

<p style="text-align: center;"><b>University of Texas Southwestern Medical Center At Dallas Radiation Safety</b></p>	<p style="text-align: center;"><b>Title:</b>  <b>Apron Tagging Procedure</b></p>	<p style="text-align: center;"><b>Procedure No. 36</b>  <b>Date: September 10, 2008</b> <b>Latest Rev.:</b> <b>Page 1 of 2</b></p>
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## **I. Purpose**

To provide instruction for tagging lead aprons. Tagging will ensure that the wearer knows that the lead apron provided for use has been checked within that calendar year as required by 25 Texas Administrative Code §289.227(i)(4)(B).

## **II. Scope**

An internal policy for UT Southwestern Medical Center – University Hospitals.

- Applies to personnel checking the integrity of the lead aprons and personnel wearing lead aprons.

## **III. Procedure**

### **A. Tagging**

#### **1. Ordering Tags**

- a) Tags are ordered from ULINE 1-800-958-5463. Custom Printed Tug-Tights™ are ordered in the colors green, yellow, and red. Custom printing is ordered for the tags at the time of order; University Hospital tags are labeled UH and University Hospital Zale tags are labeled UHZL. Minimum order of 1,000 is required and all tags must have the same printing per order.

#### **2. Color Coding**

- a) The color of the tag will denote the year that the apron was last checked. Three colors of tags will be used and the color code system will be used for all University Hospital and University Hospital Zale.
  - (1) Red 2009
  - (2) Yellow 2010
  - (3) Green 2011
  - (4) Red 2012 and so on

### **B. Tag Location**

All tags will be secured to lead aprons and thyroid shields through a grommet that will be placed by the Radiology Department. All new pieces of lead must be sent to the Radiology Department for inspection and tagging before use.

#### **1. Single Sided Lead Apron**

The grommet will be placed on the left side of the apron on the seam, approximately five inches from the bottom of the apron.

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2. Lead Skirt

The grommet will be placed on the left side of the skirt of the portion that overlaps. The grommet will be on the seam approximately five inches from the bottom of the apron.

3. Lead Vest

The grommet will be placed on the left side of the vest of the portion that overlaps while the apron is in use. The grommet will be on the seam just below the last Velcro attachment.

4. Thyroid Shields

The grommet will be placed on the portion of the thyroid shield that overlaps while the shield is in use.

C. Documentation

Documentation of apron checks must be maintained as noted in the Lead Apron Policy and as required by 25 Texas Administrative Code §289.227(i)(4)(B).

The facility has the option to write additional information on the tags in regards to the apron's department. Examples would be OR, ER, ICU, GI.