

## **Radiation (X-ray) or MRI Machine Registration Frequently Asked Questions (FAQS)**

**1. Who is responsible for registering newly installed X-ray or MRI machines? Will my Service Provider (Installer) do this for me?**

Registrants are responsible for mailing a completed and signed FORM DHHS/RHS-A "Application for Radiation or Magnetic Resonance Imaging Machine Registration" within 30 days after acquisition per NHRCCR, He-P 4040.04(a). Service Providers provide an installation report within 15 days of install.

**2. Whom should I contact to find out if we owe registration fees?**

The NH Department of Health and Human Services' Radiological Health Section (RHS) at (603) 271-4588; please have your machine registration and site number(s) handy.

**3. Can I pay my fees online or by phone?**

No, online or telephonic credit card payment is currently not available.

**4. What records are required prior to and after installation of a radiation machine or MRI?**

**Radiation machine only:**

- A copy of the registered service provider's shielding plan review per NHRCCR, He-P 4040.03
- A copy of the site specific radiation survey report per NHRCCR, He-P 4040.03 (e)

**Both radiation machine & MRI:**

- A scaled drawing of the facility indicating the location of each machine and pertinent information required by NHRCCR, He-P 4040.03 (e) & (f)

**MRI only:**

- Documentation that the local fire department is aware of the presence of MRI hazards per NHRCCR, He-P 4040.03(f)

**5. What is required if we add, remove, replace, relocate or change the ownership of a radiation or MRI machine?**

Registrants are required to provide notification to RHS within 15 days of any change in information previously submitted and contained on the certificate of registration by completing and mailing one or more of the following:

- DHHS/RHS-D form "Certificate-Disposition or Change of Ownership of Radiation or MRI machine"
- DHHS/RHS-A form "Application for Radiation or MRI Machine Registration"
- A letter requesting permanent account closure when no longer possessing a radiation machine.
- A mailed, originally signed letter of notification from the 'previous owner' detailing the sale of the practice, including the number of and make/model of the machine(s), to a new owner with the exact date of sale/change in ownership.

**6. Why was an Administrative Fine(s) added to my account?**

An administrative fine is added when a registrant fails to mail a completed FORM DHHS/RHS-A, along with the applicable registration fee, for registration of a radiation or MRI machine(s) within 30 days of the date that the application and fee were due, per NHRCCR, He-P 4070.08.

**7. Will we receive a refund if a machine is removed after paying a full registration fee?**

No; New Hampshire State Law, Title X, Public Health, Chapter 125-F, Radiological Health Program, states that "*Application fees collected under this provision shall not be refundable.*"

**8. Is registration of a radiation or MRI machine transferable?**

No; machine registration is non-transferable per NHRCCR, He-P 4040.05(a).

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**Registration Period begins on August 1<sup>st</sup> and ends on July 31<sup>st</sup> of the following year.**

**FORMS are available on our website:** <http://www.dhhs.nh.gov/dphs/radiological/forms.htm>

**The New Hampshire Rules for the Control of Radiation (NHRCCR) are available at:**  
<http://www.dhhs.nh.gov/dphs/radiological/rules.htm>