

How to Complete the Application for Registration of Designated Radiation Equipment in the Province of Alberta

All radiation emitting equipment that is designated under the Radiation Protection Act and Regulation must be registered by an authorized Radiation Health Administrative Organization. Application for registration must be made for new equipment, relocation of existing equipment, modification to existing equipment, or modification of the protective properties of a facility.

A. Reason for Application

Check one box on each line (owner, facility, or equipment) for each piece of equipment. A change in any one of the three requires a registration form to be completed:

- to indicate that the owner of the equipment is a NEW owner, transfer of ownership of the equipment to another owner, or existing owner
- to indicate a new facility, a renovation to the facility, or an existing facility
- to indicate additional equipment, a modification to equipment, a relocation of equipment, replacement of equipment, or existing equipment

B. Owner information

Name - of the corporation, company, partnership, or proprietorship

Address - business mailing address

Telephone - business telephone number

Fax - business fax number

C. Type of Facility

Check the type of facility that most closely describes the nature of the usage of the equipment in the facility.

Examples of the types of facilities

- Commercial – x-ray and laser equipment used as part of material processing, quality control or analysis of product
- Correctional - baggage inspection, security or dental x-ray equipment located in provincial correctional facilities
- Educational – x-ray and laser equipment used for instructional purposes
- Dental Hygiene – practice is owned by a Registered Dental Hygienist of Alberta
- Entertainment – radiation equipment is used as part of a display or to identify materials e.g. laser light shows
- Government - baggage inspection and security x-ray equipment located in provincial law courts
- Industrial Radiography – nondestructive (industrial) radiography
- Research – development of new technology or equipment that emits x-ray or laser radiation

D. Facility Information

Facility Name – name of the facility where the equipment is located (if applicable)

Facility Location – Building mailing address and room number (if applicable)

Department – (if applicable)

Contact name – contact person who would be able to provide information about the equipment

Contact person telephone number

Contact person Fax number

Contact person Email (if available)

E. Equipment Information

Location of equipment within the facility, room numbers if possible.

Is the equipment fixed in place, portable, or mobile?

Information about the equipment - Manufacturer, Model, Serial Number, and Manufacture Date are usually located on a plaque on the equipment.

F. Type of Designated Equipment

What type of equipment is being registered?

- Laser class is displayed on a plaque on the equipment.
- X-ray type equipment is classified by the intended usage of the equipment

G. Owner Signature

Owner signature or designated individual responsible for the equipment

Date application was signed