



Bureau of Environmental Health and Radiation Protection Individual Responsible for Radiation Protection (IRRP)

(New IRRP cannot self-appoint unless owner of facility)

1. Navigate to the OHID portal <https://ohid.ohio.gov/wps/myportal/gov/ohid/> and **Create a new OHID account** by following the instructions on the screens if you do not already have an established account.
2. Go to **App Store** and then **My Apps** and select the X-ray Registration and Inspection tile for access to your registration.
3. If your OHID email matches the x-ray registration current email on file when you select the X-ray Registration tile, you will be connected to your record(s)**. If you are changing the Individual, then you will need to complete and return the IRRP change form after you have created your OHID account.

Registration Number(s)
Facility Name
New IRRP name
New IRRP facility e-mail
Previous IRRP name
Name and Title of Designated Officer Authorizing IRRP Change
Contact phone number

** if no facility records are found either the email you entered into your new OHID account does not match what is in the X-ray Registration and Inspection database and you would need to either correct in your OHID account or submit the change form to use with your new email address; or you are not the IRRP on record and would need to submit the IRRP Change form HEA5526 ([link](#)) before gaining access to your record(s).

To update the facility's email address and keep the current IRRP, please complete this section.

Registration Number(s)
Facility Name
New IRRP facility email