

**Checklist for Installation / Sale of
Electronic X-Ray Generating Equipment to Maine Clients**

- _____ Client has been provided with or directed to web site containing the State of Maine X-ray Unit Registration Instructions
- _____ Client has been advised to contact State of Maine Radiation Control Program for regulatory guidance
- _____ Client has been advised that the facility must be registered with State of Maine **PRIOR** to placing unit in service
- _____ Client has been advised that x-ray machine must be registered with State of Maine **PRIOR** to placing unit in service
- _____ Client has been advised to obtain a radiation shielding design (plan) from a Maine Qualified Expert (aka Physicist) and to submit it to the State of Maine's Radiation Control Program for review **PRIOR** to applying for unit registration.
- _____ Client has been provided with the phone number for the State of Maine's Radiation Control Program
- _____ Client has been informed operating x-ray units prior to registrations may incur fines and or late fees.
- _____ Client has received a copy of form FDA 2579, "Report of Assembly of a Diagnostic X-Ray System", or equivalent notification for industrial or veterinary assembly.
- _____ Vendor/Assembler has sent form FDA 2579 (or equivalent for industrial or veterinary assembly) to State of Maine's Radiation Control Program

Maine Radiation Control Program Rules Relating to Radiation Protection:
<https://www.maine.gov/sos/cec/rules/10/ch220.htm>

State of Maine Radiation Control Program X-ray Page: (online registration, general information, and forms)
<https://www.maine.gov/dhhs/mecdc/environmental-health/rad/xray/hp-xray.htm>

Direct link to online registration application for x-ray machines:
https://licensing.web.maine.gov/cgi-bin/online/licensing/begin.pl?board_number=8000

IMPORTANT: *Any facility which operates their X-ray unit prior to submitting complete registration application packages, (radiation shielding assessments, state registration forms, registration fees), is subject to fines of up to \$800 for each use prior to registration.*

Contact Information:
(Main contact number/email): X-ray Section, 207-287-5676 / radiation.dhhs@maine.gov
(Backup contacts/emails): Bob Stilwell, 207-287-5719 / bob.stilwell@maine.gov or
Dan Quesada, 207-287-5673 / Daniel.Quesada@maine.gov