

TURN-AROUND TIME OF PLAN APPLICATIONS

- The service target by the X-ray Inspection Service (XRIS) at the Ministry of Health and Long-Term Care (ministry) is a turnaround time of **10 business days** for processing Plan applications **provided that the submission is complete and accurate, containing all of the items in boxes, entitled Part A + B.**
- Applications that are **missing Part B** information may take longer to process (**up to 5 weeks**).
- Applications with incomplete or inaccurate information may be returned unapproved or delayed.
- After submission, **any subsequent changes made to the initial application** (e.g., desired machine make/model) during the evaluation process requires a new application.

WHEN A NEW PLAN APPROVAL IS REQUIRED

According to section 3 of the *Healing Arts Radiation Protection (HARP) Act*, the Director of X-Ray Safety (Director) at the ministry approves all X-ray rooms for appropriate radiation shielding.

Approval is required from the Director with submission of a new schematic floor plan ('Plan') **before**:

1. Installing a new X-ray machine (s. 3(1) of HARP Act); or
2. Making any changes to the **original approved installation Plan** (s. 3(6) of HARP Act). **Examples** of such changes may include, but are not limited to:
 - Replacing or upgrading an existing X-ray machine with a new unit (for example, upgrading from film to digital or from CR to DR technology)
 - Performing any service work or repair which requires a change to the installation of an existing X-ray machine, **excluding** routine maintenance procedures for proper unit operation using original equipment manufacturer (OEM) parts
 - Increasing the usage or anticipated maximum **workload** of the X-ray machine beyond the value approved on the original Plan
 - Making any changes, structural or otherwise, to spaces adjacent to the X-ray room that would alter their usage or increase their occupancy (for example, converting an adjacent X-ray operatory into a reception area).

In general, any upgrade or modification that results in a change to the installation on the basis of which the Director (XRIS) issued the original Plan approval requires a new written approval before the proposed change(s) is made.

HOW TO SUBMIT A PLAN APPLICATION

All completed electronic versions of the Plan, the Forms related to the Plan, and the information listed in **Parts A and B** of this pamphlet may be submitted to xrisplans@ontario.ca with the ministry issued registration number in the subject line.

Note on CT scanners: A letter of designation is required from the Minister (or authorized delegate) **before** installation of a CT scanner (s. 23 of HARP Act). Please contact XRIS for more information.

PART A - MINIMUM REQUIREMENTS

Please submit all three of the following documents to the Director:

1. The Plan (see 'Plan Drawing Requirements' heading)
2. Completed **Form 2** – "Application for Approval of X-ray Installation"
3. One completed **Form 3** – "X-ray Equipment and Shielding Specifications" - **for each X-ray room.**

Note: Please ensure all appropriate areas are signed.

PART B - ADDITIONAL INFORMATION TO EXPEDITE PLAN APPROVAL PROCESS

Submission of the following items with your Plan application, although **not mandatory**, will ensure a prompt review and quicker turnaround time:

1. **Radiation shielding calculations** as per appropriate Health Canada Safety Code, as applied to your facility
2. X-ray machine manual or user guide
3. Image receptor information provided on page 2 of Form 3
4. Scatter radiation data where appropriate
5. Dose linear product numbers (for CT scanners).

X-RAY EQUIPMENT REGISTRATION OCCURS AFTER INSTALLATION

Once the Plan is approved, it will be returned to the applicant via e-mail along with the Director's approval letter and blank copy of **Form 1**.

Please complete and **submit Form 1 within 15 days** of **equipment installation or ownership change** to register your X-ray machine with XRIS.

Please have a **copy of the approved Plan readily available onsite** as part of your facility's records, to be presented to an XRIS inspector for review upon request.

PLAN DRAWING REQUIREMENTS

PLEASE NOTE: Hard-copy Plans are no longer accepted as of October 1, 2013. The conversion to purely electronic processing of Plans is a "green" initiative that exemplifies the Ontario Government's commitment to reduce the carbon footprint of its operations.

1. The Plan is to be submitted in one of the following electronic formats:

- A. Electronic (PREFERRED): either AutoCAD file (.dwg) or Adobe Acrobat Reader file (.pdf); **OR**
- B. Adobe Reader photo-scan file (.pdf) of hard-copy version of the Plan, **IF** the content is fully legible when the PDF is printed on paper no larger than ledger size (11"x17").

Please note: Drawings that conform to professional standards (including architectural, engineering) are recommended, and will expedite review.

2. Include either on the Plan or Form 3, where appropriate, **ALL items listed in section 2 of HARP Act Regulation 543.**

3. Use the following symbols on the Plan **where necessary**:

- "★" to mark doors that should be equipped with self-closing devices.
- "#" to indicate areas that require procedural control to prevent occupancy of the area during an X-ray exposure

4. The Plan must be legible and drawn to a scale of 1:50 or greater.

5. Include owner's name, full address (with postal code), and date on the Plan.

6. **For facilities with existing Plans:** Submit a new (non-recycled) drawing. Recycling a previously approved plan is **unacceptable** as a new submission because the original approved Plan may have ministry annotations (such as 'not approved for CT') which do not apply to the new submission.

Please note: Any Plan that omits requirements **#3 to #6** above will be returned to the sender for rectification, without review.

CONTACT INFORMATION AND LINKS

X-Ray Inspection Service (XRIS)

Ministry of Health and Long-Term Care

1075 Bay Street, 11th Floor, Toronto ON M5S 2B1

Telephone: (416) 327-7937 Fax: (416) 327-8805

Submission of all Plan documents and Forms 1, 2, and 3:

xrisplans@ontario.ca

General inquiries: xris@ontario.ca

As of February 2014, new versions of **Forms 1, 2, and 3** are made available at:

www.forms.ssb.gov.on.ca

Copies of the HARP Act and Regulation 543 can be found at:

www.e-laws.gov.on.ca

Link to **Health Canada Safety Codes:**

<http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/index-eng.php>