

## 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.** If you have any questions regarding this handout, please contact the X-Ray Certification Unit at (303) 692-3448 or by FAX at (303) 759-5355 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 prior to operation of the radiation machine facility. (Part 2, 2.4.1)
3. **DESIGNATED RADIATION SAFETY OFFICER (RSO).** The registrant must designate on the application form an individual who is responsible for radiation protection at the facility. (Part 2, 2.4.1.1(3)(a))
4. **CHANGES IN REGISTRATION.** The registrant must maintain a current registration with the Department. Notification of significant changes must be made to the Department within thirty (30) days of the change. These changes include but are not limited to: placing a radiation machine in disabled/inactive (still in possession); removing a machine from your possession by sale, transfer or final disposal; relocation of a radiation machine facility; or installation of additional radiation machines. (Part 2, 2.4.6.4)
5. **MACHINE AND FACILITY EVALUATION.** The registrant must have their radiation machine(s) and facility evaluated by a Department -approved qualified inspector or registered medical physicist (RMP) 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 or registered medical physicist (RMP) within three (3) months of the installation. (Part 2, 2.5.1.5)
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 or registered medical physicist (RMP) 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*, complete the order form below.

We suggest you xerox a copy of the order form to keep the Facility Registrant's Responsibilities intact.

The **Colorado Rules and Regulations Pertaining to Radiation Control** can be accessed through the Internet at:

<http://www.colorado.gov/cdphe>

Other X-Ray Program Forms are available at:

<http://www.colorado.gov/cs/Satellite/CDPHE-HM/CBON/1251619940696>

### ORDER FORM

#### Colorado Rules and Regulations Pertaining to Radiation Control

<b>NAME</b>			
<b>SHIPPING ADDRESS</b>			
<b>CITY</b>		<b>STATE</b>	<b>ZIP CODE</b>
<b>NUMBER OF COPIES</b>	<b>DESCRIPTION</b>	<b>COST PER COPY</b>	<b>TOTAL AMOUNT</b>
	Complete Set of Regulations, Parts 1-20 (disk)	\$18.00	\$
	Total Amount Enclosed		\$

Payment must accompany order. Please mail Order Form with a check made payable to Colorado Department of Public Health and Environment and send to:

Colorado Department of Public Health & Environment  
HMWMD-Radiation Management - XRP  
4300 Cherry Creek Drive South, B2  
Denver, CO 80246-1530