



Minnesota Department of Health  
X-ray Unit  
625 Robert Street North  
PO Box 64975  
St. Paul, Minnesota 55164-0975

---

**Information Notice 2007-08**  
**October 2007**  
**Facility Registration Issues**

**New Facilities**

Criteria that defines a new facility:

- Opening a facility with x-ray equipment
- Satellite facilities that previously did not have x-ray equipment, but now have equipment
- New owner that purchased an existing facility
- An existing facility that never owned x-ray equipment, but now have equipment

Prior to submitting an [initial application for registration](#), facilities must have the following:

- An approved shielding review by MDH prior to use (does not apply to new owners purchasing an existing facility). Exempt units include intraoral, mammography, podiatry, and bone density.
- A written agreement with the named radiation safety officer
- A written quality assurance program
- Installation calibration completed prior to first use on patients

To have a valid and complete registration, the following must be submitted to MDH:

- A completed registration form and fees, [Initial Registration form](#)
- A Federal and State tax ID number must be provided (this is on the application)
- A radiation safety officer named on the application, who meets the requirements in [Minnesota Rule 4732.0500](#)

Once the above information is received and verified, the registrant will be assigned a facility registration number. This registration number is used to identify the facility. A registration confirmation is mailed to the registrant, and is to be kept in facility records for viewing during MDH inspection. Facilities will not be able to operate equipment until this confirmation is received. Please note: Forms sent with incomplete information or an incorrect fee amount will be returned, delaying registration.

**Existing Facilities**

Facilities receive annual registration forms via email or mail at least one month prior to their due date. These forms include the name and address of the facility, facility registration number, facility phone number, administrator, radiation safety officer, and a listing of all the consoles and tubes at the facility.

To have a valid annual renewal registration, facilities must complete the following:

- Verify that information on the form(s) is correct and make changes as needed
- Provide Federal and State tax ID numbers for the facility
- Return the signed invoice and inventory form(s) with any changes made on it along with the appropriate fees to MDH

Once the above information is received and verified, a registration confirmation will be sent to the registrant. Please note: Forms sent with incomplete information or an incorrect fee amount will be returned, delaying registration.

### **All Facilities**

Registrants must notify the commissioner within 30 days via email to [health.xray@state.mn.us](mailto:health.xray@state.mn.us) of the following:

- Relocating equipment within the facility
- Change in radiation-producing equipment (sale, lease, or transfer)
- Change in location or disposition of any registered equipment
- Any change in the facility that might impact radiation exposures such as remodeling involving removal of walls or barriers
- Change in administrator
- Change in radiation safety officer or other personnel identified on the registration as having responsibility for radiation safety within the facility

### **Additional Pertinent Information**

In addition, the registrant must also do the following:

- Conduct initial training for all employees who will be using the radiation producing equipment prior to their using the radiation-producing equipment. Training must include:
  1. Facility specific and system specific safe operating procedures
  2. Emergency procedures (for equipment)
  3. Quality control procedures
  4. Proper protective shielding used
- If there is a change to the quality assurance program or radiation output, conduct additional training for all employees
- Create safety procedures for patient holding, as well as any restrictions of the operating techniques required for safe operation