County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH

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RADIATION SHIELDING PLAN CHECK INSTRUCTIONS

FORMS NEEDED:

1. HM 9901 Radiation Shielding Plan Check Application form & fee schedule (07-19)
2. RH 2261N Radiation Machine Registration Form for New Registrants

INSTRUCTIONS:

1. Complete the Radiation Shielding Plan Check Application form.

2. Contact a Physicist to obtain a report specifying structural shielding requirements for the x-ray room(s). The Physicist's report must include the following:
   a. The Workload (W).
   b. The Occupancy Factor (T).
   c. The Use Factors (U).
   d. The distances (d) involved.
   e. The kilovoltage of the x-ray machine in kilovolt peak (kVp).
   f. The required shielding.

3. The following information is required so that we may complete the Radiation Shielding Plan Check as soon as possible:
   a. Two full-size blueprints of the floor plan, IF required to be submitted to the Building Department for building permits. Note: Some building departments, other than the City of San Diego, may not require two sets of blue prints to be stamped by our office. In those cases, the drawing of the room floor plan that accompanies the physicist's report will be sufficient.
   b. The blueprints shall have the physicist's shielding recommendations incorporated on the plans.
   c. The floor plans shall be drawn to at least ¼ " scale showing x-ray rooms, machines, and types of use of all areas adjacent to x-ray rooms, including areas above and below. Show location of control station, vertical cassette holder or changer, x-ray table, darkroom, and any shields or barriers.
   d. A copy of the physicist's report.

4. Submit the completed application, the physicist's report, and the blueprints (if required) to the Department of Environmental Health – Radiological Health Program at 5500 Overland Avenue, Suite 110, San Diego, CA 92123. The Radiation Shielding Fee schedule is printed on the application form. The fee is based on the number of rooms incorporating x-ray machines and the intended use of the machines. You will be notified regarding the fee amount when you return to pick up the approved plans. The check should be made payable to the County of San Diego.

5. If an incomplete application packet is submitted, the plans cannot be reviewed or approved. Approval will be made by stamping documents submitted.

6. When the plans have been approved, the blueprints will be stamped accordingly. The review process usually takes 1 to 3 days.

7. **California Radiation Control Regulations require that all x-ray machines be registered with the State of California, Department of Health Services. Please provide the owner of the x-ray machine the Radiation Machine Registration form (RH 2261N). This form must be completed and sent to:**

   California Department of Public Health
   Radiologic Health Branch, MS 7610
   Registration Unit
   PO Box 997414
   Sacramento, CA 95899-7414

8. For Health or Medical Physicists that can provide plan check reports, please contact one of the following:

   a. California Department of Public Health
      Radiologic Health Branch
      cdph.ca.gov/rhb

   b. Conference of Radiation Control Program Directors (CRCPD)
      crcpd.org

   c. Health Physics Society
      hps.org

9. All questions concerning this plan approval process should be directed to the County of San Diego, Radiological Health Program at (858) 694-3621.