

## Radiation Machines Frequently Asked Questions

**Q: *When is a radiation shielding plan required for review?***

**A:** Please note that **641 Iowa Administrative Code 41.1(3)“d” (1) requires radiation shielding plans to be submitted under the following conditions: prior to construction of all new installations, modifications of existing installations, or installation of equipment into existing facilities. These shielding plans include the room floor plans and equipment arrangements to verify that national standards have been met.** This means that anytime a facility adds or replaces x-ray equipment, a radiation shielding plan is required to be submitted for review. Shielding plan review forms can be found at <https://hhs.iowa.gov/public-health/radiological-health/radiological-health-x-ray-machines>.

**Q: *Our facility is getting new x-ray equipment, what is the process to register the new unit(s)?***

**A:** First, a radiation shielding plan review needs to be submitted and approved prior to installation (see question above). After installation, either the facility or service provider needs to provide IHHS with the following equipment details: manufacturer, manufacturer date, model, serial number, installation date, room ID, and service provider who installed equipment. It is the responsibility of the facility to notify IHHS of any changes to equipment so that the registration can be kept up to date and remit any registration fees due prior to first use of the equipment.

**Q: *Our facility installed a new x-ray machine, are registration fees due?***

**A:** All installations of radiation machines, generates a registration fee due. However, if the installation is within 90 days prior to the expiration date on the registration certificate, you can wait to remit registration fees with your annual renewal. If the installation is a replacement unit and it is within 90 days after the expiration date on the registration certificate, you will not owe additional registration fees. If the installation is an additional radiation machine or outside of the 90 window, then registration fees are due prior to first use.

**Q: *How do I know when my registration will expire?***

**A:** Radiation machine registrations are renewed annually. The expiration date is printed on the certificate of registration. It is recommended to post the certificate in a visible location and to note the date on electronic calendars. If there is a valid email address listed on the account, you will receive courtesy reminders at 90, 60 and 30 days prior to the expiration date.

**Q: *Can I get another copy of my certificate?***

**A:** Yes, you can obtain another copy of the certificate by signing into the online portal at <https://amanda-portal.idph.state.ia.us/adpereh/portal/#/commons/sign-in> and clicking on *details* for the facility to reprint the certificate.

**Q: *How long do I have to renew my registration?***

**A:** For radiation machines, you have until the last day of the month of the expiration date. After that, late fees will accrue on the account and you do not hold a valid certificate to operate radiation-emitting equipment.

**Q: *How do I renew the registration for the x-ray equipment at our facility?***

**A:** You can access the online portal at <https://amanda-portal.idph.state.ia.us/adpereh/portal/#/commons/sign-in>. There are instructions including screenshots to walk you through the renewal process on this page [here](#). Once you have reviewed the instructions, click on [Licensing Portal](#) to sign in. You will first need a personal or A&A account and then that account will need to be linked to the business or facility account. Instructions on creating the A&A account are on the website noted above.

**Q: *When I log on with my A&A account username and password, I do not see my facility listed under “registered user’s memberships. What should I do?***

**A:** Please note the PIN number on the right hand side of the screen and call the AMANDA helpdesk at 855-824-4357. We need to link your A&A account to the business or facility account in order for you to continue with the renewal process. Once linked, you will be able to click on the facility under “registered user’s memberships” and then click on continue at the bottom of the page to access that facility account.

**Q: *I completed the registration online, but I want to pay via check instead of credit card, is that allowed?***

**A:** Yes, you can click on the “pay later” option at the end of the renewal process and mail a check for registration fees to IHHS. Be sure to include your account number or an invoice with the check or money order payment. Please note, that late fees will accrue on the account if the payment is not postmarked by the end of the expiration month.

**Q: *Can I still renew the registration by mail?***

**A:** Yes, please visit <https://hhs.iowa.gov/public-health/radiological-health/radiological-health-application-permits> to find paper applications for new facilities and renewal under the heading of Process for Applying or Renewing by Paper. You will need to choose the appropriate paperwork for the type of facility that you are renewing. If you are renewing past the expiration date, please add late fees of \$25.00 per month after the month of expiration. If you are unsure of the registration fees dues, please call to verify before submitting payment.

**Q: *Can I call IHHS and pay the registration by credit card via telephone?***

**A:** No, IHHS is unable to accept credit card payments via telephone. You can pay online with a credit card or bank account information or mail a check or money order to IHHS for registration fees.

**Q: *Why does IHHS ask for an email address on the facility account?***

**A:** IHHS does not send out renewal notifications or certificates via mail. By providing IHHS with an email address for your facility account, you will receive renewal courtesy reminders 90, 60 and 30 days prior to the expiration date on the registration certificate. Email is also the method the AMANDA licensing system uses to send the registration certificate to you. It is a good idea to add the delivery email address to your contact list to ensure delivery. That address is: [ADPEREHreg\\_noreply@idph.iowa.gov](mailto:ADPEREHreg_noreply@idph.iowa.gov)

**Q: *What is the schedule that performance evaluation or calibration testing needs to be performed on x-ray machines?***

**A:** Iowa Code indicates a schedule and includes minimum tests that need to be performed on x-ray machines. However, if the manufacturer recommends a different schedule, you should follow the machine's manufacturer recommendations. Reports can be uploaded or included in your annual review or sent to IHHS once completed. Please include your account number and fax to 515-281-4529 attention Bureau of Radiological Health or email to [radhealthia@idph.iowa.gov](mailto:radhealthia@idph.iowa.gov)

**Chapter 41.1(3) *Administrative controls.***

1. Medical/chiropractic: timer accuracy, exposure reproducibility, kVp accuracy as set forth in 41.1(6), and light field/X-ray field alignment as set forth in 41.1(6) every two years.
2. Dental/podiatry: timer accuracy, exposure reproducibility and kVp accuracy as set forth in 41.1(7) every four years.
3. Fluoroscopic: entrance exposure rate (41.1(5)"c"), and minimum SSD (41.1(5)"f") annually.
4. Veterinary systems are exempt from the above testing requirements.

All service and installation shall be performed by persons registered under 641—subrule 39.3(3). The registrant or the registrant's agent shall ensure that the requirements of these rules are met in the operation of the X-ray system(s).