

## COLORADO X-RAY FACILITY REGISTRANT'S RESPONSIBILITIES

This guide is distributed to facility registrants to assist them in complying with the *Colorado Rules and Regulations Pertaining to Radiation Control* (Regulations). **This guide does not list all of the facility registrant's responsibilities as specified in the Regulations.** Please see the Radiation Protection Program document on our web site for a detailed list of requirements. If you have any questions regarding this handout, please contact the X-Ray Certification Unit at (303) 692-3443 or by FAX at (303) 691-7841 Attn: Radiation-XRC.

1. **REGULATION REQUIREMENTS.** The registrant shall ensure that the requirements of the Regulations are being complied with for the operation of a radiation machine facility. (Part 2, 2.4.1.1)
2. **REGISTRATION OF A RADIATION MACHINE FACILITY.** The person possessing or using a radiation machine must be registered with the Department using Form R-4 prior to operation of the radiation machine facility. (Part 2, 2.4.1)
3. **DESIGNATED RADIATION SAFETY OFFICER (RSO).** The registrant must designate on Form R-4 the individual who meets the requirements in Appendix 2A and is responsible for radiation protection at the facility. (Part 2, 2.4.1.1(2)(a))
4. **CHANGES IN REGISTRATION.** The registrant must maintain a current registration with the Department. An amendment must be filed within 30 days of a change in your registration information. These changes include but are not limited to: transfer or receipt of radiation machines; change of address, or change of ownership. (Part 2, 2.4.6.5)
5. **MACHINE AND FACILITY EVALUATION.** The registrant must have their radiation machine(s) and facility evaluated by a Department -approved Qualified Inspector in accordance with the frequency established in the Regulations. (Part 2, 2.5.1)
6. **NEW INSTALLATION EVALUATION.** The registrant must have all new installations of machines, or replacement of components which could affect the radiation output of a machine, evaluated by a qualified inspector within three (3) months of the installation. (Part 2, 2.5.1.4)
7. **UNSAFE FOR USE.** The registrant cannot use any machine determined to be unsafe for use until the machine has been repaired and a subsequent certification evaluation is completed by a qualified inspector which certifies the machine safe for use. (Part 2, 2.5.2.3)
8. **COMPLIANCE TIME LIMIT.** The registrant must correct any violations noted in a R-59-1 Machine certification evaluation or an R-59-2 Facility certification evaluation within thirty (30) days of the date of inspection. (Part 2, 2.6.3.1 and 2.6.4.1)
9. **COMPLIANCE DOCUMENTATION.** The registrant will submit documentation to the Department showing the item(s) of violation noted in a certification evaluation have been corrected. A completed form R 59-1, Certification Report, along with a copy of the service repair order and endorsement by the service person, in most cases, will be sufficient to document compliance. (Part 2, 2.6.3.1 and 2.6.4.1)
10. **REQUIRED RECORDS.** The registrant must maintain records required by the Regulations. For example: shielding evaluations; certification evaluations and service reports for x-ray equipment; personnel monitoring; and operator's manuals. (Part 2, 2.6.5)
11. **MACHINE SERVICING OR SERVICES.** The registrant must use a radiation machine servicing or services company that provides evidence they are currently registered with the Department as a provider of services in accordance with the Regulations. (Part 2, 2.4.2.1 and 2.6.3.3)
12. **RADIATION PROTECTION STANDARDS.** The registrant will meet the standards for protection against radiation specified in Part 4 of the Regulations. (Part 4, 4.5)
13. **POSTING OF NOTICES.** The registrant will post notices and provide instructions to workers in accordance with Part 10, 10.1.3 of the Regulations.
14. **OPERATOR TRAINING.** The registrant must ensure that each operator of a radiation machine is adequately trained in the proper use of the machine. (Part 2, 2.6.1.4 – 2.6.1.15)

To obtain copies of the Colorado *Rules and Regulations Pertaining to Radiation Control*, go to the following website:

**<https://www.colorado.gov/cdphe/radregs>**

And follow the “Radiation Regulations ( 6 CCR 1007-1)” link to the Colorado Secretary of State website to view or download the most current versions of the regulations.

Further guidance, Forms, and lists of registered Qualified Inspectors and Service Companies can be found on the X-Ray Certification and Mammography web page:

**<https://www.colorado.gov/cdphe/xray>**