

**Radiology Compliance Branch**  
RADIATION PROTECTION SECTION



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

## **GENERAL REGISTRATION REQUIREMENTS AND INFORMATION**

- ❖ Visit our website for guidance and the business application, add /delete X-ray equipment and disposal forms. <http://www.ncradiation.net/Xray/forms.htm> All registration emails, registration information and forms should be sent to [XrayNORS@dhhs.nc.gov](mailto:XrayNORS@dhhs.nc.gov)
- ❖ It is the responsibility of the X-ray registrant (facility) to ensure that the equipment has been registered with NCRPS and that the information contained in the application for registration and Notice of Registration (NOR) is current.
- ❖ Any changes to any information on the NOR or application must be submitted to NCRPS immediately. These corrections should be submitted on either the business application, appropriate X-ray equipment forms or delete X-ray equipment form.
- ❖ Serial Numbers for X-ray units are found on the control panel. Serial number information is also available on the FDA FORM 2579 "Report of Assembly" (pink copy) your service company is required to submit that form to you within 15 days of installation or completion of installation.
- ❖ Always keep a copy of your plan review, letter of acknowledgement, area safety survey, and report of assembly (form 2579) supplied by the registered service provider, on file at your facility. This information will be reviewed during the X-ray inspection.

## **New Facility/Owner Registration Information**

- ❖ Complete the business application for registration and appropriate X-ray equipment forms. The application must be completed, signed, dated and submitted within 30 days of initial operation of the equipment.
- ❖ Change of ownership requires a new application to be submitted by the new owner. A new registration number will be supplied to the new owner.

## **Existing Facility Registration Information**

- ❖ To correct business information on your NOR; submit those corrections on the business application. To correct information on your NOR regarding the X-ray equipment use the appropriate X-ray equipment form. To remove equipment that has been transferred, use the delete equipment form.

## **Closing a Facility**

- ❖ Upon selling or closing a business, it is the responsibility of the existing owner of the X-ray facility to notify NCRPS immediately. Send an email with facility status, closing date, status of each piece of equipment. If sold; send information on new owner. If equipment is removed use the delete X-ray equipment form for equipment transferred.