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.