



**VIRGINIA DEPARTMENT OF HEALTH
OFFICE OF RADIOLOGICAL HEALTH**

109 Governor Street, Room 730
Richmond, Virginia 23219

NON MEDICAL X-RAY EQUIPMENT CHECKLIST

For Registration of New Facilities/Equipment or for
Recertification of Existing Facilities

Please use the checklist below to assist with gathering all necessary materials prior to mailing them into our office:

- REGISTRATION FORM (RHF-3) COMPLETED AND SIGNED

- INSPECTION COMPLETED OR SCHEDULED

(The Office of Radiological Health at VDH will accept the initial inspection performed by the manufacturer if this is a newly installed unit)

- RADIATION SAFETY TRAINING FOR ALL OPERATORS

(Must provide documentation listing type of training and hours received for each operator)

- If Dosimetry is not required, provide documentation from manufacturers or inspector that operator will not receive greater than 10% of the annual dose allowed.

- OPERATORS LIST

(Must contain the name of each person that will operate the equipment)

Information and forms about all the requirements are available on our website at

www.vdh.virginia.gov or can be requested from the Virginia Department of Health, Office of Radiological Health by calling [\(804\) 864-8150](tel:8048648150) or [\(800\) 468-0138](tel:8004680138).

