



Missouri Department of Health and Senior Services
Missouri Radiation Control Program

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From: Missouri Radiation Control Program (MRCP) MRCP@health.mo.gov Phone 573-751-6083

To: Facilities having new x-ray rooms (or +1 machines) installed in Missouri (rev. 2/18)

See below for your legal responsibilities in regard to your new x-ray machine/facility:

The installer/service company's only responsibilities to MRCP:

- To make sure x-ray equipment is installed according to manufacturer specifications and meets the federal performance standard for the appropriate piece of equipment.
- To send in notification of the installation to MRCP within 15 days of the install. (This is only the vendor paperwork, not the owner's.) In most cases for clinical x-ray equipment this is done via the FDA Form 2579.

Note: The installer/service rep sending in certain paperwork to MRCP does NOT substitute or relieve the facility from their responsibility to provide additional information and forms to MRCP.

Your responsibilities as a facility owning or controlling x-ray machines (required to legally utilize x-ray):

- **If this is a new facility:**
 - Make sure your facility is registered with MRCP. (There is a 4 digit tracking number that will be assigned to your facility by MRCP. **If you do not know this number, assume you are NOT registered.**)
 - Make sure all your x-ray machines are properly and accurately listed on your registration. (Your inventory of x-ray machines is updated and on file with MRCP).
 - Contract/arrange with a MRCP-approved Qualified Expert (QE) to do a shielding evaluation and a radiation safety inspection on all machines. A list of Approved QE's is available on the MRCP website. **QE's do this for a fee and it is your responsibility as equipment owner to make sure this is complete.** This shielding evaluation and inspection by a QE must be done as follows:
 - Prior to routine clinical use if the machine is fluoro, C-arm, CT, mammo, or therapy;
 - Within 30 days of installation if the machine is Cone Beam CT (CBCT); and
 - Within 90 days of installation for all other equipment.
 - Make sure a copy of shielding evaluation and QE summary report is sent to MRCP.
 - If the QE finds a problem, it must be addressed within 30 days unless an emergency exists.
- **If this is an already existing facility (you already have and know your MRCP Registration Number)**
 - Make sure your facility registration is updated with the new information.
 - Is this an **additional, add-on (+1) machine**/x-ray room?
 - It needs a shielding evaluation and survey by a QE following the above time frames.
 - Is this a **replacement of an existing machine** for a "like-kind" machine?
 - You *may* wish to contact a QE for consultation, but it is *not mandatory*.
 - **Note: CBCT is an upgrade from pano, and requires an inspection within 30 days.**
 - If you get rid of a machine, you must let MRCP know what happened to the machine, or the new owner. You can notify the MRCP via email. Please include your Registration # in the email.
- **Going forward (Your Future Responsibilities)**
 - Update your facility's registration every two (2) years or when changes are made (facility moves, changes name or ownership, adds additional (+1) machines, cease using your machines, etc.)
 - Get a new QE inspection based on your facility classification, or if you add a new (+1) room or move to a different location. (Ask MRCP if you are unsure of your classification or QE due date.)

If you have any questions about these requirements, or to ensure you are in compliance, contact MRCP via email MRCP@health.mo.gov or by phone at 573-751-6083 or check our website: www.health.mo.gov/safety/radprotection/

www.health.mo.gov

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