



North Carolina Department of Health and Human Services  
Division of Health Service Regulation

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June 5, 2015

REGISTRATION INFORMATION MEMORANDUM

To: Unregistered Radiation Machine Facilities

From: Jenny Rollins, Radiology Compliance Branch Manager  
NC DHHS, Division of Health Service Regulation, Radiation Protection Section

Subject: Facilities Providing Radiological Services without the Required Registration

The Department of Health and Human Services, Division of Health Service Regulation, Radiation Protection Section (RPS) is committed to protecting the public and occupational radiation workers from unnecessary exposure to ionizing radiation generated from radiation machines. RPS inspects facilities to ensure compliance with the North Carolina Rules Against Radiation Protection, 10A NCAC 15.

RPS inspection staff have seen an increase in the number of unregistered radiation machine facilities. According to the requirements of Rule .0200:

- (a) This Section provides for the registration of radiation machines, radiation machine facilities and persons who provide other radiological services.
- (b) For purposes of this Section, "facility" means the location at which one or more radiation machines are installed or located within one building, vehicle, or under one roof and are under the same administrative control.
- (c) In addition to the requirements of this Section, all registrants are subject to the provisions of the other sections of this Chapter.
- (e) In addition to the requirements of this Section, all registrants are subject to the annual fee provisions contained in Section .1100 of this Chapter.

According to the requirements of Rule .0203:

- (a) Each person having an unregistered radiation machine or facility shall: (1) apply for registration of such facility and each radiation machine within 30 days following initial operation of that facility and each radiation machine. Application for registration shall be completed on agency forms and shall contain all information required by the forms and accompanying instructions. The registration of the first radiation machine at a facility constitutes registration of the facility itself.

Please reference the attached registration instructions.

Attachments (1)

Radiation Protection Section

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.ncradiation.net](http://www.ncradiation.net)

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