

INSTRUCTIONS FOR [RH 2261W](#)**I. USE OF RH 2261W**

Use this form only when both conditions are met:

- Your facility, business or practice has an existing registration number issued by the California Department of Public Health, Radiologic Health Branch (CDPH-RHB).
- Your facility, business or practice is no longer in possession of any radiation machines, as defined below, **or** all radiation machines that are still in your possession have been made incapable of producing radiation.

II. IMPORTANT INFORMATION ABOUT CHANGES IN OWNERSHIP

- Registration numbers are not transferrable.
- A person, as defined below, should submit a completed “Radiation Machine Registration for New Registrants”, [RH 2261N](#) within 30 days of taking ownership of a facility, business, or practice that possesses a radiation machine.
- An existing registrant that has sold or transferred ownership of its facility, business, or practice should submit a completed “Radiation Machine Registration for Withdrawal of Registration”, [RH 2261W](#), within 30 days of transferring ownership.
- A change in ownership has occurred if, but not limited to, any of the following actions:
 - A sole proprietor becomes a partnership, limited liability company, or corporation.
 - A partnership has changed partners or becomes a limited liability company or corporation.
 - A limited liability company or corporation becomes a partnership or sole proprietor.

III. REGULATORY AUTHORITY

Title 17, California Code of Regulations, section 30115 requires that “the registrant shall report in writing to the Department, within 30 days, any change in: 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.”

IV. DEFINITIONS

- “Authorized Representative” means an individual who has been authorized to act on behalf of the registrant.
- “Incapable of producing radiation” means a radiation machine is no longer functional. **UNPLUGGING A MACHINE OR PLACING A FUNCTIONAL MACHINE IN STORAGE ONSITE OR OFFSITE, FOR USE AT A LATER TIME, DOES NOT MEAN THAT A MACHINE HAS BEEN MADE INCAPABLE OF PRODUCING RADIATION.**
- “Mobile machine” is a radiation machine that is in a mobile vehicle, or is transported for the purpose of providing radiation services at a different location, but does not include a radiation machine moved from room to room at the same physical address.

- “Person” means any individual, corporation, partnership, limited liability company, firm, association, trust, estate, public or private institution, group, agency, political subdivision of this State, any other state or political subdivision or agency thereof, and any legal successor, representative, agent, or agency of the foregoing, other than the United States Nuclear Regulatory Commission, the United States Department of Energy, or any successor thereto, and other than Federal Government agencies licensed by the United States Nuclear Regulatory Commission, under prime contract to the United States Department of Energy, or any successor thereto.
- "Radiation machine" means any device capable of producing radiation when the associated control devices are operated, but excluding devices which produce radiation only by the use of radioactive material.
- "Registrant" means any person, as defined above, who is registering or who has registered with the CDPH-RHB. Federal agencies are exempt from the registration requirements.
- “Registration number” means a unique number issued by the CDPH-RHB to identify a specific registrant.

V. INSTRUCTIONS

A. Registrant Information

- **Registrant.** Enter the name of the facility, business, or practice. If applicable, include the “doing business as” name (dba).
- **Registration Number.** Enter the registration number issued by CDPH-RHB for this registrant.
- **Mammography Provider.** Check this box if you were a mammography provider.
- **Physical Address.** Enter the physical address of the facility, business, or practice.

B. Reason for Withdrawal. Check the box that applies.

- Registrant is no longer in possession of any radiation machines. Check this box if you have sold, transferred, or disposed of all radiation machines. Selling or transferring ownership of your facility, business, or practice may qualify for this category.
- All radiation machines that the registrant is in possession of have been made incapable of producing radiation and are no longer functional.

C. **Withdrawal Date.** Enter the date in which the facility, business or practice is no longer in possession of any radiation machines or all radiation machines that are still in your possession have been made incapable of producing radiation. Selling or transferring ownership of your facility, business, or practice may qualify for the category of no longer possessing any radiation machines.

D. Signature of Authorized Representative

- **Name.** Enter the name of the authorized representative.
- **Title/Position.** Enter the title or position.
- **Signature.** Enter the signature of the authorized representative.
- **E-mail Address.** Enter the e-mail address.
- **Phone Number.** Enter the phone number.
- **Date.** Enter the date the form is signed.

- E. Recordkeeping/Submission.** Keep a copy for your records. Do not submit multiple copies of the same completed form. **Mail the original** with supporting documents either by regular mail or express mail to:

Regular Mailing Address	Express Mailing Address
ATTN: Registration and Certification Support Unit California Department of Public Health Radiologic Health Branch, MS 7610 P.O. Box 997414 Sacramento, CA 95899-7414	ATTN: Registration and Certification Support Unit California Department of Public Health Radiologic Health Branch 1500 Capitol Avenue, 5 th Floor, Building 172 Sacramento, CA 95814-5006

For more information, please visit our website at <https://cdph.ca.gov/rhb> or call (916) 327-5106.