



JORDAN UNIVERSITY HOSPITAL POLICY AND PROCEDURE



Policy name : STORAGE OF FILMS, REAGENTS, AND SUPPLIES	Policy Code: XRDP021
Dept: Radiology and nuclear medicine department	Originated Date : 2008
	Implementation Date: 2009
Scope :	Revision date: 2009
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Policy

JUH is committed to store films, reagents and radiopharmaceuticals in standard and appropriate conditions and to maintain adequate supplies for 15 days at the department store.

Purpose:

Safe and proper storage of films, reagents. Maintain adequate supplies in radiology and nuclear medicine department for 15 days of routine work.

Definitions:

Equipment /Forms

Procedure	Responsibility
All supplies in radiology and nuclear medicine department should be available in store and its quantity should suffice routine work	Chief Radiology Technologist Radiographer

for 15 days.

Inventory list of all supplies in radiology department can be made available in electronic format and in collaboration with JUH information technology department.

Inventory list of all supplies in nuclear medicine department should be prepared in hard copy format each Monday.

X-ray Films & dry laser Films should be in a cold place adequately protected from X-rays, gamma -rays and other retain internal film package for additional light protection. Open only under suitable safe light illumination.

Ultravist Contrast media: Keep at room temperature below 30 c Store protected from light. Keep out of reach of children. Each for one patient only.

Magnavist (Contrast media): MR contrast media for I.V use. Keep at room temperature below 30 c protected from light. Keep out of reach of children.

Normal Saline: Store at temperature not exceeding 20 c, being not to use if bottle is leaking, solution cloudy or contain particle.

Ultrasound Film Rule: Store paper in a dark location where the temperature is less than 30C avoid storing the paper in location that are exposed to high humidity, high concentration of dust or direct sun light or room light. Keep the paper out of contact with volatile organic material such as alcohol, salophane tape and venile chloroid, storing printed paper in dark location and the temperature of less than 30c avoid storing print in location that are expose to high humidity, direct sun light or room light, keep print out with contact with volatile organic materail such as alcohol, salophane tape and venile chloride.

Barium colon: Keep in a dry place, store the preparation out of reach of children.

Scrub state: Disinfectant, tools at room temperature from 15-25 c.

Sodium chloride irrigation solution: Store below 25 c, keep out of reach of children.

Fixer: Don't store below 25 c or above 32 c.

DTPA: Store beyond reconstituted at 20 c to 30 c, after reconstitution store at 20c to 30 c and discard after 12 hours.

Lasix: Protect from light, don't store above 15 c. Keep of reach of children.

DMSA: Store at 2-8 degree. Protect from light and oxidizing agent

Stannous Agent: Don't store above 25 c. Don't store the constitute product above 25c and don't freeze. Use within 6 hours after preparation. Store out of reach of children.

Rationale

General Rules

Supplies should be stored in standard place and in quantities that suffice routine work for 15 days.

References

McGill Radiation Safety Policy Manual, Edition 5.2

Revised by