

Registration of Radiation Machines Frequently Asked Questions

1. Who is required to register a radiation machine?

Title 17 of the California Code of Regulations requires every person who acquires a radiation machine to register with the CDPH-RHB within thirty (30) days of the date of acquisition.

2. How do I register my radiation machine?

- If you are a new registrant, submit a completed “Radiation Machine Registration for New Registrants – [RH 2261N](#)” form within thirty (30) days of acquiring your radiation machine. If you are already registered, submit a completed “Radiation Machine Registration for Changes to Registrant or Machine Information – [RH 2261C](#)” form. The registration forms can be found by clicking on the link above or on our website at www.cdph.ca.gov/rhb.
- For information regarding mammography machine certification, please refer to the “Frequently Asked Questions About: RHB – Mammography Facility Certification.”
- For information regarding radiation machines with energies above 500 kVp that are used to treat patients, please refer to the “Guidance for Acquiring Radiation Machines which can Operate in Excess of 500kVp.”

3. How do I determine what type code is appropriate for my machine?

Refer to the [Instructions for RH 2261N](#) or [Instructions for RH 2261C](#) for the appropriate type code for your machine. The instructions can be found by clicking on the link above or on our website at www.cdph.ca.gov/rhb.

4. How can I find out the technical aspects of my machine (e.g. maximum energy or number of tubes)?

Refer to the manufacturer’s manual or contact the manufacturer or vendor of the radiation machine.

5. Am I required to have a radiation protection program?

Each entity that possesses a radiation machine is required to establish, implement, and maintain a radiation protection program commensurate with the scope and extent of use of radiation machines and sufficient to ensure compliance with the provisions of Title 17, California Code of Regulations, section 30253. Additionally, the registrant shall use, to the extent practical, procedures and engineering controls based upon sound radiation protection principles to achieve occupational doses and doses to members of the public that are as low as is reasonably achievable. A copy of your radiation protection program must be furnished

upon request by the CDPH-RHB. For additional information, please refer to the Radiation Protection and Safety Program guidance document.

6. When can I start using my radiation machine?

Subject to the requirements of the California Health and Safety Code and Title 17 of the California Code of Regulations, all radiation machines, except for mammography machines and therapy machines with energies above 500 kVp that are used to treat patients, may be used upon installation.

7. What types of changes do I need to notify the CDPH-RHB of and what is the approved method of notification?

Title 17 of the California Code of Regulations requires that every registrant must notify the CDPH-RHB “within thirty (30) days of any change in: the registrant’s name, registrant’s address, location of the installation, or receipt, sale, transfer, disposal, or discontinuance of use of any reportable source of radiation”. To report any changes to your registration information, you must submit a completed “Radiation Machine Registration for Changes to Registrant or Machine Information – [RH 2261C](#)” form to the CDPH-RHB. If you no longer possess a radiation machine, you must submit a completed “Radiation Machine Registration for Withdrawal of Registration - [RH 2261W](#)” form to the CDPH-RHB.

- Mammography facilities must also notify CDPH-RHB of any changes as listed in the “Frequently Asked Questions About: RHB – Mammography Facility Certification”: <http://www.cdph.ca.gov/certlic/radquip/Pages/RHB-MammoFacilityFAQs.aspx>.
- Additionally, mammography facilities that are closing or will cease performing mammography must notify CDPH-RHB. Please refer to the following guidance document: <http://www.cdph.ca.gov/pubsforms/forms/Documents/RHB-Guide-MammoClosing.doc>.
- Facilities adding radiation machines with energies above 500 kVp that will be used to treat patients must inform the CDPH-RHB before the use and operation of that machine. Please refer to the “Guidance for Acquiring Radiation Machines Which can Operate in Excess of 500 kVp”: <http://www.cdph.ca.gov/pubsforms/Guidelines/Documents/RHB-500kVpMachineGuide.pdf>.

8. What do I need to do if I bought or sold an existing facility?

If you bought an existing facility that possesses a radiation machine, submit a completed “Radiation Machine Registration for New Registrants – [RH 2261N](#)” form to the CDPH-RHB within thirty (30) days of the purchase date to register your new facility. If you sold an existing facility, submit a completed “Radiation Machine Registration for Withdrawal of Registration – [RH 2261W](#)” form to the CDPH-RHB within thirty (30) days of the sale date to withdraw your registration which can be found by clicking on the following link:.

- If you have sold a mammography facility, refer to the guidance document “Guidance for Closing a Mammography Facility”:
<http://www.cdph.ca.gov/pubsforms/forms/Documents/RHB-Guide-MammoClosing.doc>.

9. Where do I mail my form?

Mail your completed radiation machine registration form and any attachments to:

ATTN: Registration and Certification Support Unit
California Department of Public Health
Radiologic Health Branch
MS 7610
P.O. Box 997414
Sacramento, CA 95899-7414

10. I submitted a radiation machine registration form. What is its status?

A confirmation letter will be sent to you once your registration form has been processed. By notifying the Department of your new registration or changes to your existing registration, you have fulfilled your regulatory registration notification requirements.

11. How do I dispose of my radiation machine?

We recommend that you consult with the manufacturer or vendor for disposal instructions. For more information refer to the “Reporting Requirements for Discontinuance of Use of Radiation Machines” document.

12. I sell radiation machines in California. What obligations do I have to the CDPH-RHB regarding the registration of radiation machines?

- Title 17, California Code of Regulations (17 CCR), section 30118, requires that any manufacturer, distributor, retailer, agent, or any other person who sells, leases, transfers, or lends a radiation machine to any person who may be required to register such machine shall notify the CDPH-RHB no later than thirty (30) days after the end of each calendar quarter of:
 - The names and addresses of persons who have received such machines.
 - The manufacturer and model of each machine.
 - The date of transfer of each radiation machine.
 - Other related information as may be required by the Department.
- Also, 17 CCR, section 30118 requires that the vendor inform the receiver of the radiation machine registration requirements of 17 CCR, section 30108 where it states that “Every person possessing a reportable source of radiation shall register with the Department in accordance with the provisions of this Group.”
- Federal regulations require vendors to notify the CDPH-RHB of every radiation machine they install using the Report of Assembly of a Diagnostic X-ray System (Form FDA 2579).

If you have additional questions, you may e-mail the CDPH-RHB at rhbreg@cdph.ca.gov or call (916) 327-5106. Along with your inquiry, please provide your full name as well as your facility name, facility number if applicable (for example, FAC #####), and phone number.