

Instructions for Completing the ARRA-4X

In accordance with R12-1-202.B., the possessor of a non-exempt x-ray machine shall submit the appropriate forms for the registration of the machine within thirty days of installation.

You will need to complete and submit one ARRA-4X for each x-ray unit you are registering. It is preferred that you complete the form electronically using Adobe Acrobat Reader. If you do not have Adobe, it is available free on the Agency's website, www.azrra.gov, under the forms menu. If you are registering multiple units, after completing the form for the first x-ray unit, save to your pc, then just reopen the file, edit sections 5-7 for the subsequent unit(s) and save the form under a subsequent filename. Then print and sign the ARRA-4X(s). If you are a new applicant, submit along with your ARRA-4, shielding information (if required), and your fee payment. Existing registrants may either fax the completed form to 602-437-0705 or if directed by a member of the X-Ray staff, you may scan and submit the signed form as an attachment to an email. A completed example of the 4X form is listed in the X-Ray forms menu.

To complete the form:

1. The facility name and address is the name that appears on your current ARRA-10 (registration form) or if you are a new applicant, the name and address that you entered in parts 1 and 4 of the accompanying ARRA-4 form.
2. Obtain from your current registration or if you are a new applicant, check "new applicant".
3. Enter today's date.
4. Enter your name and title.
5. Indicate the type of X-Ray unit for which this form is registering.
6. Indicate sub-type: (a) stationary means the x-ray unit is installed in a fixed location. (b) mobile means the x-ray unit is mounted on wheels or caster for moving while completely assembled. (c) portable means the x-ray unit is designed to be carried. (d) transportable means the x-ray unit is installed in a vehicle or trailer.
7. Obtain the unit manufacturer's name and the unit model name or model number from the unit and/or the owner's manual. Be sure and indicate how many x-ray tubes are a part of the unit and provide a location for the unit such as a room number or name. Be sure to indicate if this unit replaces a registered unit in your facility and identify the unit you are replacing. In accordance with R12-1-202.C., provide specific information regarding the disposition of any x-ray unit being removed from your registration (to whom and where is it being transferred). Failure to do so will retain your responsibility for any associated fees and the safe operation of the equipment.
8. Sign the form.