



Radiation Protection Licensing Guidance Tool

EITHER

Call: (202) 741-7686

NOTE: If needed, Language Access will be available

OR

NO

E-mail:

radiation.protection@dc.gov

For a business license: Contact Department of Licensing and Consumer Protection

All New facilities must obtain a Certificate of Need (CON) letter from DC Health/ SHPD & Certificate of Occupancy (C of O) from the Department of Buildings.

CANNOT proceed licensing without these certificates.

Practitioner new to the District /or unlicensed



Do you have a current business license

AND Have you contacted the
Radiation Protection Division?

YES

Do you have a Shielding Plan for all radiation producing devices (including handheld devices)?

devices)?

NO

Must contact a Health Medical Physicist (a list will be provided) to determine if a Shielding Plan is needed. A shielding plan determines if the area/space, the radiation producing devices will be located, is appropriate and does not pose any safety concerns.



Upload the Shielding Plan document to radiation.protection@dc.gov
as well as request an inspection for a Radiation Producing Machine License

YES

Go to:

to complete an application for Radiation Producing Machine License

YES

Once devices are installed **AND** application is reviewed/approved, Radiation Protection team will conduct an initial inspection:

- · Testing the devices, and
- Inquire/seek documentation regarding
 - » formal staff training
 - » dosimetry documents, and
 - » standard operating policies

License(s) will be issued once application is in Salesforce with the appropriate payment and approved.

NOTE: Radiation producing devices and facility will be inspected/licensed every two years. **NOTE:** Radiation Suppliers must be licensed with the Radiation Protection Division.

