

Radiology Compliance Branch
RADIATION PROTECTION SECTION



Division of Health Service Regulation • N.C. Department of Health and Human Services

**Application for Registration of Radiation Services-
Sales**

[Email saved or scanned application to: xrayservice@dhhs.nc.gov](mailto:xrayservice@dhhs.nc.gov)

Company Information:

Company Name		Registration # (existing only)		Registration Status*	
Street Address		City		State	Zip
Registration Contact Name	Phone Number		Email Address		
Owner's or Most Responsible Person's Name(s)					

*Please insert **Registration Status:** Initial (never registered) Existing (currently registered) Reinstated (previously registered)

Billing Information

Billing Company Name		Billing Contact		Billing Email	
Billing Street Address		City		State	Zip

Check each applicable sales category

Medical (Radiographic)	Dental (Intraoral)	Industrial/Analytical
Medical (Fluoroscopic)	Dental (Extraoral)	Accelerator
Medical (Therapy)	Dental (Hand-held)	CT Scanner
Veterinary (All Types)	Personnel Dosimetry	Other (Specify below)

Give a brief description of the types of equipment your company sales



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Requirements for Sales of Radiation Machines and Machine Components

Each individual conducting sales of radiation machines or components under your company registration must be familiar with the rules and regulations which govern use of radiation machines in North Carolina. This includes, but is not limited to individuals engaged in direct, internet or and mail-order sales of radiation machines or components.

Radiation machines and machine components offered for sale must meet the applicable requirements of 10A NCAC 15 NC Regulations for Protection Against Radiation.

The obligation of the sales person is to notify their clients of the proper rules and regulations when purchasing an x-ray producing machine for use in North Carolina including:

1. Location of online regulations and guidance found at www.ncradiation.net
2. Prior to installation of a radiation-producing machine, a shielding plan may be required to be performed by a company registered with this agency.
3. Once the client has received a written acknowledgment of the shielding plan from NC RPS, the machine can be installed as specified in the plan.
4. After installation, the machine must be registered with this agency within thirty (30) days of initial operation of the machine.
5. When applicable, an area radiation survey shall be performed within thirty (30) days of initial operation of the machine by a company registered with this agency to perform such services.

Requirements for Sales of Personnel Dosimetry Service

Personnel dosimetry service offered must be accredited from the National Voluntary Laboratory Accreditation Program (NVLAP) of the National Institute of Standards and Technology.

THE LEGAL OWNER, RADIATION PROTECTION REPRESENTATIVE OR AUTHORIZED DESIGNEE MUST SIGN AND CERTIFY ALL INDIVIDUALS CONDUCTING SALES UNDER THIS REGISTRATION WILL COMPLY WITH THE REQUIREMENTS FOR SALES OF RADIATION MACHINES AND COMPONENTS.

Signature (You may type your full legal name in place of a written signature)	Date
Print Name	Title

