



Protecting, Maintaining and Improving  
The Life of All Minnesotans



**AUGUST 2008**

**Radiation Control, X-ray Unit**  
**Minnesota Department of Health**  
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## Email address change

Effective September 2008, all State of Minnesota email addresses, including the Department of Health, will change to [firstname.lastname@state.mn.us](mailto:firstname.lastname@state.mn.us) (health removed). As of today, both email addresses work for most addresses, the exception being our general email address above.

## Dose Area Product (DAP) Monitors

According to rule 4732.0830, all fluoroscopic equipment installed under the new rule must be equipped with a dose-area-product monitor. The question has come up about used fluoroscopic units that are purchased and installed, do they need a DAP monitor? The answer is yes. MDH has researched the availability and cost of after-market DAP monitors and feel that used fluoroscopic units need to meet the DAP monitor requirement.

## Equipment Installation Testing

When a facility purchases a new piece of equipment, an initial test is required prior to first patient use. This applies to x-ray equipment calibration, screen contact/speed match testing, lead apron testing and darkroom fog for when a new safelight is installed. These tests are required to insure that equipment is operating within specified levels. The process of shipping can easily affect the equipment's usability. To avoid unnecessary radiation exposure due to repeats, integrity testing is done prior to first patient use and adjustments made accordingly.

## Kodak 8000 Dental Pan

MDH has seen a number of these units installed in dental offices. These units are required to have an install calibration in a printable format. Service Providers are required to keep a copy of the calibration report for four years. The issues that we have seen are unregistered service providers installing these units and no equipment performance testing. Often, the sales rep pulls up the electronic "calibration screen" and tells the facility that they are ready to go. This screen is not printable and lacks the required MDH tests.

Bulletins are transmitted electronically. This decreases printing and postage costs and it helps to keep your fees as low as possible. If you would like to receive these bulletins by email, please submit your request to [Kelly.Sabanjo@state.mn.us](mailto:Kelly.Sabanjo@state.mn.us).

Thank you!



## Online Registrations

Sending registrations through email and offering online payment should be implemented by the end of the year. At this time, if you would prefer your registrations sent by email rather than mail, email your request to [x-ray@health.state.mn.us](mailto:x-ray@health.state.mn.us). Whether making a payment online or sending a check by mail, your registration certificate will continue to be sent by mail. We will post periodic updates on our progress in upcoming bulletins.



Chapter 4732 is available at the Minnesota Bookstore for \$13.95 plus shipping and tax . Call 651-297-3000 or 1-800-657-3757 or order online at [www.comm.media.state.mn.us/bookstore/bookstore.asp](http://www.comm.media.state.mn.us/bookstore/bookstore.asp)

## Annual Registration

There have been a number of errors in the registration process by facilities. In an effort to help reduce these errors, MDH reminds facilities to:

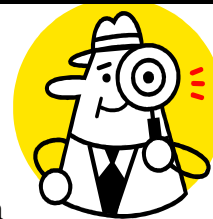
- Make sure the information on the inventory list is correct (administrator's name, RSO, address and facility name). If the practice has changed ownership, please let us know who the new owner is and when the ownership changed.
- Count the tubes that you have and compare them with the billed tube amount. Facilities are charged a base fee and a fee for each tube. Once a facility signs that the information is correct, that is what we go by. If you are unable to find a serial number or you are not sure which one to use, it is ok to leave this area alone. The inspectors will get the number when they make a site visit.
- Annual registration began in August 2007. Please update your accounts payable departments so that the amount isn't doubled because we are no longer on a biennial schedule. Registration will not be approved until a correct check amount is received, and payments in the incorrect amount will be returned. It will take until July 2009 for everyone to be on the annual system. If you think you should have received a registration packet and have not, please contact the office. It may be that the address we have is not the best one for mailing registration. If you would like to receive registration by email, contact the office.

## Registration Forms

Please be sure to visit our website for updated versions of all our registration forms, click on Registration Forms. Several forms include a fee schedule and outdated forms will have incorrect fee amounts. If an incorrect fee amount is received by us with an outdated form, it will be returned and equipment registration will be delayed. Our Registration Forms page includes:

- **Additional Registration** for facilities already registered with MDH that have new equipment
- **Additional Registration** for facilities already registered with MDH that have disposed of an existing piece of equipment, and replaced it with a new one (no fee)
- **Initial Registration** for facilities not currently registered with MDH or under new ownership
- **Transfer of equipment** form for facilities transferring equipment from one site to another

## Inspector's Corner



### Service Provider Requirements

Service Providers are required to include their name and registration number on all calibration and performance evaluation reports they complete for Minnesota facilities (4732.0280, Subp. 3, Item D).

While the burden is on the Service Providers to include this information, the registrants should come to expect this information on reports they receive from Service Providers.

If calibrations or performance evaluations are done by individuals not registered as Service Providers, please notify us. Non-registered Service Providers can be cited a Notice of Violation and assessed administrative penalties or fines.

Other submittals to us (for example shielding plans, screening applications) do not require this Service Provider information by rule, but we would like this information if available.

### Late Registration Fines

We're cracking down on late Annual Registrations. Late registrations will be assessed Administrative Penalty Orders, so please be sure to return your registration paperwork and fee in a timely manner. If you receive a registration packet and see multiple errors, please update our information and return the packet to us with the changes. If we don't hear from you, regardless of changes, we will assume that you have received the registration packet, but choose to ignore our requests.

Any changes regarding equipment, ownership, address, administrator, and radiation safety officer should be directed to the X-ray Unit at the time of the change.

## Our website is a great resource!

- Radiation Safety Officer page
- X-ray Operator page
- Quality Control procedures
- Registration Forms
- 4732 Information: Bulletins, Sample Forms and Information Notices