

Acquisition and Registration of X-Ray Equipment

Registrants seeking to purchase or acquire X-Ray equipment must either purchase this equipment using the NAU purchasing codes below, or independently contact NAU EH&S for guidance before proceeding. Registration for all Analytical x-ray equipment must be kept on file with the NAU Office of Environmental Health and Safety (EH&S), who will register the equipment with AZRRA. The registrant must be a full time faculty, academic professional, or staff member at NAU who bears overall responsibility for safe use of registered equipment. New equipment must be registered prior to operation. The NAU codes for ordering new x-ray or X-Ray equipment are:

89800	X-Ray/Radiological Equipment (Not Dental) Non Capital <\$5K
89868	X-Ray and Radiological Equipment (Recycled)
89880	X-Ray/Radiological Equipment (Except Dental) Capital >\$5K
89899	X-Ray/Radiological Supplies

All analytical x-ray equipment at NAU must be registered with NAU EH&S, who in turn maintains the required device registrations with AZRRA. All analytical x-ray equipment must be registered to a faculty, academic professional, or staff member of NAU who maintains responsibility for all aspects of safety for the registered equipment. Specific responsibilities of the registrant include:

- a. Registration of new equipment with the Radiation Safety Officer/NAU EH&S within 30 days of receipt and prior to operation.
- b. Ensuring that operators are properly trained and made aware of hazards associated with the equipment prior to operation of the equipment. Required training may require EH&S administered online or in person training for x-ray devices as well as lab specific training administered by the registrant.

Analytical x-ray equipment is registered by contacting the Radiation Safety Officer or NAU EH&S, who will schedule a site inspection/consultation before filing the required equipment registration with AZRRA. Registration shall be completed within 30 days of receipt of new equipment or reconfiguration of existing equipment, and prior to operation of the equipment.

Additional Details on X-Ray Equipment Safety may be found in the NAU [X-Ray Program Manual](#).

Contact and additional program information for NAU EH&S safety personnel and programs is available on the EH&S Website <http://nau.edu/Research/Compliance/Environmental-Health-and-Safety/> or by using the EH&S switchboard email regulatorycompliance@nau.edu or switchboard phone number (928)-523-7288.