California Department of Public Health - Radiologic Health Branch

Update Facility Registration

This is a PDF guide on how to complete the online Update Registration form.

Access our online Radiation Machine Registration portal and fill out the questionnaire to be directed to the appropriate radiation machine forms. Please complete the Update Registration form to report changes to your registrant information and/or current machine inventory on file.

Please note that Internet Explorer does not work for this portal.

Title 17, California Code of Regulations requires that:
§ 30115. Report of Change – *"the registrant shall report in writing to the Department, within 30 days, any change in: registrant's name, registrant's address, location of the installation, or receipt, sale, transfer, disposal, or discontinuance of use of any reportable source of radiation."*

Complete the Update Facility Registration Form If…

- You are a registered facility AND have been issued a registration number (FAC XXXXX) by CDPH-RHB
  - There were changes to your registration information, including:
    - Facility/Registrant name (not result of ownership change)
    - DBA name
    - Physical/Mailing address
    - Business Phone Number
  - There were updates to your machine inventory, including:
    - Adding new or removing radiation machines from your facility
    - Correcting/updating information about a registered machine

DO NOT USE THIS FORM FOR OWNERSHIP CHANGES.

Facility Registration Number & Machine Information

Before completing the Update Registration form, be sure to have the following information on hand:

- Facility registration number (FAC XXXXX)
- Machine Information (if adding/removing/updating machines)
  - Manufacturer
  - Model
  - Date Acquired/Removal Date
  - Room (area that the machine is stored in)
  - Number of Radiation (X-ray) Tubes

Note: If you have purchased a previously owned machine and you are including that in your registration, the **Date Acquired is the date that you took possession of the machine**.

Section 1 – Update Registration Information

Facility Information

> Please select No or Yes to the following three questions:

- Is this submission related to a violation issued by CDPH-RHB?
- Is the facility a mammography provider?
- Does your facility use X-ray machines with energies that exceed 500kVp?

Type of Facility – select the type that best describes your facility. Our health physicists rely on this information to ensure that your machines are coded correctly.

Facility Contact Information

Enter the First name, Last name, email address, and phone number of an individual that a Radiologic Health Branch Representative may contact regarding any information provided on the form.

Registrant and Address Information

Enter the Registrant name, DBA name, Registration Number, and physical address which represents the information currently on file with CDPH-RHB.

Select the Update Info box to report updated registrant and/or address information.

Enter the mailing address.

If the information being provided does not match what is currently on file with CDPH-RHB, there will be a delay in processing the updates.

Once this section has been completed, you may click Next at the bottom of your form.

Section 2 – Add Machines

Here, you will individually fill in the information for all the machines you are adding to your inventory.

If you do not have machines to add, select Next at the bottom of the form.

You will need machine manufacturer, model, date acquired, and number of x-ray tubes.

To begin adding machines, select the Add Machine button. A pop-up window will appear. Fill in in the information for the machine.

When you get to the Type Code Category, select from the drop-down menu. Your selected type code category will populate a drop-down menu with various type codes. Review the type code descriptions and select the category that best describes the machine you are registering. select the Create button.

Select the Add Machine button if you have additional machines to add. All the machines you have entered are compiled into a list.

If you are finished with adding machines, select Next at the bottom of the form.

Section 3 – Remove Machines

Here, you will enter information for machines you are no longer in possession of, or they have been made incapable of producing radiation.

If you do not have any machines to remove, select Next at the bottom of the form.

NOTE: "Incapable of producing radiation" means the radiation machine has been dismantled in such a way that the x-ray tube is incapable of energizing.

Unplugging an otherwise functional machine and/or placing the machine in storage does NOT meet this definition and the machine must remain registered.

IMPORTANT: The machine information you're requesting to remove will not auto-populate. Please manually enter the machine information you're requesting to remove from your inventory.

For this section, you will need all your machine information, including manufacturer, model, room, and removal date.

To begin removing machines, select the Remove Machines button. A pop-up window will appear where you will need to enter the removed machine's information. ***Please note that if the information provided does not match state records, it will prevent the processing of the removal.*** The removal date is the date the machine was made incapable of producing radiation, sold, or disposed of.

To remove additional machines from your inventory, please select the Remove Machine button. All the machines you have entered to be removed are compiled into a list.

If you are finished with removing machines, select Next at the bottom of the form.

Section 4 – Update Machines

Use this section to correct information of a machine that is currently registered, such as a typo in the manufacturer or model, update room information, change the type code, or update x-ray tube count.

IMPORTANT: Do not use this section for machine replacement. Machine replacements are reported via the Add and Remove Machine sections.

If you have do have any updates to report, select Next at the bottom of the form.

If you have selected the Update Machine Info button, a pop-up window will appear. Enter the old machine information under *Current Machine Information* and enter the correct machine information under *Corrected Machine Information*.

To update additional machines in your inventory, please select the Update Machine Info button. All the machines you have entered to be updated are compiled into a list.

If you are finished with updating machine information, select Next at the bottom of the form.

Section 5 – Review

Once you have completed the information in Sections 1, 2, 3, and/or 4, be sure to review this entire page to ensure that you have entered everything correctly.

Please be aware that there may be a delay in processing if the registration information differs from what CDPH-RHB currently has on file.

Once you have reviewed the information, select the Next button at the bottom of the page.

Section 6 – Sign & Submit

This is the final section of the form.

Please fill in your full name and title. Then sign the form using your mouse.

When you are finished, select the Submit button.

Submission Confirmation

Once you have submitted your form, you will be taken to your submission confirmation page.

You may print to save a copy of your form submission. **Please make note of your Form Tracking ID number.** Should you need to inquire about the status of your form submission, this number will be needed for reference.

What's Next?

You will receive a submission confirmation email if your form was successfully submitted:
"… has been successfully submitted to the California Department of Public Health, Radiologic Health Branch (CDPH-RHB)."

Facilities that have **paid** for their initial registration may visit the RHB Radiation Machine Registration on the Web to verify that their facility's radiation machines have been registered with CDPH-RHB. Updated information will reflect on the webpage the next business day after processing.

Additional Resources

If you have any questions or concerns regarding x-ray machine registration, please reach out and be sure to provide your full name, facility name, FAC number, and phone number along with your inquiry.

Email: XrayRegistration@cdph.ca.gov

Phone: (916) 327-5106

Link to Registration Frequently Asked Questions: FAQs