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**NEW JERSEY (STATE) DEPARTMENT OF HEALTH
RADIOLOGICAL HEALTH PROGRAM,
Trenton 25, New Jersey**

RADIATION PRODUCING MACHINES

**REQUIREMENTS FOR REGISTRATION AND INSTRUCTIONS FOR THE
SUBMISSION OF THE FORM FOR REGISTRATION OF A RADIATION
PRODUCING MACHINE TO COMPLY WITH CHAPTER 116, PUBLIC
LAWS 1958**

(Please Type or Print Clearly When Completing Form)

A. GENERAL INSTRUCTIONS

1. Responsibility for registering.

Except as otherwise specifically exempted by the New Jersey State Department of Health, the owner of every radiation producing machine shall register or cause it to be registered with the New Jersey State Department of Health, State House, Trenton 25, New Jersey, on forms available from the Department.

There is no fee for registration.



3. Exemptions from registration.

The following machines are exempt from registration:

- a. Radiation machines not being used in such a manner as to produce radiation (in storage at manufacturer, sales agency, or kept in storage at the location of normal use and not connected to a power source, etc.)
- b. Electrical equipment that is not primarily intended to produce radiation and that does not produce radiation greater than 0.5 millirem/hr. at any readily accessible point 5 cm. from the surface. The production testing of such equipment shall not be exempt.

4. Amendments to registration.

Changes in information provided in items 1-6 of the current registration shall require an "amendment to current registration" within 15 days after such change.

2. Date Registration is due.

Every radiation producing machine must be registered within 15 days of the date it is acquired. The registration shall be effective till further notice.

5. Permanent discontinuance of use and/or permanent disposal of a radiation producing machine.

Whenever the owner permanently discontinues the use of and/or permanently disposes of the registered radiation producing machine, the owner shall within 15 days of such discontinuances and/or disposal give written notice to the New Jersey State Department of Health. This notice shall indicate the date of such permanent disposal or permanent discontinuance of use. The details (person(s) to whom sold, or if discontinued use, where machine is stored, etc.) of the final disposition of the radiation producing machine must also be furnished.

6. Procedure for registration.

A complete registration form is required for EACH radiation producing machine used within the State of New Jersey. Machines used for more than one purpose should be registered as indicated under SPECIFIC INSTRUCTIONS, Item B-4.

Complete and forward the original and first copy to the New Jersey State Department of Health, State House, Trenton 25, New Jersey. After review for compliance with registration requirements, a REGISTRATION NUMBER will be affixed to both copies and the first copy will be returned to the owner. This returned copy shall be retained by THE INDIVIDUAL PRIMARILY RESPONSIBLE FOR THE SAFE OPERATION OF THE MACHINE NAMED IN ITEM 3 OF THE REGISTRATION FORM.

If there is insufficient space provided by the registration form for the information necessary for a complete answer to one or more questions, additional pages, sketches of floor plans, work-place lay-outs, blueprints, or any other form of descriptive material may be submitted in support of this registration. Each additional page shall be attached to the registration form and be signed and dated by the same individual who signed the registration form.

The returned copy of registration shall not imply the approval of the New Jersey State Department of Health of the manufacture, storage, use, or operation described in the registration, but shall merely indicate that the Department of Health has a record of the locations and establishments where radiation producing machines are used.

B. SPECIFIC INSTRUCTIONS FOR EACH ITEM ON REGISTRATION FORM

1. Name of the owner of this machine.

Name of owner must be the "person" having legal title to, or legal possession of as lessee or bailee of the radiation source. "Person" means: (1) an individual, corporation, partnership, firm, association, trust, estate, public or private institution, group, federal agency, municipality, any state, foreign government, or nation, other legal entity; and (2) any legal successor, representative, agent, or agency of the foregoing.

2. Mailing address of the owner of this machine.

The information pertaining to the address at which the OWNER regularly receives mail shall be inserted here.

3. Individual primarily responsible for the safe operation of this machine.

Primary responsibility for the safe operation of the radiation machine described in the registration form must be assigned to one individual. This individual may be the owner, or the individual to whom the responsibility has been assigned, delegated, or designated, by the owner.

Where the individual has obtained a professional license in order to be able to conduct his professional activities within the State of New Jersey, this license number and the licensing agency shall be stated. Certification by speciality boards may also be indicated here. Indicate date and certifying board.

4. Characteristics of this machine.

Indicate by a check (✓) in the appropriate box the type of machine described on this form. Check item 4a if machine is a radiographic machine only. Check item 4b if machine is a fluoroscopic machine only. Check item 4c if the machine is a combination radiographic and fluoroscopic unit. Describe in item 5 the extent to which each part of the unit is used. Check item 4e if the machine is used for diffraction, fluorescence or spectrometry of materials. Describe in item 5 the type of materials tested.

Check item 4f, "other," and specify the type of such machine, i.e., electron microscope, particle accelerator, high voltage rectifier, high voltage projection apparatus and/or all other high voltage testing equipment not in the exempt category as described under paragraph A-3 of GENERAL INSTRUCTIONS.

Descriptive data including age, name of machine, model number, generator serial number, maximum kilovoltage peak (KVP) and maximum current obtainable expressed in milliamperage (ma) may be obtained from the manufacturer's name plate, the instruction book, the guarantee certificate, receipts and bills of sale.

5. Major uses of this machine.

The major purposes for which the machine is used shall be stated. This shall include the monthly average of: number of persons or animals examined or treated, or types and numbers of tests, reactions, processes and analyses performed.

6. Location of this machine.

Answer only that part of the question applicable to the machine described. The place at which the machine is actually used shall be inserted here (not the mailing address of the owner nor individual primarily responsible for the safe operation of this machine).

A stationary machine is one that is ordinarily never moved once it has been installed for use. The specific location must include identifiable buildings, floors, rooms, areas and/or the space where the machine may always be found.

A portable machine is one that is ordinarily used in more than one specific location. Portability may include hand carried, rolled on wheels, or tracks, usually within a single building, or within the confines of a

single organization. Specific locations of use must include buildings, floors, rooms or any other place where it may be used. Indicate the usual specific location(s) of its storage when not used.

A mobile machine is one that is housed usually within the confines of a motor vehicle. The machine is usually used in widely scattered locations requiring motor transportation prior to its use. Other forms of transportation may sometimes provide the mobility of this type of machine. The description of the vehicle normally used to transport the machine is required. Indicate specifically the geographical areas within which the machine is used.

7. Name and signature of the individual filling out this registration form.

The owner, as defined in specific instructions for Item 1 is responsible for proper completion and submission of the registration form. He may designate an agent to act on his behalf in meeting the requirements of this registration.