

## Reporting Requirements for Discontinuance of Use of Radiation Machines

### Regulatory Authority

Title 17, California Code of Regulations, section 30115, requires that the registrant report in writing to the California Department of Public Health, Radiologic Health Branch (CDPH-RHB), “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”.

### Reporting Requirements

For a radiation machine to be inactivated from the CDPH-RHB registration database, the radiation machine has to be incapable of producing radiation or no longer in the possession 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.** Failure to report the sale, transfer, disposal, or discontinuance of use of your radiation machine(s) will result in continued registration billing.

To report the discontinuance of use of a radiation machine, you should notify the CDPH-RHB by submitting a completed “Radiation Machine Registration for Changes to Registrant or Machine Information – RH 2261C” form.

To report that you are no longer in possession of a radiation machine, you should notify the CDPH-RHB by submitting a completed “Radiation Machine Registration for Withdrawal of Registration – RH 2261W” form.

You may download a copy of the above forms by visiting RHB’s Registration webpage at [www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/RHB-X-ray/Registration.aspx](http://www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/RHB-X-ray/Registration.aspx).

### Disposal of a Radiation Machine

Although there may be no residual radiation, there may be environmental restrictions on what components may go into a land-fill after disassembly of a radiation machine, such as chemical contaminants in cooling oil. Any hazardous materials should be disposed of by appropriately licensed companies or authorities. **The registrant should contact the manufacturer, distributor or installer of the radiation machine for proper disposal information and guidance.**

If you have additional questions, you may e-mail the CDPH-RHB at [rhbreg@cdph.ca.gov](mailto: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.