From: Missouri Radiation Control Program (MRCP)  MRCP@health.mo.gov Phone 573-751-6083
To: Facilities having new x-ray rooms (or +1 machines) installed in Missouri  (rev. 2/18)

See below for your legal responsibilities in regard to your new x-ray machine/facility:

The installer/service company’s only responsibilities to MRCP:

- To make sure x-ray equipment is installed according to manufacturer specifications and meets the federal performance standard for the appropriate piece of equipment.
- To send in notification of the installation to MRCP within 15 days of the install. (This is only the vendor paperwork, not the owner’s.) In most cases for clinical x-ray equipment this is done via the FDA Form 2579.

**Note:** The installer/service rep sending in certain paperwork to MRCP does **NOT** substitute or relieve the facility from their responsibility to provide additional information and forms to MRCP.

Your responsibilities as a facility owning or controlling x-ray machines (required to legally utilize x-ray):

- **If this is a new facility:**
  - Make sure your facility is registered with MRCP. (There is a 4 digit tracking number that will be assigned to your facility by MRCP. **If you do not know this number, assume you are NOT registered.**)
  - Make sure all your x-ray machines are properly and accurately listed on your registration. (Your inventory of x-ray machines is updated and on file with MRCP).
  - Contract/arrange with a MRCP-approved Qualified Expert (QE) to do a shielding evaluation and a radiation safety inspection on all machines. A list of Approved QE’s is available on the MRCP website.
  - QE’s do this for a fee and it is your responsibility as equipment owner to make sure this is complete. This shielding evaluation and inspection by a QE must be done as follows:
    - Prior to routine clinical use if the machine is fluoro, C-arm, CT, mammo, or therapy;
    - Within 30 days of installation if the machine is Cone Beam CT (CBCT); and
    - Within 90 days of installation for all other equipment.
  - Make sure a copy of shielding evaluation and QE summary report is sent to MRCP.
  - If the QE finds a problem, it must be addressed within 30 days unless an emergency exists.

- **If this is an already existing facility (you already have and know your MRCP Registration Number)**
  - Make sure your facility registration is updated with the new information.
  - Is this an **additional, add-on (+1) machine/x-ray room?**
    - It needs a shielding evaluation and survey by a QE following the above time frames.
  - Is this a **replacement of an existing machine** for a “like-kind” machine?
    - You **may** wish to contact a QE for consultation, but it is not mandatory.
    - **Note:** CBCT is an upgrade from pano, and requires an inspection **within 30 days.**
  - If you get rid of a machine, you must let MRCP know what happened to the machine, or the new owner. You can notify the MRCP via email. Please include your Registration # in the email.

- **Going forward (Your Future Responsibilities)**
  - Update your facility’s registration every two (2) years or when changes are made (facility moves, changes name or ownership, adds additional (+1) machines, cease using your machines, etc.)
  - Get a new QE inspection based on your facility classification, or if you add a new (+1) room or move to a different location. (Ask MRCP if you are unsure of your classification or QE due date.)

**If you have any questions** about these requirements, or to ensure you are in compliance, contact MRCP via email MRCP@health.mo.gov or by phone at 573-751-6083 or check our website: www.health.mo.gov/safety/radprotection/