

Radiology Compliance Branch
RADIATION PROTECTION SECTION



Division of Health Service Regulation • N.C. Department of Health and Human Services

**LEASING INDUSTRIAL/NON-HEALING ARTS RADIATION EQUIPMENT
FOR REGISTRATION**

LESSOR'S REQUIREMENTS

- ❖ Must be registered with the N.C. Radiation Protection Section prior to offering to lease or provide any type of radiation-related services.
 - a) If not registered, must submit a "Class I – Sales of Radiation Machines and Machine Components" application, which is available online at <https://radiation.ncdhhs.gov/Xray/service.htm>
 - b) Lessor is subject to annual registration fees.
- ❖ Email a notification to the N.C. Radiation Protection Section to XrayService@dhhs.nc.gov at least five days prior to shipment of leased equipment to lessee.
- ❖ Provide notification that includes the lessee's name, name of contact person, address, phone number and projected dates of lease.
(Note: Equipment used for federal projects are not subject to North Carolina Regulations)

LESSOR'S OBLIGATION TO LESSEE

- ❖ Inform the lessee of registration requirements. Lessee must submit a "Non-Healing Arts Application for Registration," which is available online at: <https://radiation.ncdhhs.gov/>
- ❖ Report the equipment identification to Lessee. Include manufacturer, model and serial number.
- ❖ Provide a copy of manufacturer's manual of operation and safety procedures, a copy of most recent survey and calibration reports of each unit.

LESSEE'S REQUIREMENTS

- ❖ Submit a "Non-Healing Arts" Application for Registration.
- ❖ (Note: Section 7 on application: "Serial Number" and "Install Date of Each Control" – if not known, use first day of lease date, i.e. for January 30, 2007, use 013007)

- ❖ Include a check for registration fees based on period of lease in the RPS fiscal year:
 - July 1 – December 31 - \$180.00 for facility and 1st unit; add \$24.00 for each additional unit; or
 - January 1 – June 30 - \$90.00 for facility and 1st unit; add \$8.13 for each additional unit.
- ❖ Notify the RPS if use of X-ray equipment is discontinued prior to July 1.
- ❖ Submit name(s) and documentation of training for each operator.
- ❖ Maintain records of lease, operators, safety and operating procedures, and calibration records and personnel dosimetry for review during state radiation inspections.

Applicable Rules of 10A NCAC 15 the "North Carolina Regulations for Protection Against Radiation":	
.0203 – Application: Registration: Radiation Machines: Facilities	.0205 – Application for Registration of Services
.0206 – Reports of Installation	.0208 – Prior Notification of Transfer
.0211 – Out-of-State Radiation Machines	.0214 – Training and Educational Requirements for Equipment
.0500 – Safety Requirements for Industrial Radiography Operations AND/OR	
.0800 – Requirements for Analytical X-Ray Equipment	.1100 – Fees
.1603 – Radiation Protection Programs	.1604 – Occupational Dose Limits for Adults