

Minnesota Department of Health
Radiation Control, X-ray Unit

Equipment Notification

The Minnesota Department of Health (MDH), Radiation Control X-ray Unit is incorporating an electronic system for reporting x-ray equipment notifications. The X-ray Unit prefers facilities and service providers to send email notifications to health.xray@state.mn.us to report any changes to equipment, facility, registration, or radiation program. Fees must be sent via mail, with the appropriate documentation, until further notice. **All correspondences must include the facility registration number.**

It is the responsibility of the Registrant to register x-ray equipment per [Minnesota Rule 4732.0200](#). The Registrant needs to coordinate with their Service Provider to facilitate that notification, and notify MDH of changes/additions to the radiation program within 30 days of the change. Facilities that are not registered with MDH should report changes and pay applicable fees prior to the operation of the equipment.

Ways to notify MDH X-ray Unit of equipment changes include:

- Service Providers must report any changes/additions to tubes or consoles on the Federal Form 2579 within 15 days of the sale, lease, or transfer of x-ray equipment. Coordination between Service Providers and Registrants' is important in order for the X-ray Unit to process these changes. The Service Providers should include all pertinent information below in the Comments section of the 2579:
 1. Facility registration number: If you do not know your registration number, a list is available on our website at www.health.state.mn.us/xray.
 2. Service Provider number: Service Provider's must have their cards available at the time of service.
 3. Console number: If you do not have a list of your facility's x-ray equipment inventory, please email us.
 4. Tube replacement, tube type, manufacturer, and serial number.
- Service Providers are not required to submit the Federal Form 2579 for nonhuman use equipment, but must notify MDH within 15 days of the sale, lease, or transfer of nonhuman use equipment. Equipment notifications and any facility changes or updates in your radiation program should be sent via email to health.xray@state.mn.us.



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