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INFORMATION NOTICE
(June 15, 2017)

Radiation Machine Registration Forms

The California Department of Public Health, Radiologic Health Branch (CDPH-RHB) has updated the radiation machine registration forms. The Radiation Machine Registration Form for New Registrants ([RH 2261N](#)), Radiation Machine Registration Form for Changes to Registrant or Machine Information ([RH 2261C](#)), and Radiation Machine Registration Form for Withdrawal of Registration ([RH 2261W](#)) are now fillable and accessible. The 11/14 version of those forms will no longer be available and are being replaced by the fillable and accessible forms, effective June 15, 2017.

The highlights of the new forms are as follows:

- Fillable and accessible.
- Retained all fields from the 11/14 version except for the addition of the “Withdrawal Date” on the RH 2261W Form. See the instructions for the RH 2261W Form for additional information.
 - The Radiation Machine Registration Form For New Registrants – RH 2261N is to be used by an entity that possesses a radiation machine but does not have a registration number issued by the CDPH-RHB.
 - The Radiation Machine Registration Form for Changes to Registrant or Machine Information – RH 2261C is to be used by an existing registrant with changes to their registration information.
 - The Radiation Machine Registration Form For Withdrawal of Registration – RH 2261W is to be used by an existing registrant that no longer has a radiation machine.
- Provides instructions for completing each form. Instructions are accessible.
- Instructions include a description of each of the radiation machine type codes to better guide registrants in choosing the correct code.
- Clarifies the registration reporting requirements for changes in ownership.
 - An entity that has sold or transferred ownership should submit a completed Radiation Machine Registration Form For Withdrawal of Registration – RH 2261W.
 - An entity that has taken new ownership should submit a completed Radiation Machine Registration Form for New Registrants – RH 2261N.

- Eliminates the requirement of providing an inventory of machines when withdrawing a registration.
- No longer considers a registered machine placed in storage onsite or offsite for use at a later time as a method of making a machine incapable of producing radiation.

Please be advised of the following when completing the new forms:

- The fillable and accessible forms are to be used effective June 15, 2017.
- Effective September 1, 2017, the CDPH-RHB will no longer accept the 11/14 versions of the Radiation Machine Registration Forms.
- The *Report of Assembly of a Diagnostic X-Ray System (Form FDA 2579)*, or equivalent, is not a substitute for the radiation machine registration forms.
- A new or existing registrant must submit a completed radiation machine registration form within 30 days of possessing a radiation machine or to report any changes to registration information.
- Failure to report the sale, transfer, disposal, or discontinuance of use of radiation machine(s) will result in continued registration billing.

You may download a copy of the new forms by clicking on the form numbers above or by visiting our website at: www.cdph.ca.gov/rhb

If you have additional questions, you may email 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's name, facility number if applicable (for example, FAC #####), and phone number.