

**Radiology Compliance Branch**  
RADIATION PROTECTION SECTION



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

**LEASING INDUSTRIAL/NON-HEALING ARTS RADIATION EQUIPMENT  
FOR REGISTRATION**

**LESSOR'S REQUIREMENTS**

- ❖ Must be registered with the N.C. Radiation Protection Section prior to offering to lease or provide any type of radiation-related services.
  - a) If not registered, must submit a "*Class I – Sales of Radiation Machines and Machine Components*" application, which is available online at [www.ncradiation.net](http://www.ncradiation.net)
  - b) Lessor is subject to annual registration fees.
- ❖ Email a notification to the N.C. Radiation Protection Section to [XrayService@dhhs.nc.gov](mailto:XrayService@dhhs.nc.gov) at least five days prior to shipment of leased equipment to lessee.
- ❖ Provide notification that includes the lessee's name, name of contact person, address, phone number and projected dates of lease.  
(*Note: Equipment used for federal projects are not subject to North Carolina Regulations*)

**LESSOR'S OBLIGATION TO LESSEE**

- ❖ Inform the lessee of registration requirements. Lessee must submit a "*Non-Healing Arts Application for Registration*," which is available on line at: [www.ncradiation.net](http://www.ncradiation.net)
- ❖ Report the equipment identification to Lessee. Include manufacturer, model and serial number.
- ❖ Provide a copy of manufacturer's manual of operation and safety procedures, a copy of most recent survey and calibration reports of each unit.

**LESSEE'S REQUIREMENTS**

- ❖ Submit a "Non-Healing Arts" Application for Registration.
- ❖ (Note: Section 7 on application: "Serial Number" and "Install Date of Each Control" – if not known, use first day of lease date, i.e. for January 30, 2007, use 013007)

- ❖ Include a check for registration fees based on period of lease in the RPS fiscal year:
  - July 1 – December 31 - \$180.00 for facility and 1st unit; add \$24.00 for each additional unit; or
  - January 1 – June 30 - \$90.00 for facility and 1<sup>st</sup> unit; add \$8.13 for each additional unit.
- ❖ Notify the RPS if use of X-ray equipment is discontinued prior to July 1.
- ❖ Submit name(s) and documentation of training for each operator.
- ❖ Maintain records of lease, operators, safety and operating procedures, and calibration records and personnel dosimetry for review during state radiation inspections.

<b>Applicable Rules of 10A NCAC 15 the “North Carolina Regulations for Protection Against Radiation”:</b>	
.0203 – Application: Registration: Radiation Machines: Facilities	.0205 – Application for Registration of Services
.0206 – Reports of Installation	.0208 – Prior Notification of Transfer
.0211 – Out-of-State Radiation Machines	.0214 – Training and Educational Requirements for Equipment
.0500 – Safety Requirements for Industrial Radiography Operations AND/OR	
.0800 – Requirements for Analytical X-Ray Equipment	.1100 – Fees
.1603 – Radiation Protection Programs	.1604 – Occupational Dose Limits for Adults