



Connecticut Department of
Energy & Environmental Protection
Bureau of Air Management
Radiation Division

Instructions for Completing the Diagnostic and Therapeutic X-Ray Device Registration Form

Use these instructions to complete registration form DEEP-RAD-REG-200. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this registration. Remember, it is your responsibility to comply with all applicable laws.

Use one Diagnostic and Therapeutic X-Ray Device Registration Form per facility.

Who Needs to Register?

In accordance with section 19-25a-1 of the Regulations of Connecticut State Agencies (RCSA), any owner of a device or devices emitting x-rays which are used for diagnostic or therapeutic purposes by or under the supervision of a person or persons licensed to practice medicine, surgery, osteopathy, chiropractic, natureopathy, dentistry, podiatry, or veterinary medicine and surgery, as authorized by law, shall register such device or devices with the Connecticut Department of Energy and Environmental Protection (DEEP). Registration of such devices shall be renewed biennially during the month of April in the even-numbered years or when there is a change in the number or location of the devices.

No x-ray device shall be used unless registered with DEEP. For more information refer to the DEEP website www.ct.gov/deep/radiation or contact the Radiation Division at 860-424-3029.

How to Register

The registration form (DEEP-RAD-REG-200) must be used to register diagnostic or therapeutic x-ray devices with the DEEP and when there is a change in the number or location of the devices. The registration form and these

instructions are available on the DEEP website at: www.ct.gov/deep/radiation.

Please read the registration form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter "N/A" in the space provided. If a question or supporting document is only required for specific activities it will be noted on the registration form and in the instructions. Always include the registrant's name, as indicated on the registration form, on any supporting documents. When additional space is necessary to answer a question in the registration, please insert additional sheets by the appropriate question, labeling each sheet with the registrant's name, along with the corresponding part number and question number indicated on the registration form. *You should retain a copy of all documents for your files.*

Your submitted registration must include the following:

- A completed *Diagnostic and Therapeutic X-Ray Device Registration Form* (DEEP-RAD-REG-200) and all applicable

supporting documents;

- The applicable registration fee, paid by check or money order, made payable to the “Department of Energy and Environmental Protection”.

You must submit the above materials together as a package to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

An out of state registrant planning to make a site visit to Connecticut shall submit an additional form, the [*Temporary Site Use Notification*](#) (DEEP-RAD-REG-201) at least three days prior to entering the state, informing the department of their activities within Connecticut. The *Diagnostic and Therapeutic X-Ray Device Registration Form* must have been previously submitted before filing a *Temporary Site Use Notification*.

Part I: Registration Type

Provide the years you are requesting to register for. Renewals must register by April in the even-numbered years.

Please indicate, by checking the appropriate box(es), whether this is a *new* registration, a *renewal* of an existing registration, a *modification* of an existing registration, which may include, a transfer of ownership, additional x-ray devices being added, reporting of inactive, disposed or transferred X-ray devices, termination of registration, or any other changes to the existing registration.

If renewing or modifying the existing registration, provide the facility ID number in the space provided. Your facility ID number can be found on the Confirmation of Registration issued to you with your previous registration. When there are modifications and/or modifications included in a renewal, check the renewal and/or the modification box **and** the

applicable boxes identifying the types of modifications also.

Part II: Registrant Information

When completing this part, please use the following standards:

- *Name* - Provide the full, legal *company/firm* name. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on such registration. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at [CONCORD](#)). If identifying an *individual*, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.).
 - *Phone* - Unless otherwise indicated, the phone number provided should be the number where the corresponding individual can be contacted during daytime business hours.
 - *Contact Person* - Provide the name of the specific individual within the company whom DEEP may contact.
 - *E-Mail* - Future registration reminder notices will be sent electronically, not via hard copy. Therefore, it is imperative for registrants to provide an accurate company email address when completing their registration form. The email address will be used for most future correspondence from the DEEP to your business.
1. *Registrant* – Complete the information concerning the registrant.
 2. *Billing Contact* – Complete the information concerning the registrant’s billing contact, if different than the registrant.
 3. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for *you* during the

processing of the registration, complete this section. DEEP will direct copies of all correspondence and inquiries to this primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the registrant instead of the primary contact.

4. *Previous Owner* - If transferring ownership please complete the information concerning the previous or existing owner.

Part III: Site/Facility Information

1. *Company/Facility* – Complete the information concerning the facility. Facility is defined as the permanent location of the x-ray system/systems.
2. *Type of Facility* – Check the applicable box best describing the subject facility. Mobile vehicle is defined as an x-ray facility that may be transported from one location to another.
3. *Type and Number of X-Ray Devices* – Indicate the number of x-ray devices, in the corresponding space by the type of x-ray devices at the facility.
4. *Total Number of X-Ray Devices* – Indicate the total number of x-ray devices at the subject facility.

Part IV: Fee Information

The registration fee of \$190.00 **per** x-ray device, made payable to the “Department of Energy and Environmental Protection” is to be submitted biennially with a completed registration form. There is no additional charge for modifying the registration, including transferring ownership or retiring/dismantling an x-ray device, unless additional x-ray devices are added. In that case, the registration fee of **\$190.00 per additional x-ray device** applies.

Calculate the total fee by multiplying the total number of x-ray devices at the facility by \$190.00 and enter that amount in the space provided.

State owned x-ray devices and state and municipal operated hospitals who own x-ray devices are exempt from registration fees.

The registration fee must be submitted with the registration form. DEEP will not process a registration unless the required fee has been paid.

Part V: Retiring/Dismantling X-Ray Devices

1. Identify the type and number of x-ray devices that are inactive, disposed of, and/or transferred, that are **not** being replaced.
2. Provide a description of how the x-ray device(s) was retired or dismantled (e.g., cut the x-ray cord, etc.) or if the x-ray device was removed, attach a copy of the receipt from the service provider that removed the device.

Part VI: Registrant Certification

After the registration has been completed it must be reviewed and signed by both the registrant as well as the individual(s) who actually prepared the registration. By their signature, they certify that to the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete.

The certification of the registration package shall be signed as follows:

1. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;
2. For a corporation: by a principal executive officer of at least the level of vice president;
3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager(s) in accordance with the company’s “Articles of Organization”, or a member of the LLC if no authority is vested in a manager(s);

4. For a partnership: by a general partner;
5. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such applicant authorized by law.

A registration will be considered insufficient unless all required signatures are provided.

Available Resources

For general assistance regarding the subject registration please contact the Radiation Division at 860-424-3029.

For the subject registration form, instructions and other required documents visit the DEEP website at: www.ct.gov/deep/radiation.

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act (ADA). Please contact us at (860) 418-5910 or deep.accommodations@ct.gov if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.