



Department of Health and Human Services
Maine Center for Disease Control and Prevention
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To : Those Installing / Selling X-Ray Units to Clients in Maine
From : State of Maine Radiation Control Program
X-Ray Section
Subject : Registration of X-Ray Services

Please be advised that all clients who purchase electronic x-ray generating equipment (including instruments for which there is no 2579 form) must register their units with our department **PRIOR** to using them.

While the Federal 2579 form tells us the x-ray unit was installed properly and allows us to feel comfortable about the unit being placed in service prior to inspection by state certified physicists, our state registration forms must still be completed by a facility representative prior to use.

Due to frequent instances of facilities delaying or not being aware of the requirement to register their units with our department, we are also now requiring installers to provide state registration information to their clients. In fact, to not do so would be doing them a disservice. If you *choose* to provide them with registration forms, they can be found and printed out from our program's web site at: www.maineradiationcontrol.org.

The required registration forms are:

[Annual X-Ray Registration](#) (HHE-804)

[Registration of Radiation Machine](#) (HHE 805). (please check periodically for revisions)

Our office can assist the client in filling out these forms. The state contact person is steven.sprenzel@maine.gov 207-287-5673. If you do not wish to provide them with our registration forms (this is optional) then you can simply print off and hand them the checklist below and instruct them to contact the State of Maine's Radiation Control Program (**prior to operating**) the unit for assistance in the registration process.

Also remember that loaned, leased or demo equipment are also subject to inspection and registration requirements. Lastly, all hand held electronically generated x ray units have specific usage requirements in Maine. It is highly advisable that you instruct those purchasing such units to contact us **prior to purchase**. All clients should be referred to this office for regulatory guidance.

Please call or email me (steven.sprenzel@maine.gov 207-287-5673) if you have any questions.

Steve Sprengel
Radiation Protection Specialist
State of Maine Radiation Control Program
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Checklist for Installation / Sale of Electronic X-Ray Generating Equipment to Maine Clients

- _____ Client has been provided with or directed to web site containing State of Maine Registration Forms
- _____ Client has been advised to contact State of Maine Radiation Control Program for regulatory guidance
- _____ 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 call State of Maine's Radiation Control Program to determine if radiation shielding requirements need to be assessed by a Maine Certified Physicists **PRIOR** to operating unit.
- _____ 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.

Maine Radiation Control Program Rules Relating to Radiation Protection:

<http://www.maine.gov/dhhs/eng/rad/rules.htm>

State of Maine Radiation Control Program Page: (general information and forms)

http://www.maine.gov/dhhs/eng/rad/Xray/hp_xray.htm

Contact Information:

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