



## Resource Guide

Subject:	Radiology Inspection Report and Registration
Facility Site Review Source:	Department of Health Care Services (DHCS) All Plan Letter 20-006, Site Reviews: Facility Site Review and Medical Record Review or any superseding APL
Relevant Law/Standard:	CCR, Title 17, Chapter 5, Division 1, Chapter 5, Subchapter 4.0, 4.5, &4.7  Health and Safety Code Sec. 114960 et seq., 106955 -107111, 114840 -114896  21 CFR 900
Agency//Organization Source:	Radiologic Health Branch
Agency/Organization URL	<a href="https://www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/RHB.aspx">https://www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/RHB.aspx</a>

**Background:**

The Radiologic Health Branch (RHB) is within the Radiation Safety and Environmental Management Division of the Department of Public Health. RHB is responsible for providing public health functions associated with administering a radiation control program. This includes licensing of radioactive materials, registration of X-ray-producing machines, certification of medical and industrial X-ray and radioactive material users, inspection of facilities using radiation, investigation of radiation incidents, and surveillance of radioactive contamination in the environment.

**Purpose:**

The Radiologic Health Branch of the Food, Drug and Radiation Safety Division of the CA Department of Public Health enforces the radiation control Laws and Regulations designed to protect both the public and employees against radiation hazards. Enforcement is carried out through licensing, registration, and periodic inspection of sources of radiation, such as radiation machines.

**Standard:**

CDPH Radiologic Health Branch (RHB) Inspection Report will include one of the following:

- 1) Inspection Report and Proof of Registration, **or**
- 2) Inspection Report and Proof of Registration *and* Short Form Sign-off sheet, **or**
- 3) Inspection Report and Proof of Registration *and* Notice of Violation form *and* approval letter for corrective action plan from the CA RHB.

The Radiologic Inspection Report and Proof of Registration (receipt of payment or cancelled check), issued by the RHB, must be present if there is radiology equipment on site.

If any violations are found, one of two documents are issued to the site:

- “Short Form Sign-off sheet” is issued for minimal problems that are easily corrected.

- “Notice of Violation” form, requiring a site corrective action plan, is issued if there are more violations that are serious. All “Notice of Violation” corrective action plans must be accompanied by an approval letter from the CA RHB.

**Resources:**

- **Registration Application and Information Link:** <https://www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/RHB-X-ray/Registration.aspx>
- For questions regarding radiologic safety (e.g. expired or no inspection letters on site), call CDPH RHB at (916) 327-5106.
- **For Radiation Emergency Assistance, call 1-800-852-7550.**

The material in this document is a knowledge-sharing tool provided by the FSR team to enhance compliance with Facility Site Review requirements. All content is for informational purposes and may be used and/or modified according to site-specific practices. Ensure appropriate review and approval by site management prior to adoption.