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.

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 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.