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To : Maine Certified Radiation Physicist's
From : Maine Radiation Control Program
Subject : Electronic Documents

Effective immediately, as part of an effort to streamline state operations by reducing routine administrative tasks while also reducing paper usage and disposal, Maine's Radiation Control Program is now requiring documents, such as instrument/facility inspection reports, radiation shielding plans, and corrective action reports etc, to be sent to our office via either email in a "Word" or "Adobe Acrobat" compatible format, or CD ROM.

The department realizes that receiving, sorting, delivering, reviewing, storing and discarding paper records are all activities of low value and high waste. The state's current fiscal difficulties make it more important than ever to do whatever is possible to reduce waste in time, effort and resources. Although there may be situations in which a "hard copy" may be still necessary, transitioning to electronic format for the vast majority of records and communications should increase operational efficiency.

In cases (such as diagrams for shielding plans) where an electronic record is either not possible or excessively inconvenient, paper copies will be accepted, however we urge all to keep paper records to a minimum. Exeptions will also be made in the event a facility is not capable of receiving and or viewing electronic files from their contracted inspecting Physicist, but we believe that these cases will be few. It will continue to be the responsibility of all facilities to maintain a copy (electronic or paper) of all such records so that they would be available during an unannounced inspection by the state.

We appreciate your cooperation and believe you will find electronic reporting and communications to be a logical, cost effective, timely and waste minimizing alternative.

If you have any questions concerning this content of this notice, please contact this office at 207-287-5673.

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