



# Application for Registration and Instructions for

## **RTF Therapeutic X-Ray Equipment Facility** RI General Laws Chapter 23-1.3

Registrant Name: \_\_\_\_\_

Registration Number: RTF

Reason for application (Please check all that apply):

1. Initial Registration
2. Change of address: What is your current registration number: \_\_\_\_\_
3. Change of ownership: What is your current registration number: \_\_\_\_\_
4. Registrant Name Change: \_\_\_\_\_

<b>For Agency Use Only</b>	Category: <u>RTF</u> Registration No.: _____      Conditions: _____
	Reviewed By: _____      Date: _____      Amount Paid: _____
	Number of Active X-Ray Tubes: _____      Number of X-Ray Tubes in Storage: _____



**State of Rhode Island**  
Department of Health

**INSTRUCTIONS**

- Please answer all questions. Do not leave blanks. Incomplete forms will be returned to you and your registration will not be issued. Please use a ball point pen.
- The fee for this registration application is \$250 made payable to: RI General Treasurer
- Sign the completed application and return to:

Radiation Control Program  
Center for Health Facilities Regulation  
Rhode Island Department of Health  
3 Capitol Hill, Room 305  
Providence, RI 02908-5097

- If you have any questions concerning this application, call the Radiation Control Program at (401) 222-2566.
- Registration application materials are public records as mandated by Rhode Island law and may be made available to the public, unless otherwise prohibited by State or Federal law.

**Processing:** For expedited processing of your registration, a valid email address must be provided wherever requested.

**Attachments:** X-Ray Facility registration applications require an attached shielding plan and evaluation. Please label and staple each separate attachment and securely affix any and all attachments to this application.

**Postage:** The amount of postage required for mail delivery will vary depending upon the total weight of your attachment(s) and application. Please be careful to include the appropriate postage necessary to mail your completed application.

**Please complete the following:**

<p><b>Facility Supervisor Information:</b> Please provide the name of the Facility Supervisor for this facility.</p>	<p>Name: _____</p> <p>Registration Number: (MD, DO) _____</p> <p>Email Address: _____</p> <p>Phone Number: _____</p>
<p><b>Individual Responsible for Radiation Protection:</b></p>	<p>Name: _____ Phone Number: _____</p> <p>Title: _____ Email Address: _____</p>

<p><b>Facility Name:</b> Please provide the name of the facility (as known to the public).</p>	<p>Name: _____</p>
<p><b>Facility Contact Person:</b> Please provide the name and telephone number of a person we can contact concerning this facility.</p>	<p>Name: _____</p> <p>Email Address: _____</p> <p>Phone Number: _____</p>



**State of Rhode Island**  
Department of Health

<p><b>Facility Mailing Information:</b></p> <p>Please provide the mailing information for all communication regarding this registration.</p> <p><b>(Not published on HEALTH website).</b></p>	Address Line 1 _____ Address Line 2 _____ Address Line 3 _____ Address City, State, Zip Code _____ Address Country _____ Phone: _____ Fax: _____ Email Address: _____									
<p><b>Facility Location Information:</b></p> <p>Please provide the location information for this facility.</p> <p><b>(Published on HEALTH website)</b></p>	Address Line 1 _____ Address Line 2 _____ Address Line 3 _____ Address City, State, Zip Code _____ Address Country _____ Phone: _____ Fax: _____ Email Address: _____									
<p><b>Ownership Type:</b></p> <p>Please check ONE</p>	<table style="width:100%; border: none;"> <tr> <td style="width:33%; text-align: center;">Corporation</td> <td style="width:33%; text-align: center;">Limited Liability Company</td> <td style="width:33%; text-align: center;">Partner</td> </tr> <tr> <td style="text-align: center;">Governmental Entity</td> <td style="text-align: center;">Sole Proprietorship</td> <td></td> </tr> <tr> <td style="text-align: center;">Partnership</td> <td style="text-align: center;">Limited Partnership</td> <td></td> </tr> </table>	Corporation	Limited Liability Company	Partner	Governmental Entity	Sole Proprietorship		Partnership	Limited Partnership	
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Governmental Entity	Sole Proprietorship									
Partnership	Limited Partnership									
<p><b>Ownership Information: (Registrant)</b></p> <p>Please provide ownership information for the Sole Proprietorship, Partnership, Limited Partnership, Corporation, Limited Liability Company or Governmental Entity.</p>	Name: _____ (Registration Holder)  DBA: _____									
<p><b>Ownership Address Information:</b></p> <p>Please provide the address and telephone number(s) of the Sole Proprietorship, Partnership, Limited Partnership, Corporation, Limited Liability Company or Governmental Entity.</p>	Address Line 1 _____ Address Line 2 _____ Address Line 3 _____ Address City, State, Zip Code _____ Phone: _____ Fax: _____ Email Address: _____									



### State of Rhode Island Department of Health

<b>Qualified Medical Physicist:</b>	Name: _____  RI Registration #: <u>RPS</u> _____																																																																																																																																																																																																																																																					
<b>Therapeutic Radiation Machines utilized at the Facility Are:</b>  Please select all applicable items.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li><u>00.</u> None – Equipment Stored Number of Tubes: _____</li> <li><u>41.</u> 5-50 kV System Number of Tubes: _____</li> <li><u>42.</u> &gt;50 and &lt;500 kV System Number of Tubes: _____</li> <li><u>43.</u> Photon Therapy System Number of Tubes: _____</li> <li><u>44.</u> Electron Therapy System Number of Tubes: _____</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li><u>45.</u> Electronic Brachytherapy Number of Tubes: _____</li> <li><u>46.</u> Simulator - R/F Number of Tubes: _____</li> <li><u>47.</u> Simulator - Cone Beam CT Number of Tubes: _____</li> <li><u>48.</u> Other Unit(s) (Specify) : _____ Number of Tubes: _____</li> </ul> <p>Total Number of Tubes : _____</p> </td> </tr> </table>	<ul style="list-style-type: none"> <li><u>00.</u> None – Equipment Stored Number of Tubes: _____</li> <li><u>41.</u> 5-50 kV System Number of Tubes: _____</li> <li><u>42.</u> &gt;50 and &lt;500 kV System Number of Tubes: _____</li> <li><u>43.</u> Photon Therapy System Number of Tubes: _____</li> <li><u>44.</u> Electron Therapy System Number of Tubes: _____</li> </ul>	<ul style="list-style-type: none"> <li><u>45.</u> Electronic Brachytherapy Number of Tubes: _____</li> <li><u>46.</u> Simulator - R/F Number of Tubes: _____</li> <li><u>47.</u> Simulator - Cone Beam CT Number of Tubes: _____</li> <li><u>48.</u> Other Unit(s) (Specify) : _____ Number of Tubes: _____</li> </ul> <p>Total Number of Tubes : _____</p>																																																																																																																																																																																																																																																			
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<b>Shielding Evaluation</b>	Therapeutic radiation machines also require submission of a shielding evaluation and documentation of compliance with § 5.9 of 216-RICR-40-20, <i>Radiation</i> for each location/unit. <i>[Continue on plain 8½" by 11" paper if necessary.]</i>																																																																																																																																																																																																																																																					



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**Operating Personnel:** Identify all individuals who will be authorized to operate the therapeutic radiation machine(s). Provide documentation of compliance with § 5.3.5 of 216-RICR-40-20, *Radiation* for each individual.  
*[Continue on plain 8½" by 11" paper if necessary.]*

**Dosimetry Service:** Identify the dosimetry service provider to be used at the facility:

**Acknowledgements**

I am aware of Chapter 23-1.3 of the General Laws of Rhode Island, 1978, as amended, and the standards, rules and regulations prescribed thereunder, which regulate the operation of this facility.  
I acknowledge that authorized representative of the Agency shall, in conformity with the authority continued under Chapter 23-1.3 of the General Laws of Rhode Island, as amended, have the right to enter without prior notice to inspect the entire premises and services, including all records of any facility/residence.

**FEIN Number:** Pursuant to Chapter 76 of Title 5 of the Rhode Island General Laws, as amended, any person applying for or renewing any registration, permit, or other authority to conduct a business or occupation within Rhode Island must have filed all required state tax returns and paid all taxes due the state or must have entered into a written installment agreement to pay delinquent state taxes that is satisfactory to the Tax Administrator.  
(Federal Employer Identification Number)  
Please provide below SSN/FEIN for this registration:  
**Note: If you are a sole proprietor this number may be your Social Security Number.**  
SSN/F.E.I.N. Number: \_\_\_\_\_

**Affidavit of Applicant**  
Read, sign, and date this affidavit.

**AFFIDAVIT AND SIGNATURE**

**This Application Must be Signed by the Facility Supervisor**

**I have read carefully the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of this Registration in the State of Rhode Island.**

**I understand that this is a continuing application and that I have an affirmative duty to inform the Rhode Island Department of Health of any change in the answers to these questions after this application and this Affidavit is signed.**

**I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have either paid all taxes due the state or have entered into a written installment agreement with the Rhode Island Division of Taxation.**

\_\_\_\_\_  
**Signature of Authorized Person**

\_\_\_\_\_  
**Date of Signature (MM/DD/YY)**

\_\_\_\_\_  
**Printed Name of Authorized Person**

\_\_\_\_\_  
**Title of Authorized Person**

**Furnishing the SSN and/or FEIN is mandatory. The SSN and/or FEIN will be transmitted to the Rhode Island Division of Taxation pursuant to Chapter 76 of Title 5 of the Rhode Island General Laws, as amended.**