

**MARYLAND DEPARTMENT OF THE ENVIRONMENT
RADIOLOGICAL HEALTH PROGRAM**

1800 Washington Boulevard ● Baltimore Maryland 21230
(410) 537-3000 ● 1-800-633-6101 ● <http://www.mde.state.md.us>

X-RAY MACHINES GENERAL INFORMATION

What to do when your facility is **Registering for the First Time**, **Relocating**, **Changing Owners**, or **Canceling a Facility Registration**:

- ◆ It is the responsibility of the facility, not the service providers, to notify the Department of any changes.
- ◆ It is the responsibility of the facility or the appointed representative of the facility to contact the Department with any questions or concerns prior to any change made to the status of their radiation machine(s), to register their machine(s) and to maintain their machine(s) and registration and certification of these machines(s) in accordance with the laws of Maryland, otherwise **escalated enforcement may be pursued**.

Registering a Facility for the First Time

1. Submit a written letter to the Department detailing when you anticipate opening your new facility, the location of the facility and anticipated number of machine(s) you plan to install and operate. A radiation machine cannot be operated prior to registration and, if applicable, certification.
2. A Radiation Machine Registration Form (RX-1) for the new facility location must be completed, a Payment Transmittal Form must be submitted, and annual fees must be paid before a new registration number is issued. A facility's machine(s) must be registered prior to the completion of installation of the radiation machine(s) at the new location.
3. **Radiation machine facilities with cardiac catheterization labs, computed tomography (CT) scanner(s), linear accelerator(s), or lithotripter(s) must provide a copy of the current license issued by the Maryland Department of Health and Mental Hygiene Office of Health Care Quality.**
4. If a used radiation machine is purchased/installed, then the radiation machine, in addition to registration, must undergo a certification inspection by a State licensed private inspector prior to operation. This applies to all facilities except dental, veterinary, or mammography facilities.

Relocation

1. Submit a written letter requesting cancellation of your old registration number.
2. Submit disassembly reports showing the Department what happened to each radiation machine located at the facility.
3. A Radiation Machine Registration Form (RX-1) for the new facility location must be completed, a Payment Transmittal Form must be submitted, and annual fees must be paid before a new registration number is issued.
4. Submit installation reports showing the Department how many machines were installed at the new location.
5. If relocating a used radiation machine then the radiation machine must, in addition to registration, undergo a certification inspection by a State licensed private inspector prior to operation. This applies to all facilities except dental, veterinary, or mammography facilities.

Ownership Change

1. Submit a written letter detailing who the new owner will be, when you anticipate the transaction will take place and if there will be any change to the machine(s). If the anticipated sale date changes then submit an additional written letter acknowledging this and state when you then anticipate the transaction will take place.
2. Submit a bill of sale that shows that ownership has changed.
3. All outstanding fees must be paid on the old registration number before the registration number is cancelled.
4. The new owner must complete and submit a Radiation Machine Registration Form (RX-1), submit a Payment Transmittal Form, and pay annual fees before a new registration number is issued.

Termination of Registration

1. Submit a written letter requesting cancellation of your old registration number.
2. Submit disassembly reports showing the Department what happened to the radiation machine(s) located at the facility.
3. All outstanding fees must be paid before the registration number is cancelled.

Important Regulatory and Administrative Information Regarding all Cancellation Requests

A written request for cancellation must be received by the Department prior to the due date of the annual fees for your radiation machine(s) if you wish to cancel the current and any future invoices. If a facility fails to notify the Department prior to the due date on the current invoice then all outstanding fees must be paid on the old registration number before the registration number can be cancelled. **A registration number cannot be cancelled without both the written request to cancel and the service reports accounting for each machine registered.**

Important Regulatory and Administrative Information Regarding Service Reports

These reports can be in the form of service reports (MDE RX-24 Form) filled out by the registered service provider or a service ticket or invoice from a registered service provider which details what was done with each machine(s) located at the address of your current registration. Each machine must be accounted for and it is the responsibility of the facility to provide this information.