



Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention
11 State House Station
286 Water Street
Augusta, Maine 04333-0011
Tel: (207) 287-8016; Fax (207) 287-2887
TTY: Dial 711 (Maine Relay)

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/rulemaking/agency-rules/radiation-protection-regulations>

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/services/radiation-control-nuclear-safety/x-ray-licensing>

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. Periodic surveys shall be made by a Qualified Expert at one, 2, 3 or 5 year intervals depending on facility type; and 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/services/radiation-control-nuclear-safety/x-ray-licensing>

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 or call 207-287-5676.

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/rulemaking/agency-rules/radiation-protection-regulations>

Please call 207-287-5676 or email the Maine Radiation Control Program - X-Ray Section at Radiation.dhhs@maine.gov for assistance in registering your x-ray machine. Failure to do say 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.