



FREQUENTLY ASKED QUESTIONS (FAQ)

NMED RCB RADIATION PROTECTION PROGRAM TOPICS

www.nmenv.state.nm.us/nmrcb/home.html

1. How do I get a copy of the New Mexico state radiation protection regulations?
 - The New Mexico state regulations (20.3 NMAC) for radiation control may be downloaded from the Radiation Control Bureau web site:
http://www.nmcpr.state.nm.us/nmac/_title20/T20C003.htm
2. How can I get a copy of my radiation exposure history?
 - The occupational exposed workers may request a copy of their radiation monitoring records by contacting the Radiation Safety Officer for their current or previous employers at any time to request a copy of their radiation exposure records. It is recommended that occupationally exposed workers maintain a copy of their radiation exposure records to track their lifetime history or concurrent radiation exposure which may be requested by a new employer. For more information about the Notices, Instructions and Reports to Workers, please review the New Mexico Radiation Protection Rules (20.3.10 NMAC) and the Notice to Employees posted on the Radiation Control Bureau web site:
http://www.nmenv.state.nm.us/nmrcb/documents/NMED045_08.pdf
3. I am building a new office for the use of radiation machines. What do I need to do?
 - Prior to construction a shielding plan review document including calculations from a qualified expert registered with the Bureau; and a cover letter from the user of the radiation machine(s) should be sent to the Radiation Control Bureau with explanations for: (a) the scope of use, (b) the intended start date and (c) reference to a scale drawing to indicate the barrier thickness, materials, use and occupancy of adjacent areas. When the machines are installed, maintain copies of the machine assembly or installation report and obtain a radiation machine registration form. A machine must be registered prior to use. The radiation machine facility registration form may be downloaded from the Bureau web site. Instructions are available on the Radiation Control Bureau web site:
<http://www.nmenv.state.nm.us/nmrcb/radmach.html>
4. I am adding, disposing or moving my radiation machine(s) to a new location. What do I need to do?
 - Immediately notify the Bureau in writing to indicate the replacement, or addition of new machines, and the disposition of all machines used at the previous location; follow instructions in FAQ no. __ (3) if relocating to a new street address.

5. I am providing (consulting, machine installation, sales, machine disposal or repair, dosimetry, leasing or loan) or other services to a radiation machine facility in New Mexico. What do I need to do?
 - Vendor services must be registered according to the New Mexico Radiation Protection Rules (20.3.204 NMAC) prior to offering to provide services. Contact Edward Vigil (505) 222-9517 or use the application for registration posted on the Radiation Control Bureau web site: <http://www.nmenv.state.nm.us/nmrcb/radserv.html>
6. I would like to use radioactive materials in New Mexico. What do I need to do?
 - Use the application with instructions for radioactive materials posted on the Radiation Control Bureau web site: <http://www.nmenv.state.nm.us/nmrcb/ram.html> Refer to the New Mexico Radiation Control Rules (20.3 NMAC) and license guidance in NUREG 1556 <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/>
7. I received an invoice for the annual radioactive materials license fee. I believe my business may qualify as a small entity. What is the fee and who is the check to be made payable to?
 - To certify that a company meets the IRS definitions of a small entity based on the EIN (federal employer tax ID number), please use the RCB Form 526 posted on the Radiation Control Bureau web site: <http://www.nmenv.state.nm.us/nmrcb/documents/SmallEntityRPPForm526.doc>
 - If the company qualifies as a small entity, the reduced fee may be paid, when payment is submitted with RCB Form 526 **“CERTIFICATION OF SMALL ENTITY STATUS FOR THE PURPOSES OF ANNUAL FEES IMPOSED UNDER 20.3.16 NMAC”**.
 - Annual radioactive materials license fees are made payable and deposited to the NMED Radiation Protection Fund.
8. I would like to bring radioactive materials in New Mexico using an out-of-state radioactive materials license. How can I get permission to use my licensed materials in New Mexico?
 - The request for reciprocity must be sent at least three (3) days in advance of the start of work in New Mexico using the form and instructions posted on the Radiation Control Bureau web site: http://www.nmenv.state.nm.us/nmrcb/reciprocity_ram.html The annual reciprocity fee must be paid using the first notification of work to be performed in a calendar year. The reciprocal recognition of the out-of-state license will expire on December 31st of each calendar year, or upon expiration of the out-of-state license or if work is conducted more than 180 days in a calendar year.
9. I would like to bring radiation machines in New Mexico using my out-of-state registration. How can I get permission to use my radiation machine in New Mexico?

- The request for reciprocity must be sent at least two (2) days in advance of the start of work in New Mexico using the form and instructions posted on the Radiation Control Bureau web site: http://www.nmenv.state.nm.us/nmrcb/reciprocity_xray.html The reciprocal recognition of the out-of-state registration will expire on December 31st of each calendar year, or upon expiration of the out-of-state registration or if work is conducted more than 180 days in a calendar year.
10. My company went out of business, was purchased, acquired or merged with another company. Is my radioactive materials license still valid?
- There may be a need to amend or terminate the license based on the specific circumstances involved with the use of radioactive materials. Please notify the Bureau in writing and contact the Radiation Control Bureau (505) 476-8600 for instructions.
11. I sold my radiation machine facility, went out of business, was purchased, acquired or merged with another company. Is my radiation machine registration still valid?
- There may be a need to amend or cancel the registration based on the specific circumstances involved with the use of the radiation machines. Please notify the Bureau in writing and contact the Radiation Control Bureau (505) 476-8600 for instructions.
12. How can I use radiation machines for screening in the healing arts?
- Please notify the Bureau in writing and contact the Radiation Control Bureau (505) 476-8600 for instructions. The Department must review procedures submitted to authorize screening in the healing arts based on a specific request. The use of machines on humans for education or demonstration is prohibited. Except for accredited and certified mammography facilities, according to the provisions of the Mammography Quality Standards Act (MQSA), human radiation exposures (screening) without a physician order is prohibited unless approved in writing.
13. How can I get my mammography facility accredited or certified in New Mexico?
- Mammography radiation machines are accredited and certified by the U.S. Food and Drug Administration (FDA). All certified mammography facilities are inspected annually by a certified Bureau inspector. For more information about mammography facility certification and accreditation requirements, please go to the FDA MQSA web site: <http://www.fda.gov/CDRH/MAMMOGRAPHY/>

PROGRAM AREA CONTACTS

RADIOACTIVE MATERIAL LICENSING -

Vicky Baca (505) 476-8601

RADIATION MACHINE REGISTRATION -

Walter Medina (505) 476-8607

VENDOR REGISTRATION -

Edward Vigil (505) 222-9517

RECIPROCITY -

Santiago Rodriguez (505) 476-8604

Vicky Baca (505) 476 8601

SCREENING IN THE HEALING ARTS -

Walter Medina (505) 476-8607

MAMMOGRAPHY INSPECTION & COMPLIANCE -

Michael Ortiz (505) 476-8605

OTHER CONCERNS & GENERAL INFORMATION -

Michael Ortiz (505) 476-8605

Santiago Rodriguez (505) 476-8604

RADIATION CONTROL BUREAU WEB SITE -

Carl Sullivan (505) 222-9519

OTHER BUREAU PROGRAM MATTERS,
COMPLIANCE ORDERS AND NOV LETTERS -

Michael Ortiz

Radiation Control Bureau

(505) 476-8605