

NEW RADIATION EQUIPMENT INSTALLATION CHECKLIST

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

- Shielding review request form** - You may find the appropriate shielding review request form for your facility type (Medical, Veterinary, Podiatry or Dental) at <https://hhs.iowa.gov/public-health/radiological-health/radiological-health-x-ray-machines>. Download the appropriate shielding review request form, fill it out completely and then email the form to radhealthia@hhs.iowa.gov.
- 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.
- 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 90 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.

Once the shielding review request form has been received and reviewed by IHHS, you will receive a Review Letter from IHHS via email. Please maintain that letter in your records.

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, you may mail them to the address below:

Iowa Department of Health and Human Services,
Bureau of Radiological Health, Lucas State Office Building 5th Floor
321 East 12th Street
Des Moines, IA 50319