



## Questions and Answers

### **1. What will the Alberta Association for Safety Partnerships be responsible for as an Authorized Radiation Administrative Organization?**

- Registering all designated radiation equipment
- Issuing a certificate for registered equipment
- Suspending or canceling a registration certificate
- Requiring verification of compliance for all designated radiation equipment
- Monitoring compliance with the Radiation Protection legislation
- Requiring notification of incidences and overexposures
- Investigating complaints, incidents, and suspected overexposures and when:
  - Deficiencies noted in the Compliance Verification Report are not corrected;
  - Corrective measures are not undertaken as necessary after an incident or an accident; or
  - The potential for an incident or an accident is brought to the attention of the AASP.
- Issuing directives

### **2. What is considered designated radiation equipment?**

The following equipment is listed in the Radiation Protection Regulations as designated radiation equipment that requires a registration certificate

- Diagnostic or therapeutic x-ray equipment used by medical, dental, chiropractic or other health professionals or paramedical personnel;
- Diagnostic or therapeutic x-ray equipment used by veterinarians or veterinary staff;
- Particle accelerators, not governed by the provisions of the Canadian Nuclear Safety Commission (Canada) and the regulations under that Act;
- Baggage inspection x-ray equipment;
- Security x-ray equipment;
- Cabinet x-ray equipment;
- Diffraction and analysis x-ray equipment;
- Industrial radiographic and fluoroscopic x-ray equipment;
- Irradiation x-ray equipment;
- Class 3b and 4 lasers in a health care facility comply with "CAN/CSA-Z386-14 "Safe Use of Lasers in Health Care" published by the CSA International;
- Class 3b or 4 lasers or a laser system containing a class 3b or 4 laser other than in a health care facility as described by the American National Standards Institute's Standard Z136.1-2014, the "American National Standard for the Safe Use of Lasers";

**Radiation equipment that is in transit or in storage and is not capable of being energized is exempt from requiring a registration certificate.**

### **3. To whom are the services provided?**

To all facilities that contain and use designated equipment not covered by the following Authorized Radiation Health Administrative Organizations:

- Alberta Dental Association and College
- Alberta Veterinary Medical Association
- Alberta College and Association of Chiropractors
- College of Physicians and Surgeons of Alberta
- University of Alberta
- University of Calgary



**4. Can I register the equipment with another Authorized Radiation Health Administrative organization?**

No. Authorized Radiation Health Administrative Organizations are only allowed to register equipment under their mandate.

**5. Is it necessary to register each piece of equipment?**

Yes, each piece of designated radiation equipment must be registered according to the Radiation Protection Act and Regulation.

**6. What information is required for the equipment to be registered?**

Information about owner of the equipment and information about the equipment: the manufacturer, model, serial number, and date of manufacturer.

**7. When do I apply to register equipment?**

If new equipment is purchased  
If there are modifications to existing equipment or facility structure  
If existing equipment is moved or relocated

**8. What is the process to register equipment?**

The equipment owner or equipment contact person will:

- Contact the Alberta Association for Safety Partnerships, RHAO for an application form
- Contact an Authorized Radiation Protection Agency to arrange for compliance verification testing to be done.
- Forward the completed application along with a copy of the Compliance Verification Report, and fees to the Alberta Association for Safety Partnerships, RHAO.

**9. When must compliance verification testing be done?**

When new radiation equipment is purchased and prior to use; if there are modifications to radiation equipment or radiation facility structures; if radiation equipment is moved or relocated.

**10. What constitutes a modification of equipment?**

Equipment modifications include, but are not limited to:

- Change in the energy output
- New generator
- Changes in any safety features of the unit
- Change in the function of the equipment, for example adding a fluoroscopy unit
- Adding auxiliary equipment which accentuates, or enhances the emitted radiation
- New optics for lasers

**11. What constitutes a modification to the facility?**

Facility modifications include, but are not limited to a:

- Change in design which alters any shielding walls or barriers
- Change in the occupancy factors
- Change in controlled and uncontrolled areas
- Change resulting in a secondary barrier becoming a primary barrier
- Change in the location of a unit within the room

**12. What does compliance verification include?**

Compliance verification includes:



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- Ensures that the design, construction, and function of the facility and equipment comply with the Radiation Protection Act and Regulation.
- Ensures that worker and public radiation exposures are within the limits specified in the Radiation Protection Regulation.
- Confirms that the principles of ALARA (As Low As Reasonably Achievable) has been utilized within the facility design.

**13. How do I arrange for compliance verification?**

Contact an Authorized Radiation Protection Agency. A list of agencies is available either from Alberta Association for Safety Partnerships, RHAO or Alberta Labour.

**14. When are certificates issued?**

Certificates are issued when the Organization is satisfied with the following information submitted by the owner:

- The application form
- The verification report from an Authorized Radiation Protection Agency
- The registration fee has been submitted

**15. How long is the certificate valid?**

Certificates are valid for four years unless removed for infractions, or changes to the equipment.

**16. How do I maintain registration for the equipment?**

Prior to expiration of previous registration certificate, submission of a new application and re-inspection of the equipment by an Authorized Radiation Protection Agency.

**17. What does compliance verification mean?**

Compliance verification establishes that radiation emitting equipment, personal protective equipment, and the radiation facilities comply with the Radiation Protection Act and Regulation. This is accomplished through testing the radiation emitting equipment; reviewing designs, architectural drawings, and other specifications; and through site review of any construction, materials, process, or activity. Verifications involve measurements with radiation detection equipment and calculations. Authorized Radiation Protection Agency will perform compliance verifications.

**18. What does compliance monitoring mean?**

Each year the Administrative Organization will require confirmation of the status of certain types of radiation equipment. Compliance monitoring is done to ensure radiation facilities systematically comply with the applicable legislation on an ongoing basis. This may include, if applicable, annual verification of the owner's Quality Assurance Program, evidence of a regular preventative maintenance program and evidence of a personal exposure monitoring program.

**19. How will I be billed for the registration of equipment?**

An invoice will be sent to the registered owner prior to issuance of a certificate. Enclose a cheque for the invoice amount or payment made by Visa or Master Card is acceptable for the fee per piece of equipment.

**20. How is the cost of registration determined?**

The fees are based on a cost recovery basis only. The projected costs to the Radiation Health Administrative Organization has been reviewed by Alberta Labour, and the fee structure approved.