

	North Carolina Department of Environment and Natural Resources Division of Environmental Health <b>RADIATION PROTECTION SECTION</b> <b>Radiology Compliance Branch</b>	<b>Page(s)</b>		
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**GENERAL REGISTRATION REQUIREMENTS AND INFORMATION**

- ❖ It is the responsibility of the x-ray registrant (facility) to ensure that the equipment has been registered with NCRPS and that the information contained in the application for registration and Notice of Registration (NOR) is current.
- ❖ Any changes to information on the NOR or application must be submitted to NCRPS immediately.
- ❖ Upon selling or closing a business, it is the responsibility of the x-ray registrant to notify NCRPS immediately.
- ❖ Serial Numbers for x-ray units are found on the control panel. Serial number information is also available on the FDA FORM 2579 "Report of Assembly" (pink copy) your service company is required to submit to you within 15 days of installation or completion of installation.
- ❖ Always keep a copy of your plan review, letter of acknowledgement, area safety survey, and report of assembly (form 2579) supplied by the registered service provider, on file at your facility. This information will be reviewed during the x-ray inspection.
- ❖ Visit our website for more x-ray guidance and information. [www.ncradiation.net](http://www.ncradiation.net)

**New Facility/Owner Registration Information**

- ❖ Complete the enclosed application for registration of the x-ray equipment. The application must be completed, signed, dated and submitted within 30 days of initial operation of the equipment.
- ❖ Change of ownership requires a new application to be submitted. A new registration number will be supplied to the new owner.

**Existing Facility Registration Information**

- ❖ Use a copy of your NOR to correct serial numbers, dates of installation, number of tubes, or delete equipment. The NOR must be signed by the legal owner, radiation protection representative, or authorized designee.
- ❖ To add equipment, use a copy of your NOR or submit a new application for registration. The NOR or application must be completed, signed, dated and submitted within 30 days of initial operation of the equipment

- ❖ For equipment that has been removed from service, use a copy of your NOR to list the name and address of recipient of transferred equipment or indicate if the equipment was taken by the service company or salvaged. A X-Ray Disposition Form along with additional information regarding the proper disposal of your x-ray equipment can be downloaded from our website. [www.ncradiation.net](http://www.ncradiation.net).