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## **Notice of X-Ray Unit Registration Requirements in Maine**

Please be advised of the following registration and safety requirements for operating x-ray producing equipment in the State of Maine:

### **Per the State of Maine Rules Relating to Radiation Protection (Part F):**

<https://www.maine.gov/sos/cec/rules/10/ch220.htm>

#### **Part F.3.B. Shielding Requirements and Plan Review.**

(1) **Prior to initial operation**, shielding requirements including floor plans and equipment arrangement of all new installations, or modifications of existing installations, utilizing x-rays for diagnostic or therapeutic purposes shall be submitted to the Agency. The required information is denoted in Appendices A and B of this part.

(2) The applicant shall utilize the services of a Radiological Physicist (Maine Qualified Expert) **to determine the shielding requirements prior to plan review and approval by the Department.** In determining the shielding requirements for dental x-ray facilities, the Department may authorize other professionals, providing their qualifications justify such an authorization.

Go to the X-ray Section website for the link to the current list of Radiological Physicists also called Qualified Experts:

<https://www.maine.gov/dhhs/mecdc/environmental-health/rad/xray/hp-xray.htm>

#### **Part F.3.C Initial and Periodic Survey**

Except for bone densitometry, dental (not veterinary dental), mammographic and podiatric x-ray machines, all new facilities and existing facilities adding new machines shall have a survey made by a Qualified Expert within 30 days. Dental and podiatric machines shall be inspected within 12 months of installation. Bone densitometry and Mammographic machines shall be inspected by a Qualified Expert prior to operation. In addition, such surveys shall also be done after any change in the facility or equipment which might cause a significant increase in radiation hazard. See F.4. **A copy of the survey report shall be transmitted by the registrant** to the Agency within 30 days of receipt of the report. The report can be sent by upload (preferred), email, fax or USPS.

Go to the X-ray Section website for the link to the current list of Radiological Physicists also called Qualified Experts:

<https://www.maine.gov/dhhs/mecdc/environmental-health/rad/xray/hp-xray.htm>

#### **Part F.3.E. Applications for Registration of Radiation Machine Facilities.**

(1) Each person having a radiation machine facility shall apply for registration of such facility with the Agency following the effective date of these regulations or thereafter **prior to the operation** of a radiation machine facility. Application for registration shall be completed on form HHE 805 "X-Ray Registration Form" furnished by the Agency and shall contain all the information required by the form and accompanying instructions.

For a registration form, send an email to [radiation.dhhs@maine.gov](mailto:radiation.dhhs@maine.gov) or click the link below:

<https://www.maine.gov/dhhs/mecdc/environmental-health/rad/documents/forms/hhe-805-radiation-machine-registration.pdf>

#### **Industrial or Safety Screening X-ray machines:**

Additional requirements for industrial or safety screening x-ray machines are found in the State of Maine Rules Relating to Radiation Protection (Part H):

<https://www.maine.gov/sos/cec/rules/10/ch220.htm>

Please call 207-287-5676 or email the Maine Radiation Control Program - X-Ray Section at [Radiation.dhhs@maine.gov](mailto:Radiation.dhhs@maine.gov) for assistance in registering your x-ray machine. Failure to do so may result in fines and or late fees.

Additional guidance on getting and keeping a facility or x-ray machine registration; and instructions on how to find and complete the online application to register an x-ray machine, is available from the X-ray Section by emailing to [Radiation.dhhs@maine.gov](mailto:Radiation.dhhs@maine.gov).