



North Carolina Department of Health and Human Services
Division of Health Service Regulation

Pat McCrory
Governor

Richard O. Brajer
Secretary DHHS
Drexdal Pratt
Division Director

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X-RAY SERVICE PROVIDER INFORMATION MEMORANDUM

To: N.C. Industrial and Analytical Sales and Service Providers
From: Jenny Rollins, Radiology Compliance Branch Manager
NC DHHS, Division of Health Service Regulation, Radiation Protection Section
Subject: Industrial and Analytical Service Provider Issues

The Department of Health and Human Services, Division of Health Service Regulation, Radiation Protection Section (RPS) is committed to protecting the public and occupational radiation workers from unnecessary exposure to ionizing radiation generated from radiation machines. RPS inspects facilities to ensure compliance with the North Carolina Rules Against Radiation Protection, 10A NCAC 15.

Many of our industrial and analytical service providers are having the following issues:

- **Not completing and submitting the Report of Sales/Installation of X-ray Machines form found at [Here](#) or Report of Disposal or Removal of X-ray Machines form.**
- If you provide training to the facility, you must also provide documentation of that training for each individual who was trained. The documentation must also include the name of the service provider that's performing the training. The documentation must be permanently maintained for inspections.
- If the facility is required to obtain training online for the equipment that was purchased from your company, you must inform the facility that they must perform the online training, print the certificate upon completion, and permanently maintain the training documentation for inspections.
- Failure to inform the facility that personnel monitoring is required. Many service providers are telling the facility that they are not required to have personnel monitoring when this is not the case. All facilities must demonstrate that they will not exceed 10% of the annual dose limit.
- Failure to provide an area survey for the handheld XRF units. The area survey must be specific to the unit that the facility has and it must include the equipment information (serial number) and the health physicist's signature. It cannot be a copy of a generic manufacturer's survey.

The minimum documentation that should be included on an area survey include:

- Location and serial number of the radiation generating device (RGD).
- Date of the survey.
- Name and signature of the person performing the survey.
- Model and serial number of the survey meter used.
- Calibration date of the survey meter used.
- Radiation levels at the measurement locations (including the operator location) and background readings.
- List of the safety devices that were evaluated.

Radiation Protection Section

www.ncdhhs.gov • www.ncradiation.net

Tel 919-814-2250

Location: 5505 Creedmoor Road, Suite 100 • Raleigh, N.C. 27612
Mailing Address: 1645 Mail Service Center • Raleigh, N.C. 27699-1600
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The agency has allowed our service providers to submit the federal form FDA 2579 (Report of Assembly), in lieu of the quarterly report. For the disposal of radiation machines or machines that don't require a federal form FDA 2579, the **Disposal or Removal of X-ray Machines form** can be used for reporting.

If you are not already subscribed to our list service, please [Click Here](#) to subscribe.

Please use the following email accounts:

XrayService@dhhs.nc.gov –for service registration submittals, service registration changes and service violation responses.

FDA2579@dhhs.nc.gov – for federal form FDA 2579 (Report of Assembly) and Report of Sales/Installations or Disposal of X-ray Systems form.

shieldingdesign@dhhs.nc.gov – for shielding plans.

Attachments:

Shielding Plan Requirements for Service Providers - www.ncradiation.net/Xray/documents/svcplanrevguide.pdf

Steps to Install X-ray Equipment - www.ncradiation.net/Xray/documents/Registration%20Steps.pdf

All email boxes - www.ncradiation.net/Xray/documents/MailBoxesList.pdf