

**X-Ray Shielding Review Policy
Information for Registrants
January 2006**

1) What types of x-ray shielding plans does the State review?

We review medical (non-mobile radiographic, non-mobile fluoroscopic, Computed Tomography (CT), x-ray therapy), chiropractic x-ray installations, permanent radiographic installations, Positron Emission Tomography/CT installations, and industrial-use particle accelerators. We do not review diagnostic veterinary, podiatry, mammography, bone density, and dental shielding plans. WAC 246-225-030

2) Are any fees involved?

Yes. Each room shielding review is billed at \$255.00. This fee includes one revision, if necessary. Please send in your payment with the plan reviews. The shielding review will not start until the payment has been received. WAC 246-254-053(2)(a)

3) What happens if a medical, chiropractic, or industrial x-ray unit that is required to have State plan review approval, is installed or remodeled without prior approval?

WAC 246-254-053(2)(a)

The facility will be charged an additional \$500.00 shielding design follow-up fee and will be required to submit a shielding plan for review. If the room was not built according to code, room modifications may be necessary. WAC 246-254-053(2)(b)

4) What do I need to do to have my plan reviewed?

- Retain a Washington State qualified expert to design your plan (list provided upon request). WAC 246-225-030(1)

AND

- Submit plan(s) to our Olympia office at P.O. Box 47827, Olympia, WA. 98504-7827, or email them to: Phyllis.Hurtado@doh.wa.gov. **(If plans are sent via email, payments should be mailed the same day)**
- Send checks to **Department of Health, Revenue Accounting, P O Box 1099, Olympia, WA 98507-1099**. Please indicate on the check that the payment is for X-ray Compliance Plan Review and the facility registration number, or include a Revenue Accounting X-ray Compliance slip. Call our Olympia office at 1-800-299-9729 to obtain a copy of the revenue slip.
- Our goal is to review plans within 30 calendar days. If you are short on time an expedited review is available within 2 working days (once all information required is received by us) for an expedited fee of \$500 per room plan. WAC 246-254-053(2)(a)

- 5) Do I need a new shielding plan if my facility is remodeling the x-ray room but not changing the x-ray equipment?

Yes. Any change to the room may invalidate the x-ray shielding by causing changes in distances, construction materials, thickness, etc. WAC 246-225-030(1)

- 6) Do I need a new shielding plan if I am just replacing an old machine and not remodeling the x-ray room?

If you have an x-ray shielding plan approved for a room(s) dated 1990 or newer and if you certify that your workload has not increased by more than 25% of the level as stated in your current approved shielding plan, you do not need a new shielding plan. (Exception: All CT installs must have a plan review due to changes in CT technology). However, you must notify us in writing if this is the case, so that we can verify that we have a copy of your original shielding plan in our files. If, however, you do not satisfy these requirements you must have a shielding review by a Washington state qualified expert with the following information prior to installation:

- A copy of the last twelve months of your x-ray use log (if you do not have a use log your facility will be required to meet our shielding minimums for your type of facility);

AND

- A statement that you **CERTIFY** this information to be correct and that both x-ray personnel and the general public are protected from unwanted x-ray exposure to the level specified in WAC 246-221-010, -050, and -060. We can supply you with a suitable form to use.

The facility will be billed a \$255.00 plan review fee for this review.

- 7) What if I'm just replacing some components of my x-ray machine like the tube or generator?

You do not need to submit anything to us.

- 8) I have just purchased an existing practice that has been in the same location for many years and has been inspected previously by Washington State, X-Ray Protection. Do I need to submit a shielding plan if one had never been done?

No.

Remember: When your plan is approved you will be sent official notification. Installation can then follow.

Questions? Contact: Phyllis Hurtado (360)-236-3239; or
Kelly Cameron (509)-456-3289

X-Ray Registration Number (if new facility, just built, or under construction there will not be a registration number) _____

Construction Review Number (Hospital new construction only) _____ CRS # _____

COVER SHEET

Request for Washington State Plan Review Approval

Form must be completed and submitted to the state for review PRIOR to completion of construction.

Date:

(New) Facility Site Name:

Facility Practitioner's Name:

(New) Facility Site Address:

Facility Site Phone: _____ Fax Phone: _____

Registration Number (if known): _____

Current Mailing Address: (for correspondence and approval letter regarding this facility)

Contact Name:

Contact Address:

Contact Phone: _____ Fax Phone: _____

If this is a digital install: CR or DR

New Construction (Facility that has never been registered) Yes No

Is this an additional facility site? (2nd or satellite site) Yes No

Remodel of Current Building Yes No

Moving already Registered Facility (to another location) Yes No

Moving Existing X-Ray (within the office at same location) Yes No

Purchasing of X-Ray Equipment Yes No

From Whom?

Has this X-Ray Equipment Already Been Installed? Yes No

Is new equipment replacing existing equipment? Yes No

Date purchased: _____

Instructions for Submitting Shielding Plan Review Fees

- Please send shielding plans to our Olympia office at P O Box 47827, Olympia, WA 98504-7827. Send FedEx or UPS deliveries to 111 Israel Road SE, Olympia, WA 98501. You may also send plans via email to phyllis.hurtado@doh.wa.gov or by fax to (360) 236-2266.
- Send this form with payment, in the form of check or money order, to our Revenue Accounting office at the address listed below. Please include your facility's X-ray Registration Number on your check.
- Indicate that fees are for "Shielding Plan Review" by checking the appropriate box on the form below.
- Please remember that the review process cannot begin until we receive payment of plan review fees. The plan review fee is \$255 for each room, and \$755 for each room for an expedited review (completed within 2 working days once we receive all required information). **NOTE:** There is an additional \$500 late fee for installation of X-ray equipment prior to plan review. WAC 246-254-053
- You may contact our office at 1-800-299-9729 if you have questions.



X-RAY COMPLIANCE

Revenue Section

Facility Account Name: _____

Registration Number: _____ Amount Enclosed \$ _____

Shielding Plan Review Fees Expedited Plan Review Fees Late Plan Review Fees

Return this Slip with Check or Money Order – Credit Cards NOT accepted.

1F 0520232010 00010

Send payment to:

Department of Health
Revenue Accounting
PO BOX 1099
Olympia, WA 98507-1099