

Terminate Entire Facility's Registration – Step one

You will need to submit a tube reduction amendment for each tube on record at the facility to be terminated. Continue submitting tube reduction amendments until no tubes remain at your facility.

You cannot terminate your facility's registration if there are any tubes left on site, operable, inoperable or in storage. If you possess x-ray equipment at a facility's address, then you must retain a registration for that location.

Select the Amend button.

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

[Amend](#) [Print Certificate](#) [Contact ODH](#)

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@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

Operable X-ray Tubes Registered	Inoperable X-ray Tubes Registered
0	0
0	0
0	0

TERMINATION OF ASSEMBLER/MAINTAINER

Since an assembler/maintainer does not list x-ray tubes on their registration, you will need to submit a letter on your company's letterhead stating "no longer doing business in Ohio as of (date), and return to xrayreg@odh.ohio.gov in order to terminate an assembler registration.

Terminate Entire Facility's Registration – 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

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

Multiple location terminations should be submitted separately

Terminate Entire Facility's Registration – Step three

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.

Dental				
Description	Operable Currently Registered	Inoperable Currently Registered	Remove Operable Tube	Remove Inoperable Tube
Intraoral	0	0	<input type="button" value=""/>	<input type="button" value=""/>
Panoral (only)	0	0	<input type="button" value=""/>	<input type="button" value=""/>
Extraoral (other than Panoral)	0	0	<input type="button" value=""/>	<input type="button" value=""/>
Extraoral with Intraoral	0	0	<input type="button" value=""/>	<input type="button" value=""/>
Extraoral with Panoral	1	0	<input type="text"/>	<input type="button" value=""/>
CT (Computed Tomography)	1	0	<input type="text"/>	<input type="button" value=""/>
Hand-held Dental	1	0	<input type="text"/>	<input type="button" value=""/>

Therapy				
Description	Operable Currently Registered	Inoperable Currently Registered	Remove Operable Tube	Remove Inoperable Tube
Therapy - Operates >= 250kVp	0	0	<input type="button" value=""/>	<input type="button" value=""/>
Therapy - Operates >= 1 MV (Linac)	0	0	<input type="button" value=""/>	<input type="button" value=""/>

Veterinary				
Description	Operable Currently Registered	Inoperable Currently Registered	Remove Operable Tube	Remove Inoperable Tube
Radiographic	0	0	<input type="button" value=""/>	<input type="button" value=""/>
Dental	0	0	<input type="button" value=""/>	<input type="button" value=""/>
C.T.	0	0	<input type="button" value=""/>	<input type="button" value=""/>
Fluroscopy	0	0	<input type="button" value=""/>	<input type="button" value=""/>
Therapy >= 1 MV (Linear Accelerator)	0	0	<input type="button" value=""/>	<input type="button" value=""/>
Radiographic (Mobile)	0	0	<input type="button" value=""/>	<input type="button" value=""/>

Enter an "X" in the appropriate tube field. Only one tube can be removed at a time.

Terminate Entire Facility's Registration – Step four

Select Next

Description	Operable Currently Registered	Inoperable Currently Registered	Remove Operable Tube	Remove Inoperable Tube
Intraoral	0	0		
Panorol (only)	0	0		
Extraoral (other than Panorol)	0	0		
Extraoral with Intraoral	0	0		
Extraoral with Panorol	1	0		
CT (Computed Tomography)	1	0		
Hand-held Dental	1	0		

Description	Operable Currently Registered	Inoperable Currently Registered	Remove Operable Tube	Remove Inoperable Tube
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		

Description	Operable Currently Registered	Inoperable Currently Registered	Remove Operable Tube	Remove Inoperable Tube
Tube Only	0	0		

Back Next

Description	Operable Currently Registered	Inoperable Currently Registered	Remove Operable Tube	Remove Inoperable Tube
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		

Terminate Entire Facility's Registration – Step five

Registrations are NOT transferrable.

Each recipient of x-ray equipment must have a separate, valid Ohio registration 30 days PRIOR to taking possession of the x-ray equipment.

The screenshot shows a web browser window with the Ohio Department of Health X-Ray Registration and Inspection page. The page title is "Ohio Department of Health X-Ray Registration and Inspection" and it includes navigation links for "Instructions", "Home", and "Logout". The main content area is titled "Source Reduction Amendment - Transfer/Disposal Information" and contains a form with the following fields:

- Facility Name: ABC Dental Associates Inc
- Registration Number: 02-A-04377-001
- Tube Code: DS
- Tube Name: Extraoral with Panorai
- Tube Status: Operable
- Date of Transfer: (mm/dd/yyyy)
- Recipient Name:
- Phone: () () Ext. ()
- Street Address:
- City:
- State: Ohio (dropdown menu)
- Zip Code:
- Manufacturer:
- Model #:
- Serial #:
- Comments (Maximum of 160 characters):

At the bottom of the form are "Back" and "Submit" buttons. A sidebar on the left contains the text "Apply for a New Registration" and "If you have any questions, please contact ODH at (614) 995-4727".

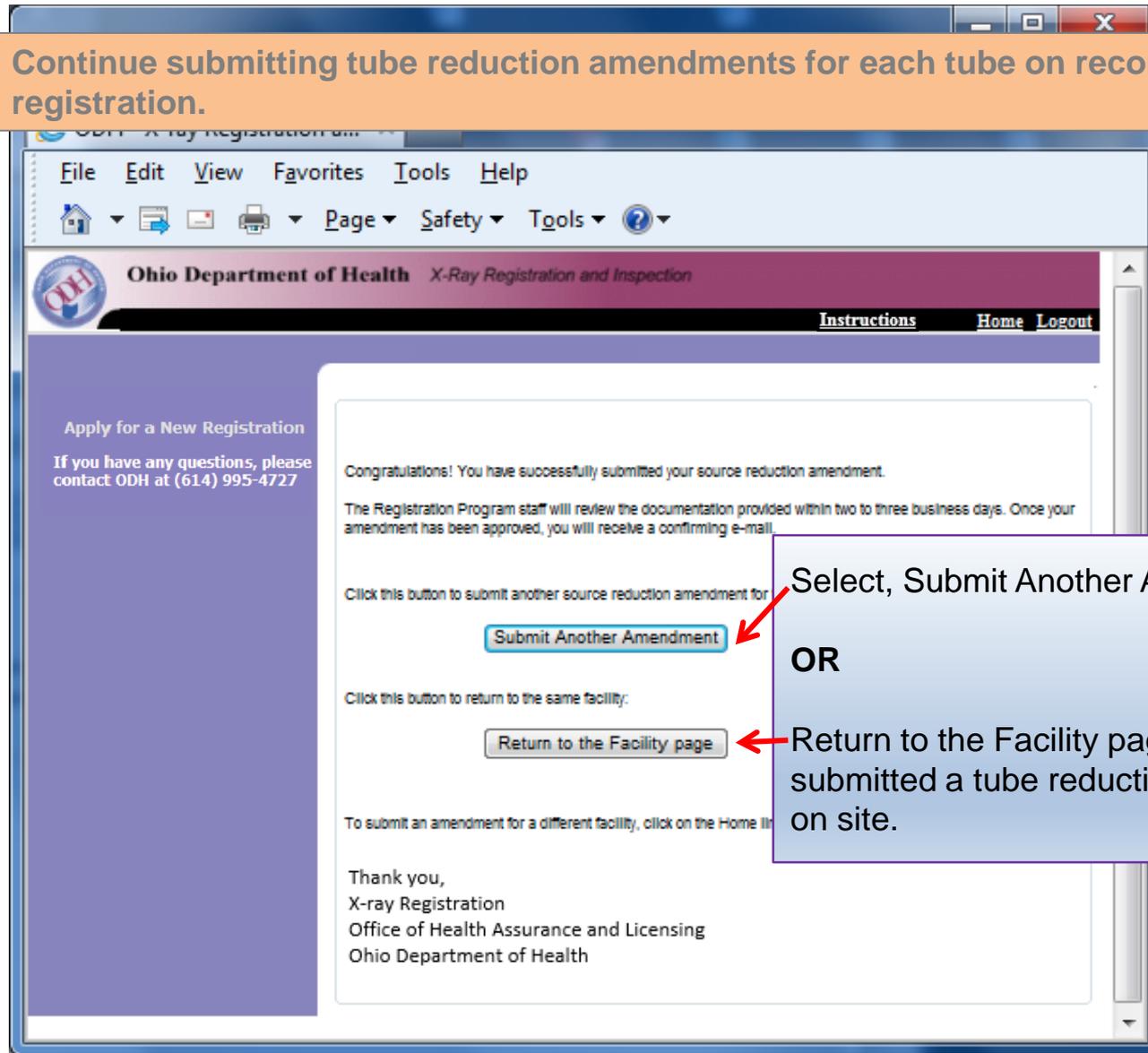
1. Enter the company that **removed** the tube/equipment **or** the new owner information. Complete all fields with appropriate information

2. Enter TERMINATE REGISTRATION in the "Comments" field

3. Select Submit when finished

Terminate Entire Facility's Registration – Step six

Continue submitting tube reduction amendments for each tube on record of this specific registration.



Select, Submit Another Amendment button
OR
Return to the Facility page button once you have submitted a tube reduction for each x-ray tube on site.

Terminate Entire Facility's Registration

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

Terminations are not immediate and may take one to two business days to process. You will receive a confirmation e-mail once the termination has been approved or denied.

From:
Sent:
To:
Subject:

You will also receive a Confirmation of Termination letter mailed to the facility's site address once your record has been terminated.

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 operable 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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