

## **Guidance on the Transfer and Disposal of X-ray Equipment**

According to 12VAC5-481-290, any person or facility possessing a radiation machine must apply for registration with the Virginia Department of Health, Office of Radiological Health (ORH) within 30 days of equipment installation. An initial inspection by a private or state inspector is required no later than 30 days after the registration of the equipment. If the equipment has significant service or modification, such as replacements for the tube inserts, generators, or collimators, or if the equipment is moved to another location, the equipment must receive inspection to verify compliance with 12VAC5-481.

The Virginia Radiation Protection Regulations (12VAC5-481-350) requires all facilities that decide to discontinue their use of x-ray equipment via sale, transfer, or disposal, to notify the Office of Radiological Health (ORH) **in writing within 15 days of the event** so that the equipment can be placed on inactive status. The following information is required to be shared with ORH:

1. The name and address of the person(s) who have received the radiation machines;
2. The manufacturer, model, and serial number of each radiation machine transferred (or disposed); and
3. The date of transfer (or disposal) of each radiation machine.

Written notification to ORH can be completed in one of two ways:

1. A letter mailed to the following address:
  - a. Virginia Department of Health, Office of Radiological Health  
ATTN: X-ray Director  
109 Governor St, 7<sup>th</sup> Floor  
Richmond, VA 23219
2. An email to [radhealth-comments@vdh.virginia.gov](mailto:radhealth-comments@vdh.virginia.gov) with the following subject:
  - a. Notification of X-ray Transfer or Disposal

Facilities have the following options to transfer or dispose of their equipment:

1. Facilities may contact other qualified facilities that may wish to purchase the equipment. It is the responsibility of the facility purchasing the x-ray equipment to ensure it is registered and inspected. The facility selling their x-ray equipment must notify ORH in writing of this change of ownership.
2. Facilities may contact the x-ray company used to service their equipment to determine if they wish to obtain the equipment. The facility selling or transferring ownership of their x-ray equipment to an x-ray service company must notify ORH in writing of this change of ownership.

3. Facilities may donate their equipment to local nonprofits<sup>1</sup>, for example:
  - Physicians for Peace
  - Project HOPE - Virginia
  - Gleaning for the World, Inc.
  - Operation Blessing International

The facility donating their x-ray equipment to a nonprofit must notify ORH in writing of this change in ownership.

4. Facilities may dispose of the equipment in a local landfill. The local landfill should be contacted to determine disposal requirements. Please remember, x-ray equipment not connected to an electrical source poses no radiation hazard. However, there may be a hazard with the oil contained within the tube head assembly. The oil may need to be removed and recycled. Oil manufactured prior to the 1970's may contain PCBs (polychlorinated biphenyls). If this occurs, you must notify ORH in writing of this change in status.

Facilities purchasing or receiving x-ray equipment are responsible for ensuring registration and inspection of the acquired equipment meets the regulatory requirements contained within 12VAC5-481.

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## Revision History

Date	Summary of Changes
12/05/2018	Original document created.
3/15/2023	Document updated with new template, content merged with ORH-731 to reduce redundancy.

## Contact

Office of Radiological Health  
 Virginia Department of Health  
 109 Governor St, Room 733  
 Richmond, VA 23219  
 Main line: 804-864-8150  
[radhealth-comments@vdh.virginia.gov](mailto:radhealth-comments@vdh.virginia.gov)

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<sup>1</sup> References to the listed nonprofits do not imply or constitute an endorsement by the Virginia Department of Health.