

**State of Vermont**  
**Department of Health**  
Radiological Health  
108 Cherry Street—PO Box 70  
Burlington, VT 05402-0070  
**HealthVermont.gov**

[phone] 802-865-7737  
[fax] 802-865-7745

*Agency of Human Services*

## INSTRUCTIONS FOR THE REGISTRATION OF SOURCES OF IONIZING RADIATION

1. Please complete all applicable sections of the “REGISTRATION OF RADIATION-PRODUCING MACHINES” form and the “APPLICANT’S STATEMENT REGARDING CHILD SUPPORT AND TAXES” form. Both forms must be completed to meet state registration requirements.
2. There is a registration fee of \$85 per x-ray tube.
3. Return both forms to Radiological Health with the invoice and a check in the appropriate amount written out to the Vermont Department of Health. Send to:

**VERMONT DEPARTMENT OF HEALTH**  
**RADIOLOGICAL HEALTH**  
**PO BOX 70**  
**BURLINGTON, VT 05402-0070**

In general, you must register **ALL** x-ray equipment, including portable x-ray equipment and any radioactive materials not licensed by the Vermont Department of Health Radioactive Materials Program.

If you do not have equipment/material to register, **PLEASE INDICATE IN THE BOX IN THE UPPER LEFT CORNER, FILL OUT SECTION ONE AND RETURN THE FORM.** If we do not hear from you, we assume you possess equipment or sources to be registered and will contact you to arrange for an evaluation.

Members of group practices with multiple facilities should fill out a registration form for each separately located facility and return all registration forms and checks together.

To request a radiation survey, please contact our office at [Littia.mann@vermont.gov](mailto:Littia.mann@vermont.gov) or 802-865-7737.

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**VERMONT STATE HEALTH DEPARTMENT**  
**PART 5 CHAPTER 3**  
**RADIOLOGICAL HEALTH**

**Section 5-310. Registration.**

- (a) The owner or person having possession of any source of ionizing radiation except those exempted in Section 5-304, or licensed by the U.S. Nuclear Regulatory Commission, shall register each source with the Occupational Health Division, Vermont State Department of Health, within 90 days following the effective date of this regulation and shall register each new source within 30 days after the acquisition of such source. Registration shall be on forms provided by the Division.
- (b) The registrant shall notify the Division within 30 days after any change in address.
- (c) The owner or person having possession of any source of ionizing radiation not exempted in Section 5-304 shall re-register such source every 3 years upon notification by the Director of the Occupational Health Division.
- (d) No person, in any advertisement, shall refer to the fact that a source is registered with the Division and no person shall state or imply that any activity under such registration have been approved by the Division.

**VERMONT STATUTES ANNOTATED**  
**TITLE 18**

**§ 1652. State radiation control**

- (e) Applicants for registration of X-ray equipment shall pay an annual registration fee of \$85.00 per piece of equipment.
- (f) Fees collected under this section shall be credited to a special fund established and managed pursuant to subchapter 5 of chapter 7 of Title 32 and shall be available to the department to offset the costs of providing services relating to licensing and registration and controlling sources of ionizing radiation.

