

## Instructions for Registering New Facilities with Radiation Machines

1. Complete the Radiation Machine Facility Registration Form ([RX 1](#)). List each radiation machine at the facility.
2. Include installation reports from service companies (FDA 2579 and/or [MDE RX-24](#)).
3. Submit inspection reports for **used/refurbished machines** (grps.1-5) from state licensed private inspectors.
4. **Radiation machine facilities with cardiac catheterization labs, computed tomography (CT) scanner(s), linear accelerator(s), or lithotriptor(s) must provide a copy of the current license issued by the [Maryland Department of Health Office of Health Care Quality](#).**
5. Include the annual fee (in the form of a check) for the radiation machine (tube). Make checks payable to Department of the Environment/Radiation Control Fund. Complete a [Payment Transmittal Form](#) to accompany the check.
6. **Provide the manufacturer's recommended preventative maintenance schedule, in months, for each radiation machine as listed on the Form RX 1.**

### Annual Fee Schedule Effective January 1, 2023

Group 1 (Irradiator) or 2 (Accelerator)	\$1,051.00 per tube
Group 3 (Hospital)	\$266.00 per tube
Group 4 (General Medical)	\$266.00 per tube
Group 5 (Academic or Industrial)	\$266.00 per tube
Group 6 (Dental)	\$ 80.00 per tube
Group 7 (Veterinary)	\$266.00 per tube
Group 8 (Mammography)	\$266.00 per tube
Group 9 (Veterinary Dental)	\$ 80.00 per tube

6. On the check, include the following codes:

Non-Dental Facilities:	PCA 13701 OBJECT 5688 SUFFIX 709
Dental Facilities:	PCA 13701 OBJECT 5689 SUFFIX 709

7. The check, the Radiation Machine Registration Form, the Payment Transmittal Form, and installation reports must be mailed to the Department at the following address:

Mailing address: **Maryland Department of the Environment  
P.O. Box 2198  
Baltimore, MD 21203-2198**

In addition to mailing the required information to the P.O. Box above, please e-mail the items mentioned above plus a copy of the check to [mdexray.submission@maryland.gov](mailto:mdexray.submission@maryland.gov). You may alternatively fax the items to (410) 537-3198.

All of the above items are needed prior to the Department granting the facility a registration. **The use of a radiation machine prior to registration is strictly prohibited and will result in enforcement action.**

### Contact Info

If you have any questions or require additional information, please contact Shannon Page or Umaru Bun-Tejan at (410) 537-3193 or 800-633-6101, extension 3193.