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, 2022

   Group 1 (Irradiator) or 2 (Accelerator)   $982.00 per tube
   Group 3 (Hospital)                      $248.00 per tube
   Group 4 (General Medical)              $248.00 per tube
   Group 5 (Academic or Industrial)        $248.00 per tube
   Group 6 (Dental)                       $ 80.00 per tube
   Group 7 (Veterinary)                   $248.00 per tube
   Group 8 (Mammography)                  $248.00 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. 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.