

X-Ray Shielding Design Services Checklist

Instructions.

Visit the "Requesting x-ray shielding design services" webpage for more information. Complete this checklist. Attach additional documents as needed.

Administrative Information

	Requesting organization	
	Requesting organization POC	email:
		phone:

Facility Information

	Attach floor plans of each room where an x-ray device is used.
	Include all room dimensions.
	Include location of x-ray device.
	Include location of person/object being x-rayed.
	Include layouts of all rooms adjacent (including those above and below) to the room where an x-ray device is used.
	Include composition of all walls, floors, and ceiling as applicable.
	Attach other facility information as applicable.

Device and Procedure Information

	For each device attach or include the following information:	
		Manufacturer and model
		User's manual of each device
		Field reports of each device (if available)
		Prior surveys or design reports for each device (if available)
		Number of images taken per week
		Beam orientation
		Beam "on-time" per image

Other Information

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