

Radiology Compliance Branch
RADIATION PROTECTION SECTION



Division of Health Service Regulation • N.C. Department of Health and Human Services

Delete X-ray Equipment Form Instructions

X-ray Facility Form for Equipment Removal, Transfer or Disposal

Section 1. Business Information:

- If a currently registered facility, enter your registration number.
- Enter the facility name and the facility address where X-ray equipment was registered.
- Select the reason for submitting this equipment form.
- Follow the directions to the right of your selection to ensure all required forms are submitted.

Section 2. Equipment Information:

- For each piece of X-ray equipment list the following items;
 - Unit location /room number the X-ray unit is located.
 - X-ray equipment manufacturer name **and** model name. **(located on your NOR or unit or on in the equipment or installation report provided by the service provider that installed your equipment)**
 - X-ray unit control serial number. **(located on NOR or X-ray unit control or on the installation report provided by your service provider that installed your equipment)**
- Review choices for deleting and check for appropriate box for each piece of equipment.
- List the name of company/individual, address, phone, city, email and phone for who removed or took possession/ownership of this equipment.
- If more than one piece of equipment was removed and **all** equipment was taken by same person, only list information under the first deleted unit on form.
- Send supporting documents from recipient/ or disposal company for removal or disposal of the units.

Section 3. Legal Owner or Radiation Protection Representative Signee:

- Date, name and signature are required for this page. Electronic Signatures are acceptable.
- Do not skip sections of this Form. **Unsigned and undated application will delay processing of your application.**

When is a Deleted Unit Form(s) Required?

- **If deleting X-ray equipment from an existing registration, complete Delete Equipment Form(s).**
- **Updates are required *whenever changes occur to the information that would render this application or your Notice of Registration no longer accurate.***
- Equipment remains active and invoiced annually until proper disposal has taken place.
- Find a NC registered Service Provider <http://www.ncradiation.net/Xray/service.htm> who can assist with disposal of equipment.
- Questions about disposal or removal: <http://www.ncradiation.net/Xray/documents/disposalguide.pdf>

Submission of Deleted Units Form:

Preferred method is e-mail to: XrayNORS@dhhs.nc.gov **In the email subject line include name of the facility**, if registered include your **registration number**. Submit one transmission only, e-mail is preferred.

Or mail to: **NC Radiation Protection, 5505 Creedmoor Road Suite 100, 1645 MSC, Raleigh, NC 27699-1600.**

We do not accept fax transmissions.