

1 10A NCAC 15 .0203 is proposed for readoption with substantive changes as follows:

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3 **10A NCAC 15 .0203     ~~APPLICATION: REGISTRATION: RADIATION MACHINES: FACILITIES~~**  
4 **APPLICATION FOR REGISTRATION PROCESS: GENERAL**  
5 **REQUIREMENTS FOR ALL FACILITIES, RADIATION MACHINES, AND**  
6 **SERVICES PROVIDED**  
7

8 ~~(a) Each person having an unregistered radiation machine or facility shall:~~

9     ~~(1) — apply for registration of such facility and each radiation machine within 30 days following initial~~  
10     ~~operation of that facility and each radiation machine. Application for registration shall be~~  
11     ~~completed on agency forms and shall contain all information required by the forms and~~  
12     ~~accompanying instructions. The registration of the first radiation machine at a facility constitutes~~  
13     ~~registration of the facility itself.~~

14     ~~(2) — designate on the application form an individual who shall be responsible for radiation protection.~~

15 ~~(b) Agency forms described in Subparagraph (a)(1) of this Rule require the following and other information:~~

16     ~~(1) — name, address and telephone number of the radiation machine facility;~~

17     ~~(2) — name of the person responsible for radiation protection in the facility;~~

18     ~~(3) — name, training and experience of the person designated in Subparagraph (a)(2) of this Rule;~~

19     ~~(4) — the manufacturer, model number, serial number and type of each radiation machine located within~~  
20     ~~the facility;~~

21     ~~(5) — the date of the application and the signatures of the persons specified in Subparagraphs (b)(2) and~~  
22     ~~(3) of this Rule.~~

23 (a) A person with an unregistered facility, radiation machine, radiation generating device, or an unregistered service  
24 provider, shall apply for registration with the agency. After submitting the required application forms prescribed by  
25 the agency in this Rule, registration of the first radiation machine, radiation generating device, or registration of  
26 services provided, constitutes registration of the facility or service provider.

27 (b) All application forms in this Rule shall be completed by meeting the following requirements:

28     (1) The individual with administrative control of a radiation machine, radiation generating device, or  
29     that is responsible for providing services shall ensure application forms, required by the agency in  
30     this Rule, meet the following requirements:

31     (A) are accurate, complete, and contain all the information required by the application forms  
32     and accompanying instructions; and

33     (B) submitted to the agency at the e-mail address on the application for registration forms or  
34     mailed to the address in Rule .0111 of this Chapter.

35     (2) Incomplete application forms or application forms submitted without the requested documentation  
36     to provide services, will not be processed.

1           (3) The agency may require additional information at any time after submission of the application to  
2           determine if the notice of registration should be issued or denied.

3           (4) Application forms can be found at <https://radiation.ncdhhs.gov/Xray/applic.htm>.

4 (c) A Business Application form shall be submitted prior to the operation of a facility or providing services in this  
5 state and the following additional requirements shall be met:

6           (1) The application shall be submitted by any person:

7                   (A) with one or more radiation machines at a facility; or

8                   (B) that plans to engage in services listed in Paragraphs (f) and (g) of this Rule.

9           (2) The application form requires the following:

10                   (A) indication if the application is for a new facility, a change of ownership, when a facility  
11                   moves, or to update information by marking the corresponding checkbox;

12                   (B) the legal business name, facility physical address, phone number, type of business, days  
13                   and hours of operation;

14                   (C) the name, title, mailing address, phone, and e-mail address of business manager;

15                   (D) the name of the individual on-site who is responsible for radiation protection. The  
16                   training and experience qualifying him or her to perform the job duties and  
17                   responsibilities in Rule .0211 of this Section, shall be documented on the application;

18                   (E) the name, title, mailing address, phone, and e-mail address for the invoice contact;

19                   (F) description of facility use;

20                   (G) description of service provider equipment;

21                   (H) dated and signed by the owner or the individual with administrative control; and

22                   (I) identify equipment forms included with the application form by marking the  
23                   corresponding checkbox.

24 (d) Equipment application forms shall be submitted in accordance with Rule .0204(c)(1) through (5) of this Section,  
25 for the type of radiation machine or radiation generating device owned by the registrant or potential registrant or the  
26 service provided. The following additional requirements shall be met:

27           (1) The application shall be submitted by any person:

28                   (A) with one or more unregistered radiation machines or radiation generating devices at a  
29                   facility; or

30                   (B) that is engaged in leasing or performing demonstrations using an unregistered radiation  
31                   machine or radiation generating device.

32           (2) The application requires the following information:

33                   (A) registration number;

34                   (B) equipment location;

35                   (C) manufacturer, model, serial number, number of tubes, install date, modality, application,  
36                   type, and use;

37                   (D) location of equipment not in use;

1 (E) installer information; and

2 (F) shall be dated and signed by the individual with administrative control. The individual  
3 with administrative control can delegate a responsible person or persons within the  
4 organization to sign when amendments are made to this form by notifying the agency in  
5 writing.

6 (e) A Delete X-Ray Equipment form shall be submitted when a facility disposes of a radiation machine or radiation  
7 generating device. The agency form requires the following information:

8 (1) registration number, facility name, and physical address;

9 (2) identify if the application is for a new facility, for a change of ownership, a facility moves, or to  
10 update information;

11 (3) equipment location; manufacturer, model, serial number;

12 (4) identify the reason for deleting the equipment;

13 (5) the recipient of the equipment, to the individual or business name, physical and e-mail address,  
14 and phone number; and

15 (6) dated and signed by the owner or the individual with administrative control of the radiation  
16 machine or radiation generating device.

17 (f) A Company Service application form shall be submitted prior to furnishing or offering to furnish services in  
18 Parts (A) through (C) of this Paragraph and the following additional requirements shall be met:

19 (1) The application shall be submitted by any person engaged in:

20 (A) direct sales, demonstration, leasing, or transfer of radiation machines or radiation  
21 generating devices;

22 (B) providing individual monitoring devices; and

23 (C) radiation survey equipment calibration.

24 (2) The application requires the following information:

25 (A) registration number;

26 (B) business name, facility physical address;

27 (C) identify if the application is for a new service provider, for a change of ownership, if a  
28 facility moves, or to update information;

29 (D) identify each class and modality of services requested to be provided in the state;

30 (E) submit the requirements listed on the agency form for each class and modality requesting  
31 to provide services in the state;

32 (F) list any class or modality not listed on this form;

33 (G) description of service provider equipment used for output measurements and surveys; and

34 (H) signature of the individual with administrative control.

35 (g) A Company Employee Services application form shall be submitted prior to furnishing or offering to furnish  
36 services in Parts (A) through (H) of this Paragraph and the following additional requirements shall be met:

37 (1) The application shall be submitted by any person engaged in providing the following services:

- 1 (A) area radiation surveys for diagnostic radiographic and fluoroscopy facilities;
- 2 (B) equipment surveys and shielding designs for radiation generating devices;
- 3 (C) general health physics consulting services to perform dose estimates, radiation output
- 4 measurements, radiation safety program development, and radiation safety program
- 5 training;
- 6 (D) installation or service repair of radiation machines or radiation generating devices;
- 7 (E) qualified expert consulting services for CT and mammography radiation machines;
- 8 (F) radiation protection expert;
- 9 (G) shielding designs for diagnostic radiographic and fluoroscopy facilities; and
- 10 (H) therapeutic facility and shielding design, area radiation survey, or calibration.

11 (2) The application requires the following information:

- 12 (A) name of the employee to be registered;
- 13 (B) start date if the employee is being added and the stop date if the employee is being
- 14 removed from the registration;
- 15 (C) business registration number, name, physical address, and contact e-mail;
- 16 (D) identify class and modality of services to be provided;
- 17 (E) training and experience to submit for each class of services to be provided;
- 18 (F) the date and signature of the employee applying for registration;
- 19 (G) the date and signature of the individual with administrative control; and
- 20 (H) any additional information the agency determines to be necessary for evaluation of the
- 21 application for registration.

22 (h) The following general requirements apply to all facilities and services provided in North Carolina.

- 23 (1) The registrant shall notify the agency when any change will render the information in an
- 24 application for registration or notice of registration no longer accurate.
- 25 (2) A registrant that terminates all activities of radiation machines, radiation generating devices, or
- 26 providing services shall meet the following requirements within 30 days:
- 27 (A) request termination of the notice of registration in writing by the owner or the individual
- 28 with administrative control;
- 29 (B) submit to the agency, a delete a radiation machine or radiation generation device form, in
- 30 accordance with Paragraph(e) of this Rule; and
- 31 (C) pay any outstanding fees pursuant to Section .1100 of this Chapter.
- 32 (3) A registrant shall not transfer the registration as part of a change of ownership.
- 33 (4) A person who takes possession of a radiation machine or radiation generating device because of
- 34 bankruptcy, foreclosure, or state auction may possess the machine or device when the following
- 35 additional requirements are met:
- 36 (A) The machine or device shall be posted stating that the new owner is responsible for
- 37 registering with the agency if used in this state.

1                   (B) If the machine or device is energized, it shall only be energized by someone registered in  
2                   accordance with this Section and only to demonstrate that it is operable for sale or  
3                   transfer.

4                   (5) No person shall in any advertisement refer to the fact that his or her facility is registered with the  
5                   agency pursuant to the provisions of Rule .0204 or .0205 of this Section, and no person shall state  
6                   or imply that under such registration any activities have been approved by the agency.

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8                   *History Note: Authority G.S. 104E-7; 104E-12; 104E-20;*  
9                   *Eff. February 1, 1980;*  
10                   *Amended Eff. May 1, 1992;*  
11                   *Transferred and Recodified from 15A NCAC 11 .0203 Eff. February 1, ~~2015~~; 2015;*  
12                   *Readopted Eff. May 1, 2025.*