

Change Tube Type Inoperable to Operable amendment – Step one

Instructions
Change tube type from Inoperable to Operable
(10-step process)
Select the Amend button.

The screenshot shows the Ohio Department of Health X-Ray Registration and Inspection website. The browser address bar displays <https://odhgatewayst.odh.ohio.gov/xrayreg/WelcomePublic.aspx>. The page title is "Ohio Department of Health X-Ray Registration and Inspection". The navigation menu includes "Instructions", "Home", and "Logout".

On the left side of the page, there is a section titled "Access your registration" with a red arrow pointing to the "Amend" button. Below this, there is a link for "Print Certificate" and a link for "Contact ODH".

The main content area displays registration details for "ABC Dental Associates Inc". The details are organized into sections:

- Identification:** Facility: ABC Dental Associates Inc; Facility Type: Dental Office; Reg #: 02-A-04377-001
- Registration Dates:** Expiration Date: 07-31-2012; Latest Amend Date: 04-27-2012; Last Inspection Date: 01-24-2012; Last Partial Inspection Date:
- Individual Responsible for Radiation Protection:** IRRP: Alfred B Cranes DDS; EMail: dentist123@dentist.com
- Responsible Officer:** Name: Alfred B Cranes DDS; Title: DDS
- Addresses and Communications:** Source, Mailing, and Billing addresses and contact information for 123 N High St Ste 123, Worthington, OH 43085, Franklin County. Phone: (614) 844-2727; Ext: 1111; Fax: (614) 466-0381.
- Radiation Sources:** A table showing the number of operable and inoperable X-ray tubes registered.

Description	Operable X-ray Tubes Registered	Inoperable X-ray Tubes Registered
Extraoral with Panorax	1	0
CT (Computed Tomography)	1	0
Total # of X-ray Tubes	2	0

Change Tube Type Inoperable to Operable amendment – Step two

Ohio Department of Health X-Ray Registration and Inspection

[Instructions](#) [Home](#) [Logout](#)

Apply for a New Registration
If you have any questions, please contact ODH at (614) 995-4727

Online Amendment Instructions

Before you begin, it may be helpful to print out specific instructions from the link above. If you have questions, please call (614) 995-4727 or e-mail xrayreg@odh.ohio.gov. Remember to print your certificate after your approved changes. (Only accounts in compliance with a zero balance will show the PRINT CERTIFICATE button.)

Self-Approved Amendments

- Add tubes or update mailing/billing address or phone/fax numbers
IRRP change (Form [HEA5526](#))
Facility move (Form [HEA0152](#))

ODH-Approved Amendments

Select one of the amendment types below to reduce tube count or make corrections to your record.

- Tube reduction
- Facility name correction
- Tax identification number correction
- Responsible officer change (not IRRP change)
- Facility type change

Error corrections or wrong tube category - If you added/decreased an incorrect amount of tubes, or if your registration shows the wrong tube category, please call 614-995-4727. DO NOT SUBMIT ONLINE additions or reductions for the correction of errors. Staff will assist you in correcting your record.

Select the small circle in front of Add tubes

Allow the record to open in edit mode

Change Tube Type Inoperable to Operable amendment – Step three

Ohio Department of Health X-Ray Registration and Inspection

Apply for a New Registration

If you have any questions, please contact ODH at (614) 995-4727

Amendments

Amend the information that you have made will:

* required field

Identification

Facility:

Facility Type:

Reg #:

Registration Dates

Expiration Date:

Last Inspection Date:

Individual Response

IRRP: Affected

Email: amum

Addresses and Contact Information

Mailing Address (For Invoices only)

* Phone: 614 644 2727

* Street Address 1: 123 N High St Ste 123

Street Address 2:

* City: Worthington

* State: Ohio

* Zip: 43085

County: Franklin

Billing Information (For Invoices only)

Check if same as Mailing Address

* Phone: 614 644 2727 Ext: 1111

Fax: 614 666 0381

* Street Address 1: 123 N High St Ste 123

Street Address 2:

* City: Worthington

* State: Ohio

* Zip: 43085

County: Franklin

Source Location (Where Radiation-Generating Equipment is located)

* Phone: 614 644 2727 Ext: 1111

Fax: 614 666 0381

* Radiation Sources (X-ray tubes)

Enter the number of tubes to be added to your current inventory

Medical				
Description	Operable Currently Registered	Inoperable Currently Registered	Add # of Operable Tube(s)	Add # of Inoperable Tube(s)
Radiographic (Stationary)	0	0		
Radiographic Mobile	0	0		
Bone Densitometry	0	0		
C.T. (Computerized Tomography)	0	0		
Mammographic	0	0		
Stereotactic Biopsy	0	0		
Fluoroscopic: Under Table	0	0		
Fluoroscopic: Above Table	0	0		
Fluoroscopic: C-Arm (Stationary)	0	0		
Fluoroscopic: C-Arm (Mobile)	0	0		
Fluoroscopic: C-Arm (Miniature)	0	0		
Fluoroscopic: Lateral	0	0		
Therapy - Operates <= 250 kVp	0	0		
Simulator: C.T.	0	0		
Simulator: Radiographic	0	0		
Simulator: Fluoroscopic	0	0		

Dental				
Description	Operable Currently Registered	Inoperable Currently Registered	Add # of Operable Tube(s)	Add # of Inoperable Tube(s)
Intraoral	0	0		

Add the operable tube in the appropriate operable column

Change Tube Type Inoperable to Operable amendment – Step four

File Edit View Favorites Tools Help

Therapy - Operates >= 1 MV (Linac) 0 0

Veterinary

Description	Operable Currently Registered	Inoperable Currently Registered	Add # of Operable Tube(s)	Add # of Inoperable Tube(s)
Radiographic	0	0		
Dental	0	0		
C.T.	0	0		
Fluoroscopy	0	0		
Therapy >= 1 MV (Linear Accelerator)	0	0		
Radiographic (Mobile)	0	0		

Non-Medical - Analytical

Description	Operable Currently Registered	Inoperable Currently Registered	Add # of Operable Tube(s)	Add # of Inoperable Tube(s)
Gauging Unit	0	0		
Electron Microscope/Photoelectron Spectrometer	0	0		
Open Beam Analytical	0	0		
Closed Beam Analytical	0	0		
Hand-held Analytical	0	0		

Non-Medical - Radiographic & Irradiation Devices

Description	Operable Currently Registered	Inoperable Currently Registered	Add # of Operable Tube(s)	Add # of Inoperable Tube(s)
Particle Accelerator	0	0		
Bomb Detection Unit	0	0		
Enclosed System (Exclude Admittance)	0	0		
Enclosed System (Allows Admittance)	0	0		
Radiographic (non-enclosed or Temp. job site)	0	0		
C-arm (Mini)	0	0		
Particle Accelerator <250 kVp	0	0		

Miscellaneous

Description	Operable Currently Registered	Inoperable Currently Registered	Add # of Operable Tube(s)	Add # of Inoperable Tube(s)
Tube Only	0	0		

Save

Select Save

Change Tube Type Inoperable to Operable amendment – Step five

Select the Amend button.

The screenshot shows a web browser window with the Ohio Department of Health X-Ray Registration and Inspection portal. The page title is "Apply for a New Registration". On the left, there is a purple sidebar with the text "If you have any questions, please contact ODH at (614) 997-4727". In the main content area, there are three buttons: "Amend", "Print Certificate", and "Contact ODH". A red arrow points from the "Amend" button to the text box on the left. Below the buttons, the page displays registration details for "ABC Dental Associates Inc".

Identification
Facility: ABC Dental Associates Inc
Facility Type: [Dental Office](#)
Reg #: [02-A-04377-001](#)

Registration Dates
Expiration Date: [07-31-2012](#) Latest Amend Date: [04-27-2012](#)
Last Inspection Date: [01-24-2012](#) Last Partial Inspection Date:

Individual Responsible for Radiation Protection
IRRP: [Alfred B Cranes DDS](#)
E-Mail: dentist123@abcdentist.com

Responsible Officer
Name: [Alfred B Cranes DDS](#) Title: [DDS](#)

Addresses and Communications

Source	Mailing	Billing
123 N High St Ste 123 Worthington, OH 43085 Franklin County	123 N High St Ste 123 Worthington, OH 43085 Franklin County	123 N High St Ste 123 Worthington, OH 43085 Franklin County
Phone: (614) 644-2727 Ext: 1111 Fax: (614) 466-0381	Phone: (614) 644-2727 Ext: 1111 Fax: (614) 466-0381	Phone: (614) 644-2727 Ext: 1111 Fax: (614) 466-0381

Radiation Sources

Description	Operable X-ray Tubes Registered	Inoperable X-ray Tubes Registered
Extraoral with Panorax	1	0
CT (Computed Tomography)	1	0
Total # of X-ray Tubes	2	0

Change Tube Type Inoperable to Operable amendment – Step six

Ohio Department of Health X-Ray Registration and Inspection

[Instructions](#) [Home](#) [Logout](#)

Apply for a New Registration
If you have any questions, please contact ODH at (614) 995-4727

Online Amendment Instructions

Before you begin, it may be helpful to print out specific instructions from the link above. If you have questions, please call (614) 995-4727 or e-mail xrayreg@odh.ohio.gov. Remember to print your certificate after your approved changes. (Only accounts in compliance with a zero balance will show the PRINT CERTIFICATE button.)

Select the Tube Reduction button and allow a few moments for the amendment page to open in edit mode

one/fax numbers

ODH-Approved Amendments

Select one of the amendment types below to reduce tube count or make corrections to your record.

- Tube reduction
- Facility name correction
- Tax identification number correction
- Responsible officer change (not IRRP change)
- Facility type change

Error corrections or wrong tube category - If you added/decreased an incorrect amount of tubes, or if your registration shows the wrong tube category, please call 614-995-4727. DO NOT SUBMIT ONLINE additions or reductions for the correction of errors. Staff will assist you in correcting your record.

Change Tube Type Inoperable to Operable amendment – Step seven

Source Reduction Amendment

Enter an X for the tube to be removed from your inventory and then click the Next button. After clicking the Next button, you will be required to complete additional fields/information on Disposal or Transfer of RGE. ODH will review for approval before becoming effective. A confirmation message will be provided after the submittal of each amendment which you should print out and keep for your reference.

Code	Description	Operable Currently Registered	Inoperable Currently Registered	Remove Operable Tube	Remove Inoperable Tube
D4	Extraoral with Intraoral	0	0	<input type="checkbox"/>	<input type="checkbox"/>
D5	Extraoral with Panororal	1	0	<input type="checkbox"/>	<input type="checkbox"/>
D6	CT (Computed Tomography)	1	0	<input type="checkbox"/>	<input type="checkbox"/>
D7	Hand-held Dental	0	0	<input type="checkbox"/>	<input type="checkbox"/>

Therapy

Code	Description	Operable Currently Registered	Inoperable Currently Registered	Remove Operable Tube	Remove Inoperable Tube
T2	Therapy - Operates >= 250kVp	0	0	<input type="checkbox"/>	<input type="checkbox"/>
T3	Therapy - Operates >= 1 MV (Linac)	0	0	<input type="checkbox"/>	<input type="checkbox"/>
	Accelerator	0	0	<input type="checkbox"/>	<input type="checkbox"/>
T10	CyberKnife	0	0	<input type="checkbox"/>	<input type="checkbox"/>
T11	TomoTherapy	0	0	<input type="checkbox"/>	<input type="checkbox"/>
T12	Proton Therapy	0	0	<input type="checkbox"/>	<input type="checkbox"/>

Veterinary

Code	Description	Operable Currently Registered	Inoperable Currently Registered	Remove Operable Tube	Remove Inoperable Tube
V1	Radiographic	0	0	<input type="checkbox"/>	<input type="checkbox"/>
V2	Dental	0	0	<input type="checkbox"/>	<input type="checkbox"/>
V3	C.T.	0	0	<input type="checkbox"/>	<input type="checkbox"/>
V4	Fluroscopy	0	0	<input type="checkbox"/>	<input type="checkbox"/>
V5	Therapy >= 1 MV (Linear Accelerator)	0	0	<input type="checkbox"/>	<input type="checkbox"/>

and enter an "X" in the appropriate inoperable tube field

Change Tube Type Inoperable to Operable amendment – Step eight

Select Next

The screenshot shows a software application window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. The main content area is titled 'Dental' and contains a table with the following data:

Code	Description	Operable Currently Registered	Inoperable Currently Registered	Remove Operable Tube	Remove Inoperable Tube
D1	Intraoral	0	6	<input type="checkbox"/>	<input type="checkbox"/>
D2	Panoral (only)	0	0	<input type="checkbox"/>	<input type="checkbox"/>
D3	Extraoral (other than Panoral)	0	4	<input type="checkbox"/>	<input type="checkbox"/>

Below the 'Dental' table, there is a 'Miscellaneous' section with a table:

Description	Operable Currently Registered	Inoperable Currently Registered	Remove Operable Tube	Remove Inoperable Tube
Tube Only	0	0	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the dialog box, there are 'Back' and 'Next' buttons. A red arrow points from a 'Select Next' box to the 'Next' button.

Veterinary

Code	Description	Operable Currently Registered	Inoperable Currently Registered	Remove Operable Tube	Remove Inoperable Tube
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Change Tube Type Inoperable to Operable amendment – Step nine

File Edit View Favorites Tools Help

Ohio Department of Health X-Ray Registration and Inspection

Instructions Home Logout

Apply for a New Registration

If you have any questions, please contact ODH at (614) 995-4727

Source Reduction Amendment - Transfer/Disposal Information

Enter the information, enter comments if applicable, and then click on the Submit button.

* required field

Identification

Facility Name: ABC Dental Associates Inc
Registration Number: 02-A-04377-001

Tube Code: D5
Tube Name: Extraoral with Panoramic
Tube Status: Operable

* Date of Transfer: (mm/dd/yyyy)

* Recipient Name:

* Phone: Ext.

* Street Address:

* City:

* State: Ohio

* Zip Code:

* Manufacturer:

* Model #:

* Serial #:

Comments (Maximum of 160 characters):

Back Submit

1. Since the tube is still on site at your location, enter your facility's information, complete all fields with appropriate information

2. State in "Comments" the tube was made operable

3. Select Submit when finished

Change Tube Type Inoperable to Operable amendment – Step ten

The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, Favorites, Tools, Help
- Browser Icons:** Home, Back, Forward, Print, Page, Safety, Tools, Help
- Page Header:** Ohio Department of Health X-Ray Registration and Inspection
- Page Navigation:** Instructions, Home, Logout
- Left Sidebar:** Apply for a New Registration. If you have any questions, please contact ODH at (614) 995-4727
- Main Content Area:**
 - Congratulations! You have successfully submitted your source reduction amendment.
 - The Registration Program staff will review the documentation provided within two to three business days. Once your amendment has been approved, you will receive a confirming e-mail.
 - Click this button to submit another source reduction amendment for the same facility:
[Submit Another Amendment](#)
 - Click this button to return to the same facility:
[Return to the Facility page](#)
 - To submit an amendment for a different facility, click on the Home link at the top of the page.
 - Thank you,
X-ray Registration
Office of Health Assurance and Licensing
Ohio Department of Health

Select
Submit Another Amendment button
or
Return to the Facility page button

Change Tube Type Inoperable to Operable amendment

ODH will review for approval before becoming effective. A confirmation message will be provided after the submittal of each amendment which you should print out and keep for your reference.

Tube reductions/corrections are not immediate and may take one to two business days to process.

You will receive a confirmation e-mail once the amendment has been approved or denied.

From:
Sent:
To:
Subject:

This email is generated automatically; DO NOT REPLY as you will not get a response back.

Facility Name: FACILITY NAME

Registration Number:

REGISTRATION NUMBER

The online x-ray registration amendment for the transfer/disposal of the inoperable tube has been approved.

If you have questions regarding this e-mail, please contact our office at 614.995.4727 or visit our web site for additional information. <http://www.odh.ohio.gov/odhprograms/rp/registration/registration.aspx>

Thank you,
X-ray Registration
Office of Health Assurance and Licensing
Ohio Department of Health

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