

# X-ray

# Newsletter

May 2011

Division of Environmental Health ~ Radiation Protection Section

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## What is Radiation Training? What is Required?

**Training: to teach, or give practice in, some skill; to make or become fit.**  
*(Webster's dictionary definition)*

According to the N.C. *Regulations for Protection Against Radiation*, 15A NCAC11, .0603(a)(1)(B), individuals who will be operating X-ray equipment must be instructed in the safe operating procedures, use of the equipment and demonstrate an understanding to the registrant.

It is required to know and understand the use of radiation and X-ray equipment, and imperative to protect the health of patients that enter your facility as well as the health of those that you employ.

That's why training is so vital. It allows X-ray staff to know how to operate the equipment they are using to minimize risk to patients or staff.

Would you run a marathon without training extensively beforehand? No! So, why would facilities employ X-ray operators to radiate patients and operate X-ray equipment without first being prepared?

It is important to prepare adequately before starting a task, especially when other individuals may be involved. The Radiation Protection Section's Radiation Compliance Branch has resources called reference guides that are beneficial for all radiation workers. These reference guides can be found online at: [www.ncradiation.net/Xray/reference.htm](http://www.ncradiation.net/Xray/reference.htm). Other resources to aid in developing a productive, knowledgeable radiation department can be found at [www.ncradiation.net](http://www.ncradiation.net).

One of the most important tools that can be used in any radiation facility is the Written Radiation Safety Program. The safety program is created for the facility's workers.

The author of the safety program should ask themselves, "What are the radiation workers duties and what are they responsible for?" The questions how, what, where and why should also be addressed in the safety program. If you are asking yourself, "How do I write a safety program that will address training and all other items we are responsible for?" just go to: [www.ncradiation.net/Xray/documents/facassesstol\(med\).pdf](http://www.ncradiation.net/Xray/documents/facassesstol(med).pdf). This is an assessment tool that every facility can use to evaluate the facility's program. In this program, the facility can describe training and operating procedures. For example, items such as basic radiation safety, anatomy, operation of the



## Quality Assurance Programs

A sound quality assurance program is recommended to consistently produce high-quality imaging and optimized processing conditions. Quality assurance helps minimize the need for unnecessary retakes while reducing exposure to patients.

Go to the branch's website at: [www.ncradiation.net/Xray/xray.htm](http://www.ncradiation.net/Xray/xray.htm) for a list of links that will assist you in adopting forms and/or procedures for your program.



## Electronic Submission of Documents for Service Providers

The Radiology Compliance Branch is improving its services through the electronic submission of some of its forms. Two email addresses have been added for service providers to use to submit emailed or scanned documents and forms.

Service providers can submit shielding designs, also referred to as a plan review, to [shieldingdesign@ncdenr.gov](mailto:shieldingdesign@ncdenr.gov) for review and acknowledgment.

Service providers can submit the installation report, also referred to as the FDA 2579 form, to [FDA2579@ncdenr.gov](mailto:FDA2579@ncdenr.gov) within 15 days of installing equipment. If possible and if you have access to the state registration number, please write the state registration number for the facility on the form. This will assist the branch's staff in correctly identifying the unit to the appropriate facility and reduce the calls to the service providers to determine a correct correlation.



The Radiology Compliance Branch has multiple staff reviewers for plan reviews with a centralized mailbox for distribution to those reviewers. An administrative staffer has been assigned to manage workflow and the status of plan reviews.

All plan reviews will be evaluated based upon the order in which they were received, the date of receipt of a completed Shielding Design Form and the plan review. An acknowledgment letter for the plan review will be sent within two weeks. Please plan your submissions in advance to accommodate an adequate processing time of two weeks.

Shielding designs should be on the agency form with the name and address of the facility on each page of the submission. Drawings must be dark enough to be printed and legible when submitted electronically. The Shielding Design Form can be downloaded at: [www.ncradiation.net/Xray/documents/shieldesignform.pdf](http://www.ncradiation.net/Xray/documents/shieldesignform.pdf).

Forms may also be faxed to (919) 571-4148 or mailed to: Radiation Protection Section  
1645 Mail Service Center  
Raleigh, NC 27699-1645

Anyone with questions concerning the status of a submitted shielding design/plan review, please contact the branch's administrative staff, Kahee Kim, at (919) 571-4141, ext. 233.

## Requirements for Radiation Training *(cont. from p. 1)*

machine, dose and dose limits, techniques, shielding, ordering of exams, and individualized specifications for the office, are just a few of the items required in a safety program that will benefit each radiation worker.

So next time your facility is employing a radiation worker, remember, that there are requirements and that workers will be evaluated by Radiation Protection upon inspection. Be sure to keep a close eye on the reference guide documents at [www.ncradiation.net](http://www.ncradiation.net). They are constantly being updated and there will also be a new one in the near future addressing training for the radiation worker.

**Check out the RPS Web site @**  
**[www.ncradiation.net](http://www.ncradiation.net)**

## NEW X-ray Fee Schedule for Annual Registration Fees

As of Jan. 1, 2009, all X-ray units designated as “**not in use**” on your registration will be billed in accordance to 15A NCAC 11 .1105. Fees are determined based on the facility and number of X-ray units that each facility possesses.

If you dispose of or remove the unit(s) that are not in use from your registration prior to July 1, you will not be billed for these machines.

When disposing of or removing the equipment, please use your Notification of Registration to notify the Radiation Protection Section of the disposition of the X-ray units. You are required to provide the name, address and phone number of the people who received the equipment.

<b>2011-2012 Fees. The following fees were mandated by the N.C. General Assembly and signed into law by Gov. Perdue.</b>			
<b>Type of Facility</b>	<b>Bill Code</b>	<b>Facility plus first X-ray tube</b>	<b>Additional Tubes</b>
Chiropractors	C	\$180.00	\$24.00
Dentists	D	\$180.00	\$24.00
Educational	E	\$130.00	\$22.00
Government	G	\$130.00	\$22.00
Podiatrists	H	\$180.00	\$24.00
Industrial	I	\$180.00	\$24.00
Health Departments	L	\$260.00	\$33.00
Hospitals	M	\$390.00	\$44.00
Physicians	P	\$180.00	\$24.00
Industrial Radiography	R	\$380.00	\$44.00
Services	S	\$260.00	\$0.00
Therapy	T	\$400.00	\$50.00
Veterinarians	V	\$130.00	\$22.00
Other	Z	180.00	\$24.00

Any new registration issued on or after Jan. 1 will be prorated. The prorated facility fee and tubes/equipment fee each will be half of the listed price above. You will be billed for your facility and the equipment until you notify the RPS office in writing as to the disposition of the facility and equipment. Closing the facility and placing the units as not in use does not negate the fees.

**If there is a change in ownership that the new owner needs to complete a new application, he should not pay the old owner's invoice since a new invoice is generated for the new ownership.**

### RPS Annual Fee

You will be billed in entirety every July 1 for your facility and the tubes/equipment you have registered. If you have questions regarding your fee amount or the disposition of your facility and equipment, please contact the RPS office.



**Remember  
our  
Web site!**

Find more information about the  
X-ray Program online at:  
**[www.ncradiation.net](http://www.ncradiation.net)**.

You can also call the  
Radiation Protection Section's staff  
at (919) 571-4141.

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N.C. Department of Environment and Natural Resources  
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