

# DIVISION OF RADIOLOGICAL HEALTH

## X-RAY EQUIPMENT INSTALLATION & SERVICE REQUIREMENTS

Important Information for Installers and Registrants

### FOR INSTALLERS

#### Installer Documentation

- Installers must provide written documentation outlining radiation units removed, transferred, or installed.
- A quarterly report is required, but monthly or as-you-go submissions are also accepted.
- Submit documentation electronically to:  
[xray.registration@tn.gov](mailto:xray.registration@tn.gov)

#### Installer Receipt

- After installation, the installer must provide the Registrant with a receipt as proof of installation.

#### FDA Form 2579

- Installers must complete the FDA Form 2579 after installation:
  - Send a copy to the State.
  - Provide a copy to the Registrant (client).
  - Keep a copy for installer records.

Access to FDA Form 2579:

[Click here to access the FDA 2579 Form](#)

### FOR REGISTRANTS (CLIENTS)

#### X-Ray Equipment Registration

- Registrants (clients) are responsible for registering their X-ray equipment within 10 days of possession.
- Installers cannot register the equipment on behalf of the client.
- Registrants must complete and submit the RHS 8-4 Registration Form to [xray.registration@tn.gov](mailto:xray.registration@tn.gov).
- Failure to submit the registration form may result in non-compliance and potential fees.

#### Registration Fees:

- Class I: \$85 per tube
- Class II: \$195 per tube
- Class III: \$286 per tube
- Class IV: \$390 per tube
- Class V: \$780 per tube
- Class VI: \$1,170 per tube
- Class VII: \$2,600 per machine (with a review fee of \$375 per nominal MeV, up to \$150,000)

#### Who needs to register?

Persons having possession of any radiation machine or accelerator are required to register with the Tennessee Division of Radiological Health (DRH).

#### How much does it cost?

An initial registration fee will be assessed after the submission of a completed registration. Additionally, an annual registration fee will be required each year as long as the radiation machine or service is subject to registration.

- Class I: \$85 per tube
- Class II: \$195 per tube
- Class III: \$286 per tube
- Class IV: \$390 per tube
- Class V: \$780 per tube
- Class VI: \$1,170 per tube
- Class VII: \$2,600 per machine.

An initial review fee will be assessed \$375 per nominal MeV only for Class VII.

#### How often are inspections?

- Class I - once every four years
- Classes II and V - once every two years
- Classes III, IV, VI, and VII - once every year

Penalties for violations can reach up to \$5,000 per day per violation.

**YOU**  
THE POSSESSOR

**Must  
register  
within 10  
days**



#### New equipment?

Fill out a registration form within 10 days of acquisition; applications can be found online at <https://www.tn.gov/environment/permits/permits-radiological-health/x-ray-registration.html>

OR call us at 615-532-0364

#### Replacing equipment?

Send us a letter stating how the unit was "disposed" along with the date of disposition. If the unit is salvage and never to be used again, let us know. Did you trade it in? Let us know the name of the company receiving the unit. Plan on storing the unit? Let us know, the unit is still required to be inspected.



Tennessee Division of Radiological Health  
Davy Crockett Tower, 9th Floor  
Nashville, TN 37243-1532  
[xray.registration@tn.gov](mailto:xray.registration@tn.gov)  
615-532-0364



#### Questions?

Registration forms and assistance may be obtained from The Division of Radiological Health in Nashville.

### "YOU THE POSSESSOR" FLYER

- Ensure you receive the "You the Possessor" flyer. This flyer (above) provides essential details on registering X-ray equipment. Please distribute to clients for guidance on registration responsibilities.

### CONTACT US

Davy Crockett Tower  
500 James Robertson Parkway, 9th Floor  
Nashville, TN 37243  
[xray.registration@tn.gov](mailto:xray.registration@tn.gov)  
phone: 615-532-0364  
Fax: 615-532-0614

### ADDITIONAL INFORMATION:

- **Website:** For more information on X-ray equipment regulations and fees, visit:

[Tennessee Rules and Regulations - X-ray Equipment](#)

- **Division Contacts:**  
[Division of Radiological Health](#)

- **Regulations:** DRH Rule Chapter 0400-20-10-.24, Registration
  - [State Regulations for Protection Against Radiation](#)