

**Radiology Compliance Branch**  
RADIATION PROTECTION SECTION



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

**OUT-OF-STATE RADIATION MACHINES**

**.0211(a) Out-of-State Radiation Machines**

**“No person shall bring any radiation machine into the state, for any temporary use, unless such person has given a written notice to the agency at least five working days before the machine is to be used in the state. The notice shall include the type of radiation machine; the nature, duration, and scope of use; and the exact location(s) where the radiation machine is to be used. If, for a specific case, the five working day period would impose an undue hardship on the person, he may upon application to the agency, obtain to proceed sooner.”**

The regulations require that any person bringing a radiation machine(s) into North Carolina for any intended purpose - either temporary or extended use - shall provide a written notice to the Radiology Compliance Branch (RCB) in the Radiation Protection Section.

**Notification to the RCB:** Either fax or mail the [RADIOGRAPHIC LOCATION REPORT](#) to the RCB. Obtain the form online at <https://radiation.ncdhhs.gov/> or contact an X-ray inspector with the RCB to receive a form for submission. Completely fill out the form, and submit it **five working days** before entering the state to ensure meeting compliance standards.

**Required Documents Registrant Must Maintain:**

- 1) Copy of the plan review **[.0603(a)(2)(A)]** **[.0603(b)]** (Mobile Vehicle with fixed units)
- 2) Copy of the letter of acknowledgement **[.0603(a)(2)(A)]** (Mobile Vehicle with fixed units)
- 3) Copy of the post installation room(s) survey **[.0603(c)]** (Mobile Vehicle with fixed units)
- 4) Copy of the Food and Drug Administration Report of Assembly 2579 form **[.0115]**
- 5) Current copy of the Notice of Registration **[.0603(a)(2)(A)]**
- 6) Records of maintenance or modification which affect the useful beam **[.0603(a)(2)(c)]**
- 7) Technique chart – automatic settings are acceptable; however, the operator must know and understand the technique factors used. **[.0603(a)(1)(C)]**
- 8) Current copy of the State Regulations **[.1002(a)(1)]**
- 9) Current copy of the Notice to Employees **[.1002(c)]**
- 10) Current copy of the Radiation Safety Program **[.1603(a)]**
- 11) RSP annual review by the Radiation Safety Officer and signed **[.1603(c)]**
- 12) Proper radiation caution signs **[.1624(a)]**
- 13) Personnel Exposure Records **[.1640(a)(1)&(g)]** **[.1644]**
- 14) Previous inspection reports and correspondence regarding X-ray inspections

**N.C Medical Board-licensed practitioner [.0603(a)(1)(g)]**

- ❖ Provide current N.C. Medical Board license for **interpreting physicians**.
- ❖ Fluoroscopy and C-Arm units: Define who is performing the procedure. A physician must be present in the room during certain procedures.
- ❖ Have policy describing how exams are ordered. **N.C. does not allow self-referral.**

**Fluoroscopy and C-Arm units [.0605(3)(d)]**

- ❖ Two-year Entrance Exposure Rate measurement report done by a qualified expert registered with the State of North Carolina. This report must be readily available for operator and/or inspector.
- ❖ There is also a listing of North Carolina Registered Service Providers listed on the Radiation Protection Section website at [www.ncradiation.net](http://www.ncradiation.net)