

## **General Instructions Form R-4**

### **Application for Registration Facility/Radiation Machines**

Based on the Colorado Rules and Regulations Pertaining to Radiation Control (Regulations), any person possessing or in the process of coming into possession of a radiation machine facility must register with the Department in accordance with 6 CCR 1007-1, Part 2, 2.4.1.

All information requested on Form R-4 for Radiation Machine registration must be filled out completely. Registrant must be Colorado Licensed Physician, Dentist, Chiropractor, Podiatrist or Veterinarian if x-ray machine is being used in the Healing Arts. The following information shall be included on the R-4 form as required in Part 2, 2.4.1.1:

- Designation** of a radiation safety officer.
- Attestation** that the shielding design, if required, has been completed, and copies of the shielding design are kept on file at the facility. The registrant shall maintain the shielding design records for the duration of the registration.
- The facility** shall attest that a current list of all operators and ensure that each operator is adequately trained.

Attach any additional information required by the Department to complete the application for registration.

The application must be signed by the Radiation Safety Officer or owner/registrant.

If at any time there is a change in the information provided on the R-4 form, a new application for registration form must be completed and provided to the Department within 30 days.

Additional information may be obtained by calling 303-692-3448 or (888) 569-1831 ext. 3448 toll-free (outside the 303 area code), by fax 303-759-5355 Attn: X-Ray Program, by email to [cdphe.hmxraycomments@state.co.us](mailto:cdphe.hmxraycomments@state.co.us), or by checking our website: <http://www.colorado.gov/cdphe/radiation>