

## **REMOVING, ADDING, OR CHANGING RADIATION MACHINES**

The Code of Maryland Regulations (COMAR) 26.12.01.01B.10 requires a registrant to notify the Department in writing before making any change which would render the information in the application for registration no longer accurate. One such change is a change in the number, type, or location of radiation machines.

### **Adding a Radiation Machine**

Registered facilities planning to add a radiation machine, thereby increasing the number of radiation machines at the facility, are required to notify the Department prior to use of the machine, and in no case later than 20 days after delivery of the machine to the facility.

Notification includes:

1. A revised [Form RX-1](#) (Radiation Machine Facility Registration) listing the additional machine, and
2. A [Form RX-24](#) (Report of Assembly Reassembly or Removal of a Radiation Machine) documenting the installation of the machine by a registered service provider.
3. For certain types of radiation machines, a shielding plan or area survey is required. Intraoral, panoramic, and cephalometric radiation machines are exempt from this requirement.

Personnel monitoring is required for all radiation machine operators and must be in place before the additional machine is used.

### **Removing a Radiation Machine**

Registered facilities that remove and do not replace a radiation machine are required to notify the Department within 20 days by submitting:

1. A revised [Form RX-1](#) (Radiation Machine Facility Registration) listing all machines now utilized or stored at the facility, and
2. A [Form RX-24](#) (Report of Assembly Reassembly or Removal of a Radiation Machine) documenting the removal or disablement of the machine by a registered service provider. If the machine has been donated, submit a written receipt signed by the receiving organization including date of donation. If the machine has been sold, submit a bill of sale signed by both the buyer and seller including date of sale.

### **Relocating a Radiation Machine Within the Facility**

Personnel monitoring is required for all radiation machine operators for any facility which relocates a radiation machine from one room/area to another room/area within the facility.

### **Replacing One Type of Radiation Machine with Another Type of Radiation Machine**

Registered facilities that replace one type of radiation machine with another type of radiation machine (for example, replacing an intraoral machine with a panoramic machine), even if the new machine is placed in the same physical location, are required to notify the Department prior to use of the new machine, and in no case later than 20 days after delivery of the machine to the facility. Notification includes:

1. A revised [Form RX-1](#) (Radiation Machine Facility Registration) listing the additional machine, and
2. A [Form RX-24](#) (Report of Assembly Reassembly or Removal of a Radiation Machine) documenting the installation of the new machine and the disposal of the old machine by a registered service provider.
3. For certain types of radiation machines, a shielding plan or area survey is required. Intraoral, panoramic, and cephalometric radiation machines are exempt from this requirement.

Personnel monitoring is required for all radiation machine operators and must be in place before the new machine is used.

### **Replacement of a Radiation Machine with Another Radiation Machine of the Same Type**

Registered facilities that replace a radiation machine with another radiation machine of the same type (produces the same radiation levels as the prior machine--example: replacement of an intraoral machine with a new intraoral machine) in the same facility location are required to submit to the Department a [Form RX-24](#) (Report of Assembly Reassembly or Removal of a Radiation Machine) documenting the installation of the new machine and the disposal of the old machine by a registered service provider.