

X-ray Registrant Change of Ownership

4/21/2022

Purpose

If a facility is acquired by a new owner, the new owner must be registered prior to the operation of the x-ray equipment. Registration and fees are non-transferrable to the new owner from the previous registrant. The new owner must submit an Initial Registration application and required fees to the X-ray Unit.

Initial Registration

A new owner must mail the completed Initial Registration application with required fees. Failure to fully complete the Initial Registration form may delay the initial registration process. The Initial Registration application will be processed by the X-ray Unit and the new owner will receive a registration number. The new owner will receive an email invite to complete the registration in the online X-ray Registration System. The online registration mandatory fields must be completed prior to first use of the x-ray equipment.

The registrant will receive their Initial Registration certificate in the mail after registration is complete. The certificate of registration is the notice that the facility is now registered.

The Initial Registration form can be found at:

- [X-ray Registration](https://www.health.state.mn.us/communities/environment/radiation/xray/forms.html)
(<https://www.health.state.mn.us/communities/environment/radiation/xray/forms.html>)

Radiation Safety Program

Equipment Performance Evaluations (EPE)

New registrants must verify EPEs are current from the previous owner and maintain the last EPE documentation for each piece of x-ray equipment. If an EPE is not current, then one must be completed prior to first use of the x-ray equipment.

Shielding Plans

New registrants must maintain documentation of the radiation shielding installed in their facility from the previous owner.

Shielding plan guidance and information can be found at:

- [X-ray Shielding](https://www.health.state.mn.us/communities/environment/radiation/xray/shielding.html)
(<https://www.health.state.mn.us/communities/environment/radiation/xray/shielding.html>)

Quality Assurance Program

The new registrant must update or implement a site-specific quality assurance program. Guidance and specific program information is available on our website.

- [Minnesota Department of Health, X-ray Program \(https://www.health.state.mn.us/xray\)](https://www.health.state.mn.us/xray)

Radiation Safety Officer (RSO) Delegation Agreement

The new registrant must designate an RSO through a written RSO Delegation Agreement. The RSO must be identified in the online X-ray Registration System.

- [X-ray Radiation Safety Officer \(https://www.health.state.mn.us/communities/environment/radiation/xray/rso.html\)](https://www.health.state.mn.us/communities/environment/radiation/xray/rso.html)

Guidance Documents

Please see our X-ray Unit website for additional guidance documents at [Minnesota Department of Health, X-ray Program \(https://www.health.state.mn.us/xray\)](https://www.health.state.mn.us/xray).

For additional questions regarding the Minnesota Statutes, 144.121 and Minnesota Rules, Chapter 4732 regulations, please visit our website at [X-ray Laws and Rules \(https://www.health.state.mn.us/communities/environment/radiation/xray/rules/index.html\)](https://www.health.state.mn.us/communities/environment/radiation/xray/rules/index.html) or contact us at health.xray@state.mn.us or 651-201-4545.

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To obtain this information in a different format, call: 651-201-4545.