

CHAPTER 216: REGISTRATION OF RADIATION-PRODUCING MACHINES PENNSYLVANIA SMALL BUSINESS COMPLIANCE CHECKLIST

NOTE: THE FOLLOWING CHECKLIST IS INTENDED AS INFORMATIONAL PURPOSES ONLY. THIS CHECKLIST IS NOT INTENDED, AND SHALL NOT BE CONSTRUED, AS A GUARANTEE OF REGULATORY COMPLIANCE WITH PA CODE CHAPTER 216.

1. REGISTRATION OF RADIATION-PRODUCING MACHINES:

A person or small business possessing a radiation-producing machine shall:

- Register with the Department of Environmental Protection (DEP) within 30 days after acquisition. Registration shall be completed on forms provided by DEP.
- Designate on the registration form an individual to be responsible for radiation protection.
- Notify DEP in writing within 30 days of a change in name, address, owner, or the individual who is responsible for radiation protection (as described above).
- Maintain a written inventory to include, at a minimum, the type and location of all radiation-producing devices.
- For mobile services, the registrants should have a current schedule, including the date and location where services are to be performed, and made available for inspection by DEP.
- Submit the properly completed registration form and the associated fee required in accordance with [Pa. Code Chapter 218](#).
- Registrants shall have the current valid certificate of registration available for inspection by DEP.
- Registrants shall not voluntarily or involuntarily transfer, assign, or dispose of a certificate of registration to any person without submitting a written request to DEP.

2. RENEWAL OF CERTIFICATE OF REGISTRATION

DEP will send an application for renewal to the registrant at least 2 months prior to the expiration date on the certificate of registration.

- Contact DEP if the renewal application has not been received within 2 months of expiration.
- An application for renewal of a registration shall submit a signed application and the fee required under [Pa. Code 218.11](#) prior to the expiration date of the certificate of registration.
- The renewal becomes valid upon receipt of the properly completed application and the fee required under [Pa. Code Chapter 218](#).

3. EXPIRATION AND TERMINATION OF CERTIFICATES OF REGISTRATION

When either the expiration and/or termination of the certificate of registration occurs, the registrant must do the following:

- The registrant shall notify DEP immediately, in writing, and request termination of the certificate of registration.
- Terminate use of all radiation-producing equipment subject to registration under [Pa. Code 216.2](#) (related to registration of radiation-producing machines).
- Transfer or dispose of all radiation-producing machines subject to registration in accordance with Pa. Code 216.6 (relating to transfer and disposal obligations).
- Remit any outstanding registration or renewal fees owed to DEP.
- Request termination of the certificate of registration to DEP.

4. TRANSFER AND DISPOSAL OBLIGATIONS

A person or small business who **transfers possession** of a radiation-producing machine or major X-ray system components in Pennsylvania shall notify DEP within 30 days with the following information:

- The name and address of persons or the small business who have received the machines of components.
- The manufacturer, model, and serial number of a machine or component transferred.
- The date of transfer of a radiation-producing machine or major X-ray system component.

A person who **disposes** of a radiation-producing machine:

- Notify DEP within 15 days of the method of disposal used.

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