

FAQ's For X-ray Equipment Registration

Q – I have acquired x-ray equipment that is required to be registered with KDHE. How do I register my x-ray equipment with KDHE for a brand new facility?

A – Complete the required registration paperwork which can be found on our website at http://www.kdheks.gov/radiation/download/x-ray_registration_materials_for_new_facilities.pdf. Upon completion, send the paperwork to the address at the top of the registration form, along with the required fee. All x-ray producing equipment is required to be registered within 30 days from the time that it is acquired. Registration for x-ray equipment is required annually and annual registration packets are mailed the first week of January each year and registration materials are due back to KDHE by March 1st of each year.

Q – I already have x-ray equipment registered with KDHE but have acquired additional x-ray equipment that needs to be added to my inventory. How do I report that to KDHE?

A – Make a copy of the facility's current Certificate of Registration, make the addition in the correct category of units, and send the corrected Certificate of Registration, along with the additional x-ray tube fee, to the address at the top of the Certificate.

The x-ray tube fee for adding another tube in January – March is \$50.00; for April – June the x-ray tube fee is \$37.50; for July – September the x-ray tube fee is \$25.00 and for October – December the x-ray tube fee is \$12.50. Upon receipt by KDHE, the x-ray equipment will be added to the inventory for the facility and an updated Certificate of Registration will be sent to the facility.

Q – I already have x-ray equipment registered with KDHE but have had x-ray equipment removed and replaced. How do I report that to KDHE?

A – The facility will need to complete an X-ray Machine Status Form which can be found on our website at http://www.kdheks.gov/radiation/forms/Xray_machine_status_frm.pdf. The completed form can be mailed to the address at the top of the form, faxed to 785-559-4251 or emailed to kdhe.xray@ks.gov. The facility is required to report the change in x-ray equipment within 30 days that the change is made.

Q – I have moved all of my x-ray equipment from one location to another. How do I report that to KDHE?

A – Any changes in registration, including address changes, are required to be reported to KDHE within 30 days that the change is made. To report an address change for all of the x-ray equipment for a facility, make a copy of the Certificate of Registration and change the address on the Certificate accordingly. The completed form can be mailed to the address at the top of the Certificate, faxed to 785-559-4251 or emailed to kdhe.xray@ks.gov. Upon receipt by KDHE, the address for the facility will be changed and an updated Certificate of Registration will be sent to the facility.

Q – I have moved some of my x-ray equipment to a new location but still have some at my currently registered location. How do I handle that?

A – All x-ray equipment is required to be registered at the address where it is located. If you have x-ray equipment at a currently registered location and have moved some of that x-ray equipment to another location, the second location will need to be registered separately as another facility. The registration paperwork for a new facility will need to be completed and mailed to KDHE at the address at the top of the form, along with the required fee, for the additional location.

The registration paperwork for a new facility location can be found on our website at http://www.kdheks.gov/radiation/download/x-ray_registration_materials_for_new_facilities.pdf. You will also need to make a copy of the registered facility's Certificate of Registration, remove the relocated x-ray equipment from the inventory listing, and send that to KDHE with the above forms.

Q – I have x-ray equipment that I am currently not using but it still is capable of producing x-rays. Does it need to remain on the inventory for my facility and the fees paid?

A – Yes. If the x-ray equipment is capable of producing x-rays, even though it is not being used, it is required to remain on the facility's inventory and all fees paid.

Q – I have x-ray equipment that is inoperable and is not being replaced. Is it required to remain on the inventory for my facility and the fees paid?

A – No. Make a copy of the facility's Certificate of Registration and remove the inoperable x-ray equipment from the inventory and complete the X-ray Machine Status Form and the Affidavit explaining why the x-ray equipment does not produce x-rays. Send the forms to KDHE at the address at the top of the form, fax to 785-559-4251 or email to kdhe.xray@ks.gov.

These forms can be found on our website at http://www.kdheks.gov/radiation/forms/Xray_machine_status_frm.pdf and http://www.kdheks.gov/radiation/forms/AFFIDAVIT_OF_DISASSEMBLY.pdf.

Q – I have sold my practice and all of my x-ray equipment. How do I report that to KDHE?

A – Complete the X-ray Machine Status Form and send it to KDHE at the address at the top of the form or fax to 785-559-4251 or email to kdhe.xray@ks.gov.

The form can be found on our website at http://www.kdheks.gov/radiation/forms/Xray_machine_status_frm.pdf.

Q – I have sold, transferred or donated some or all of my x-ray equipment to someone else. How do I report that to KDHE?

A – Complete the X-ray Machine Status Form and send it to KDHE at the address at the top of the form, fax it to 785-559-4251 or email it to kdhe.xray@ks.gov.

The form can be found on our website at http://www.kdheks.gov/radiation/forms/Xray_machine_status_frm.pdf. If any x-ray equipment still remains at the currently registered facility, make a copy of the facility's Certificate of Registration,

remove from the Certificate the x-ray equipment that was sold, transferred or donated and send that along with the above form. Upon receipt by KDHE, that x-ray equipment will be removed from the inventory for the registered facility and an updated Certificate of Registration will be sent.

Q – I have closed my practice. What do I do with my x-ray equipment?

A – The x-ray equipment cannot be abandoned. If the x-ray equipment at the facility is still capable of producing x-rays, someone is required to be responsible for it, maintain the registration and pay the required annual fees.

There are several options for disposal of your x-ray equipment. If the unit was manufactured after 1979, it can be scrapped, sold, donated, etc. The facility can have someone come in and render the x-ray equipment inoperable by disassembling it, removing the x-ray tube, etc.

If the x-ray equipment was manufactured before 1979, it may contain PCBs in the power supply transformer and the equipment will need to be tested before disposal. Information regarding x-ray equipment manufactured before 1979 can be found on our website at http://www.kdheks.gov/radiation/forms/Guidance_on_Disposal_of_X-ray_Equipment.pdf.

The status of the x-ray equipment is required to be reported to KDHE within 30 days that the change is made. This should be reported to KDHE by completing the X-ray Machine Status Form and, if the x-ray equipment is rendered inoperable, the Affidavit form.

These forms can be found on our website at http://www.kdheks.gov/radiation/forms/Xray_machine_status_frm.pdf and http://www.kdheks.gov/radiation/forms/AFFIDAVIT_OF_DISASSEMBLY.pdf.

The completed forms need to be sent to KDHE at the address at the top of the form, faxed to 785-559-4251 or emailed to kdhe.xray@ks.gov.

Q – My registered facility has been acquired by a new business entity. How do I report that to KDHE?

A – If the new business entity will be changing the name of the registered facility, the new business entity is required to complete the paperwork to register the x-ray equipment in their business name. The required paperwork can be found on our website at http://www.kdheks.gov/radiation/download/x-ray_registration_materials_for_new_facilities.pdf.

Upon completion of the registration paperwork, send to the address at the top of the registration form, along with the required fee. The fee can be paid by check, money order or credit card.

If the business entity will not be changing the name of the registered facility, nothing needs to be done as nothing will change on the registration.

Q – I will be using x-ray equipment in the state of Kansas on a temporary basis for less than 30 days. What do I need to do?

A – The person or organization wishing to use the x-ray equipment in the state of Kansas for less than 30 days will need to request reciprocity to use the device in the state.

This needs to be reported to KDHE by completing the X-ray Reciprocity Notification form which can be found on our website at http://www.kdheks.gov/radiation/forms/Reciprocity_X-ray_Guidance.pdf. Send the completed form to KDHE along with the required fee of \$200.00.

If the person or organization requesting to bring the x-ray equipment into Kansas already has x-ray equipment registered with KDHE, nothing needs to be done. However, if the device will be in the state for 30 days or more, it will need to be added to the facility's inventory on file with KDHE by correcting a copy of the facility's Certificate of Registration and submitting the corrected Certificate along with the x-ray tube fee to KDHE. If the person or organization does not have x-ray equipment currently registered with KDHE and the x-ray equipment will be in the state of Kansas for 30 days or more, the person or organization is required to register the x-ray equipment by completing the registration paperwork for a new facility.

The paperwork can be found on our website at http://www.kdheks.gov/radiation/download/x-ray_registration_materials_for_new_facilities.pdf. If submitting payment by check, money order or credit card, send the completed paperwork, along with the appropriate fee to KDHE at the address at the top of the form.

Q – If my notification of changes in my x-ray equipment require a payment of a fee, what are my options?

A – All payments and fees can be paid by check, money order or credit card.

The form for a credit card payment can be found on our website at http://www.kdheks.gov/radiation/download/Credit_Card_Payment_Form_fillable.pdf.