

## 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, and the payment of \$360.00 (if appropriate) is received by the ministry.**
- 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, the information listed in **Parts A and B** of this pamphlet and a scanned copy of the certified cheque or money order in the amount of \$360, payable to the Minister of Finance, must be submitted to [xrisplans@ontario.ca](mailto:xrisplans@ontario.ca). After scanning, send the money order by Canada Post or courier to XRIS. See address under Contact Information.

The ministry will NOT release the plan approval until payment (via Canada Post or registered mail) is received at XRIS.

**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 and the ministry is in receipt of the \$360 payment, the following will be emailed to the applicant: (1) the approved Plan, (2) the Director's approval letter and (3) a blank copy of Form 1 ("X-Ray equipment Registration").

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](mailto:xrisplans@ontario.ca)

**General inquiries:** [xris@ontario.ca](mailto: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](http://www.forms.ssb.gov.on.ca)

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

[www.e-laws.gov.on.ca](http://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>