



VIRGINIA DEPARTMENT OF HEALTH  
OFFICE OF RADIOLOGICAL HEALTH  
109 Governor Street, Room 735A  
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 (RH-F-3) COMPLETED AND SIGNED
- INSPECTION COMPLETED OR SCHEDULED  
(The Office of Radiological Health at VDH will accept inspections performed by a Virginia approved inspector or an Office of Radiological Health X-ray Compliance Officer)
- RADIATION SAFETY TRAINING FOR ALL OPERATORS  
(Must provide documentation listing type of training and hours received for each operator)
- DOSIMETRY WAIVER DOCUMENTATION (if applicable)  
(Documentation from the manufacturer or inspector that states operators will not receive greater than 10% of the annual dose allowed and filed with VDH)
- OPERATORS LIST (RH-F-44)  
(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](http://www.vdh.virginia.gov) or can be requested from the Virginia Department of Health, Office of Radiological Health by calling (804) 864-8150 or (800) 468-0138.