

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL
PROTECTION**



pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION

BUREAU OF RADIATION PROTECTION

**APPLICATION, REQUIREMENTS AND FEES
FOR VENDOR/SERVICE PROVIDERS OF RADIATION
PRODUCING MACHINES**

Application for Registration of Vendor/Service Providers

A REGISTRATION MUST BE SUBMITTED FOR EACH vendor/service provider who engages in the business of assembling, installing, selling, servicing or furnishing radiation-producing machines.

This portion of the application provides general registration information that will be of value to you when you complete the written portion of the application.

The Department issues registrations for vendor/service providers under the provisions of the Radiation Protection Act and respective regulations, which set forth requirements both to become and to remain registered. The Department is responsible for enforcing the Radiation Protection Act and our regulations.

It is imperative that you become familiar with our radiation protection regulations in the Pennsylvania State Code, Title 25 Environmental Protection, available at www.pacode.com or a copy of which is available upon request.

Registration Requirements

A registration is required for any person or entity who assembles, installs, services, sells, leases or lends radiation-producing machines in the Commonwealth.

- Existing vendors/service providers have 60 days from July 17, 2004 to register.
- New Commonwealth vendors/service providers must register prior to operating in Pennsylvania.
- Notify the Department in writing within 30 days of a change of address or ownership.
- Have the current valid certificate of registration available for inspection by the Department.

Valid Registration

- The registration becomes valid upon receipt of the properly completed registration form **and** the fee required under Chapter 218 (related to fees).
- The Department will issue a certificate of registration to the entity whose registration becomes valid.

Transfer or Assignment

- A certificate of registration issued by the Department may not be transferred, assigned, or in any manner disposed of, either voluntary or involuntarily, to any entity without submitting a written request to the Department.

Payment of Registration Fees

A radiation-producing machine service provider shall pay an annual registration fee of \$140.00.

- **Partial payments are not accepted for registration**
- **Fees for initial registration are payable upon the filing of the registration.**

ANNUAL RENEWAL OF REGISTRATION

- This registration must be renewed annually.
- The Department will send an application for renewal to the registrant at least two months prior to the expiration date on the certificate of registration. The renewal becomes valid upon receipt of the properly completed application and fees.
- Verify the renewal form is correct and make any applicable changes necessary.
- Fees are payable by the last day of the registration month as shown on the registration fee invoice.
- If you do not receive the renewal form two months prior to expiration, you must notify the Department.
- If a registration is revoked or voluntarily terminated prior to its expiration date, the registration fee will not be refunded in whole or in part.

Termination of Registration

- Complete the "Terminating Registration of Radiation Producing Machines" form and submit to the department. Forms can be found at www.dep.state.pa.us/brp.

How and Where to Pay

- Please complete the registration form included in this packet.
- Mail the original registration form, along with a check or money order in the proper amount. **You must include payment with your registration or your form will be returned to you and your registration will not be valid.**
- Retain a copy of the registration form with your records.
- Mail the registration **and** the check or money order, payable to “**Commonwealth of Pennsylvania**” to:

DEP
Bureau of Radiation Protection
PO Box 8469
Harrisburg, PA 17105-8469

Failure by Registrant to Pay Required Fee

as set forth by Chapter 218.11(h)

- A registrant who fails to pay an annual fee required under this chapter shall be subject to the civil and criminal penalties as provided under the Act.
- Nonpayment of fees required by this chapter shall be cause for revocation of registration issued by the Department under the Act.

Reporting and Recordkeeping Requirements for Registered Radiation-Producing Machine Service Providers.

- All vendor/service providers must report the service performed to the Department within 15 days of the action.
- Forms and instructions are included in this package for reporting to the Department.
- A copy of the assembler's report on U.S. FDA form 2579 will satisfy the reporting requirement.

For more information, please visit DEP's Web site at www.dep.state.pa.us/brp.