

New X-ray Unit Information

Information on new installations, replacement equipment, and replacement tubes should be submitted to the Department of Radiation Safety (DRS) at the U. DRS will then submit the information to the state using their online registration system. If there is information you are unsure of, leave the field blank. DRS will contact you if additional information is needed. Please retain any paperwork associated with the acquisition of the equipment for your records.

Facility or Building

Department

Room #

Owner

Unit used for:

Unit used on:

If replacement unit, please provide information on the unit removed by submitting the X-ray disposal form available on the Department of Radiation Safety website.

Date of Install

Calibration Check by

(required for medical equipment)

Unit type

If this is a temporary addition, tell us the dates equipment will be in use:

Manufacturer

Model

Unit or Control Serial Number

Tube Manufacturer

Tube Serial Number

Tube 2 Serial Number

Form Completed by

Phone

Clicking on submit will create a draft email in your chosen mail server, with this form as an attachment. Clicking send on the draft will submit the email to the Department of Radiation Safety. The first time you use this form, you will be asked to select the email account you wish to use and sign into it.