

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.cdphe.state.co.us/regulations/radiationcontrol/index.html>

Other X-Ray Program Forms are available at:

<http://www.cdphe.state.co.us/hm/forms.htm#xr>

ORDER FORM

Colorado Rules and Regulations Pertaining to Radiation Control

NAME			
SHIPPING ADDRESS			
CITY		STATE	ZIP CODE
NUMBER OF COPIES	DESCRIPTION	COST PER COPY	TOTAL AMOUNT
	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