions, please contact us at:

RadiationXRayInspections@dshs.texas.gov

05/04/2023

X-ray Compliance Tips

Equipment Performance Evaluations:

- Initial- due at the time of installation or within 30 days of installation.
- Recurring – due at an interval not to exceed 4 years from the date of the last EPE for intraoral/panoramic units, annually for CBCT units.
- Suggestions:
 - Use your electronic scheduling system to set up a reminder 2 to 3 months in advance.
 - Do not rely on your service company or current staff to remind you to have the EPE done.

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 inorganic object each time.

Notifications:

Are you signed up to receive email notifications on dental 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:

Stephanie Lopez
512-924-7010

Stephanie.Lopez@dshs.texas.gov

Shannon Quinn
512-924-6947

Shannon.Quinn@dshs.texas.gov

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