

New X-ray Registrant Guide

As an Oregon Registrant there are a few things you should know:

1. Our rules are on-line and can be viewed by going to www.healthoregon.org/rps and clicking on the Administrative Rules link.
2. All x-ray machines are required to be registered with one exception, Federal machines, we have no jurisdiction over machines bought by Federal Government entities.
3. X-ray machine registrations run on a two year set cycle. Fees paid on one machine do not transfer to any replacement machine. The piece of the machine that we register is the Control Panel so if that is replaced, regardless if the rest of the machine is still there, it would be considered a new registration and a new fee would be required. We do prorate based off the installation date (or purchase date of mobile, portable or handheld machines) where applicable.
4. Fees will not transfer from one owner to another so if you purchase an existing business be prepared to pay new registration fees. We will prorate the new registration fees based off the purchased date when applicable.
5. If you are interested in purchasing a handheld dental unit only the Aribex Nomad and the Dexcowin have been approved for use in Oregon at this time. If you have questions about the regulations around the use of these machines please contact the X-ray Lead Worker, Glenda Villamar at 971-673-0506 or call our main line at 971-673-0490 and ask for a Manager.
6. When you purchase an x-ray machine, never let the vendor tell you that they will register it with the State as part of their service to you. **It is required that you both send in notifications.** You, the Registrant, are required to complete and submit the **X-ray Machine Registration Application** every time you purchase a machine, at the time of purchase, do not wait for renewal time. The vendors are required to complete a **Report of Assembly FDA form 2579** sending me copy and they should leave you with a copy.
7. When you purchase a machine, have a machine installed or need service on your x-ray equipment you are required to hire a company that holds a valid Oregon Vendor license, license numbers start with 955####. If the company is unable to provide you with a copy of their current license then you can always verify their status through me via email at Judith.a.smith@state.or.us.
8. If you are putting a machine in an area that has not been used for x-rays before or if this is a new construction you'll want to talk to the X-ray Lead Worker, Glenda Villamar about shielding and then keep the shielding plans on file at the physical site so they can be looked at if the inspector has any questions. Shielding must be done by a company that has an Oregon Vendor license as well.

If you are installing a Linear Accelerator where there wasn't one before shielding must be done **before** install **and after** the install but **before** it is used on patients. Those shielding reports must be submitted to Glenda Villamar at glenda.i.villamar@state.or.us for approval. If you are installing a replacement Linear Accelerator equivalent to the previous machine check with Glenda on requirements prior to use. CT, Fluoroscopic & Mammography machines need a physics testing done and kept on-site prior to being used on patients.

9. Once you send me the completed registration application the properly trained staff are allowed to use the machine. Once I process the request I will invoice you and then send you a validation certificate after I receive the payment.
10. I will automatically send you a notice when it is time to renew your validation certificates.
11. Once I have entered your company into our database you will pop up on the inspection list. New facilities are our top priority so you should have your initial inspection within 6 months. This will of course depend on staffing, location and weather. The inspection frequency for medical is every two years, academic, industrial, podiatry and vet are 3 years and Dental are every 4 years.
12. Fees per control panel currently are \$285.00 for Medical, \$190.00 for Podiatry and Industrial and \$140.00 for Academic, Dental and Vet.

Our X-ray Lead Worker is Glenda Villamar, she can be reached at glenda.i.villamar@state.or.us or 971-673-0506, for industrial companies contact Sudhir Oberoi who can be reached at Sudhir.oberoi@state.or.us or 971-673-0493. All general inspection/regulation questions please call our main line at 971-673-0490 and ask for an x-ray inspector.