



State Use Only
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## APPLICATION FOR REGISTRATION OF SERVICES

### 1. APPLICANT INFORMATION

NAME OF COMPANY OR INDIVIDUAL:			
STREET ADDRESS:			
CITY:	COUNTY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:		
EMAIL: (username @ domain.com)			

### 2. GENERAL INFORMATION FOR SERVICES OR SERVICING PROVIDED (CHECK ALL APPROPRIATE BOXES)

- MACHINE ASSEMBLY, REMOVAL, REPAIR     SALES OR DEMONSTRATION     MACHINE LOAN OR LEASE
- FILM PROCESSING/SUPPLIES     PERSONNEL DOSIMETRY SERVICES     SURVEY INSTRUMENT CALIBRATION
- SHIELDING DESIGN     GENERAL HEALTH PHYSICS CONSULTING     RADIOACTIVE SOURCE SERVICES
- MQSA MEDICAL PHYSICIST     RADIATION MACHINE EVALUATION (< 1 MeV) DIAGNOSTIC ENERGIES
- THERAPY MACHINE EVALUATION (Orthovoltage and  $\geq$  1 MeV)     OTHER (LIST) \_\_\_\_\_

### 3. APPLICANT CERTIFICATION

By signing this application, I affirm that I have read and understand the requirements of 64-CSR-23, Sections 5.4, 5.5 and 5.9

I understand that, among other applicable provisions of these regulations,

- The filing of a radiation machine assembly report with the WV Radiological Health Program is not a substitute for filing a federal (FDA 2579) form or in lieu of other notifications for the location of the installation or removal of a machine;
- Notification is required in writing within 10 days after any change which renders the information on this application no longer accurate, except upon application for renewal which must be made two weeks prior to expiration three years from the date of registration; and
- No individual will perform services or servicing which are not specifically stated above on the notification of registration; and
- No person shall make, sell, lease, transfer, lend or install x-ray equipment or radioactive material sources or auxiliaries and supplies necessary for the safe operation of such equipment unless such supplies and equipment, when placed in operation and use, will meet the requirements of the State of West Virginia Radiological Health Rule (64-CSR-23). Penalties may be assessed for failure to comply with the above regulations may result in modification, suspension or cancellation of registration and/or the imposition of substantial fines.

AUTHORIZED SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_



## APPLICATION FOR REGISTRATION OF SERVICES AND SERVICING

1. Complete RHP Form 3R by using black ink and filling in all information requested to include the name of individual or company applying for registration of services or servicing or proposing to offer services in West Virginia.
2. List street address, city, county, state and zip code for mailing any agency- and regulatory-related correspondence.
3. List telephone number(s), fax number and email contact.
4. Identify any and all services to be provided to facilities in West Virginia by checking appropriate categories.
5. If applying for shielding design, medical physicist, health physics consulting or radiation machine assembly: include a resume with highest level of education and/or description of qualifications, experience equivalent to one year of experience for assembly or consultation (and/or supervision by a qualified expert) for each type of radiation machine-related service for which you are applying.
6. If applying as a medical physicist providing services to mammography facilities in West Virginia: please check MQSA Medical Physicist and include board certification, list all qualifications according to 64-CSR-23.7.11c.6, include a list of facilities where services are provided by name, address or FDA Site ID, and include a current summary of CEU credits obtained.
7. If applying for services involving the calibration of radiation monitoring devices, the use or testing of radiation producing devices, please list: the type of calibration (radioactive sealed source and leak test results if applicable), the type of radiation monitoring used, dosimetry company and frequency of exchange. For testing radiation machines or monitoring radiation exposures with portable survey equipment: identify the make, model and calibration of the instruments used.
8. If applying for sales and/or demonstration of portable radiation producing devices on human subjects: please note that registration is required prior to offering to provide such services and notification for in-State demonstrations should include the type of radiation machine, intended purpose and location. Notice shall be made at least three days prior to using devices under the supervision of a licensed practitioner of the healing arts, with other requirements of 64-CSR-23, Section 5.3 and Section 7, Appendix B notwithstanding.
9. Sign and date the application. Keep a copy of your application and mail correspondence to the address below:

WV Department of Health and Human Resources  
Bureau for Public Health  
Office of Environmental Health Services  
Radiological Health Program  
Capitol and Washington Streets  
1 Davis Square, Suite 200  
Charleston, WV 25301-1798

10. Enclose the registration fee (\$120) with your application. Checks are payable to BPH. [  check enclosed?]
11. If you have any questions, please contact the Radiological Health Program (304) 558-6770  
[http://www.wvdhhr.org/rtia/radiological\\_health.asp](http://www.wvdhhr.org/rtia/radiological_health.asp)

The West Virginia Legislature instituted revisions to the Radiological Health Rule in Title 64, CSR Chapter 23. This new Law became effective July 1, 2001 and is available from the Secretary of State's Office at (304-558-6000) or via the internet at [www.wvsos.com](http://www.wvsos.com), search CSR to find the Radiological Health Rules, 64-23.