

RADIATION EQUIPMENT INSTALLATION CHECKLIST

The items listed below must be submitted via email to Iowa Health and Human Services (IHHS) for all new and replacement radiation equipment installations in Iowa.

- ☐ **Shielding review request form** - You may request the appropriate shielding review request form by emailing radhealthia@hhs.iowa.gov. Shielding review request forms for stationary equipment need to be reviewed and approved by our staff **prior to installation**. Once approved, the approval letter returned to you should be kept with your facility's radiation safety records.
- ☐ **FDA 2579 Report of Assembly** - Once the new equipment is installed, the facility or service provider must submit a copy of the FDA 2579 Report of Assembly to the agency within 15 days following the completion of the assembly. It can be emailed to radhealthia@hhs.iowa.gov. Please maintain a copy for your facility's radiation safety records.
- ☐ **Equipment Performance Evaluation (EPE)** - EPE following initial installation or modifications must be performed within 30 days. This applies to initial installation, reinstallation or major repair of equipment. Please maintain a copy for your facility's radiation safety records.
- ☐ **Notification of units removed from service** - Notify IHHS of any equipment that needs to be removed from service for your facility by emailing radhealthia@hhs.iowa.gov.
- ☐ **Payment of registration fees due** - The installation of a replacement unit or additional radiation machine will generate a registration fee, unless it is within 60 days of the expiration date on the facility's registration certificate. The fees may be paid by logging into the online registration account or IHHS will email an invoice once the unit has been approved for use by the agency.

PLEASE NOTE THAT YOU MUST HAVE A SHIELDING REVIEW LETTER FROM IHHS PRIOR TO USE OF THE NEW EQUIPMENT INSTALLED AT YOUR FACILITY.

If you have any questions regarding the items listed above, please contact the Radiation Machines program staff at radhealthia@hhs.iowa.gov.

If you are unable to email, please contact us at 515-242-5566