X-Ray Shielding Plan Review Request

Procedure and Information for Registrants

**What types of X-ray shielding plans does the State review?**  ([WAC 246-225-030](http://app.leg.wa.gov/WAC/default.aspx?cite=246-225-030))

* Radiographic X-ray installations:
  + Chiropractic
  + Medical
  + Non-mobile use radiographic (mobile unit used in one room)
* Fluoroscopic Installations:
  + Permanent Fluoroscopic Installations
  + Non-mobile use fluoroscopic (mobile unit used in one room)
* Computed Tomography (CT) - All new and replacement CT units
  + Medical Cone Beam Computed Tomography
  + Positron Emission Tomography/CT (PET/CT) Tomography
* Industrial-use particle accelerators
* X-ray therapy

**We do not review** ([WAC 246-225-030](http://app.leg.wa.gov/WAC/default.aspx?cite=246-225-030)):

* Bone density
* Dental shielding including CBCT
* Medical Examiner type facility
* Diagnostic veterinary
* Mammography
* Podiatry
* Micro-amperage (mini) c-arms
* 70kVp or less brachytherapy units

**Notes:**

* Proposed mobile c-arm installations must submit a formal shielding report prior to unit installation if the c-arm is **not** being utilized in a mobile fashion. (For a mobile c-arm to be considered mobile it must be operated in more than one room at a facility on a regular basis.)
* Cone Beam CT units being replaced in the same footprint with the same energy levels do not need to submit a new plan review.
* If you remodel the X-ray room and do not make any changes to the X-ray equipment a new shielding plan must be submitted to ensure you did not invalidate the X-ray shielding.

Installation without a plan review will be subject to a $1561 late fee as well as a $778 plan review fee. [WAC 246-254-053(2)(c)](http://app.leg.wa.gov/WAC/default.aspx?cite=246-254-053)

We review plans within 30 calendar days. The standard submission fee is $778. If you are short on time, an expedited review is available within 2 working days once all required information is received by the X-ray Compliance Program. The fee for an expedited plan review is $2,339 per room plan. [WAC 246-254-053(2)(b)](http://app.leg.wa.gov/WAC/default.aspx?cite=246-254-053).

**You do not need a new shielding plan if you meet the following criteria:**

* You must have an X-ray shielding plan accepted by the department dated 1990 or newer and is still accurate for surrounding occupancy.
* The X-ray workload as stated on that plan has not increased by more than 25%.
* The new X-ray unit will be installed in the same footprint as the unit being replaced (including chest bucky, if applicable).
* Replacing a component of your X-ray system:
  + Adding a digital receptor with no workload change.
  + X-ray tube.
  + Generator.
* There are no changes to the room that may invalidate the X-ray shielding including:
  + Changes in distances to shielded walls.
  + Construction materials.
  + Wall Thickness.
  + Occupancy factors around the X-ray room have not increased.

If you do not satisfy these requirements, you must submit a new shielding plan (with applicable fees) for review prior to installation.

**How will the facility be notified?**

When your plan has been reviewed you will be sent official notification. Installation can then follow. Operation of the X-ray equipment prior to receiving this notification from our office will result in a penalty fee.

**Instructions for Submitting Shielding Plan Review & Fees**

* Send shielding plans and the cover sheet (below) with payment, in the form of check or money order, to our Olympia office at PO Box 47827, Olympia, WA 98504-7827. Send FedEx or UPS deliveries to 101 Israel Road SE, Olympia, WA 98501. You may also send plans via email to [x-ray@doh.wa.gov](mailto:x-ray@doh.wa.gov) or by fax to 360-236-2266.
* Please remember that the review process cannot begin until we receive payment of plan review fees. The plan review fee is $778 for each room, and $2,339 for each room for an expedited review (completed within 2 working days once we receive all required information). NOTE: There is an additional $1,561 late fee billed on top of the regular review fee of $778 for installation of X-ray equipment prior to plan review. [WAC 246-254-053](http://app.leg.wa.gov/WAC/default.aspx?cite=246-254-053).

**Questions?** 1-800-299-9729

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [doh.information@doh.wa.gov](mailto:doh.information@doh.wa.gov).

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X-Ray Shielding Plan Review Request Form  
*Complete and submit form and shielding plans for review before construction begins.*

X-Ray Registration # (if known):

Please put “New Facility” if this is a new construction or have moved to a new location.

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| --- | --- | --- | --- | --- |
| **Facility Information** | | | | |
| Date: Click here to enter a date. | UBI: | | Facility Type: | |
| Facility Site Name: | | | | |
| Facility Physical Address: | | | | |
| Site Phone: | | Email: | | Fax: |

|  |  |  |
| --- | --- | --- |
| **Correspondence Information** | | |
| Contact Name: | | |
| Contact Address: | | |
| Address Line 2: | | |
| Contact Phone: | Alt Phone: | Fax: |
| Receive Approval Letter by Email? Yes  No  Email: | | |
| **Qualified Expert used for shielding design:** | | |
| Is this a new shielding design or a revision? New  Revision  Date of initial approval letter:  \*A shielding design is allowed one free revision for the purpose of room/machine changes prior to machine installation. If the machine has already been installed, a new shielding design and fees are required for the revision. | | |

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| --- | --- | --- |
| **Machine Information** | | |
| Room Name: | Facility Use: | |
| Machine Make: | | Machine Model: |

|  |  |  |
| --- | --- | --- |
| **Facility Information Questions** (check all that apply) | | |
| **New construction**? (Facility that has never been registered) | Yes | No |
| **Is this an additional facility location?** (2nd or satellite site) | Yes | No |
| **Moving a registered facility to a new location** | Yes | No |
| **Remodel of current x-ray room?** | Yes | No |
| **Moving an existing X-Ray within the same facility?** | Yes | No |
| **Replacing an existing x-ray within the same facility?** | Yes | No |
| **Adding an additional x-ray within the same facility?** | Yes | No |

**Send this form and shielding plans with payment (check or money order) to:** X-Ray Program, Office of Radiation Protection, Washington State Department of Health, PO Box 47827, Olympia, WA 98504-7827. FedEx or UPS delivery address: 101 Israel Road SE, Tumwater, WA 98501.

Plans may also be sent via email to [xray@doh.wa.gov](mailto:xray@doh.wa.gov) or fax to 360-236-2266.

**Fees:** $778 per room or $2,339 per room for expedited review (within two working days of receipt). A late fee of $1,561 will be added if X-ray equipment is installed before plan review. Review cannot begin until fees are paid.

For more information, call 1-800-299-9729.