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INFORMATION NOTICE

Revised Radiation Machine Registration Forms

The California Department of Public Health, Radiologic Health Branch (CDPH-RHB) has revised the radiation machine registration form. The Radiation Machine Registration form, RH 2261 (07/09), will no longer be available on our website and will be replaced by the new registration forms, effective October 31, 2014. If you have pre-printed copies of the RH 2261 (07/09) or older versions, you are advised to discontinue using those copies.

The highlights of the new forms are as follows:

- Replaces the existing RH 2261 (07/09) with three new forms. These are:
 - The “Radiation Machine Registration for New Registrants – [RH 2261N](#)” form 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 for Changes to Registrant or Machine Information – [RH 2261C](#)” form is to be used by an existing registrant with changes to their registered information.
 - The “Radiation Machine Registration for Withdrawal of Registration – [RH 2261W](#)” form is to be used by an existing registrant that no longer has a radiation machine.
- Provides detailed instructions for completing the forms.
- Includes a detailed 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 for Withdrawal of Registration – [RH 2261W](#)” form.
 - An entity that has taken new ownership should submit a completed “Radiation Machine Registration for New Registrants – [RH 2261N](#)” form.
- 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 new forms are to be used effective **October 31, 2014**.
- The Radiation Machine Registration RH 2261 (07/09) will no longer be accepted by the CDPH-RHB after **December 31, 2014**.
- When receiving a new machine from a vendor, the *Report of Assembly of a Diagnostic X-Ray System (Form FDA 2579)*, or equivalent, that the vendor completes is not an acceptable radiation machine registration form.
- 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.