




# Arkansas Department of Health

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Governor Asa Hutchinson  
José R. Romero, MD, Secretary of Health

## ARKANSAS INFORMATION NOTICE 21-02

To: X-ray Registrants, Radioactive Material Licensees, and Accelerator Licensees

From: Bernard Bevill, Section Chief   
Radiation Control Section

Date: November 1, 2021

Subject: Registration of vendor service providers

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This Information Notice (IN) is to remind x-ray registrants, radioactive material licensees, and accelerator licensees of the requirement to only use vendor service providers who have registered with the Department. Vendor service (VS) registration allows Department review of training programs, provider qualifications/licensing, and procedures affecting radiation safety. Therefore, registrants and licensees should ensure the service provider to be used is registered with the Department.

Pertinent rules from the Arkansas State Board of Health's Rules for Control of Sources of Ionizing Radiation include the following:

### **RH-31. Installers of Radiation Machines.**

Each individual who is engaged in the business of installing or offering to install radiation machines, or is engaged in the business of furnishing or offering to furnish radiation machine servicing or services in this state to a Department registrant, shall apply for registration of such services with the Department on July 1, 1983 or thereafter, prior to furnishing or offering to furnish any such services.

### **RH-34. Services.**

Each registrant described in this Part shall not provide the services until such persons provide evidence that they have been registered with the Department. For the purpose of this Part, services may include but shall not be limited to:

- a. Installation or servicing of radiation machines and associated radiation machine components.
- b. Installation or servicing of devices containing radioactive material.

- c. Consulting services including surveys, and evaluation of Naturally Occurring Radioactive Material (NORM) sites or material.
- d. Calibration of radiation machines or radiation measurement instruments or devices.
- e. Leak tests and leak test analysis. Procedures must be submitted to this Department on how the test is performed and how the analysis is performed at the time of application.
- f. Providing training to licensee or registrant personnel. Training outline must be submitted to the Department at the time of application. Training includes but is not limited to:
  - 1. Safe use and handling of x-ray equipment.
  - 2. Safe use and handling of radioactive material.
  - 3. Safe use and handling of Naturally Occurring Radioactive Material (NORM).
  - 4. Training provided to Radiation Safety/Protection Officer.

Service providers can find VS application forms online at [www.healthy.arkansas.gov](http://www.healthy.arkansas.gov), on the X-ray Program, Radioactive Materials Program, and Particle Accelerator webpages.

In certain instances, the activities to be performed at a radioactive material licensee's site may require the out-of-state person performing such activities in Arkansas to apply for reciprocal recognition of their U.S. Nuclear Regulatory Commission or Agreement State license. This recognition would supersede vendor service registration requirements. Questions regarding reciprocity should be directed to Radioactive Materials Program staff at (501) 661-2173.

If you have any questions regarding vendor service registration or would like to verify a VS# as being current, please contact Radiation Control Staff at (501) 661-2301.