

STATE OF IOWA DEPARTMENT OF
Health AND **Human**
SERVICES

NEW RADIATION EQUIPMENT INSTALLATION CHECKLIST

The items listed below must be completed for all new radiation equipment installations in Iowa.

Items to Submit via email to IHHS:

- 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@idph.iowa.gov.
- FDA 2579 Report of Assembly** - Once the new equipment is installed, the facility or service provider must email a copy of the FDA 2579 Report of Assembly to radhealthia@idph.iowa.gov.
- Notification of units removed from service** - Notify IDPH of any equipment that needs to be removed from service for your facility by emailing radhealthia@idph.iowa.gov.
- Payment of registration fees due prior to first use of new equipment**- The installation of a replacement unit or additional radiation machine will generate a registration fee, with the exception of if it is within 90 days of the expiration date on the facility's registration certificate. Fees that are due must be paid prior to the first use of the new equipment installed at your facility.

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 AND THE REGISTRATION FEES MUST BE PAID 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@idph.iowa.gov.

If you are unable to email documents to radhealthia@idph.iowa.gov, you may fax them to (515) 281-4529.