

Frequently Asked Questions

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General Information

1. How do I register my devices for the first time with DEEP or renew or modify an existing registration (e.g., add a device to an existing registration, update personnel, move your facility or a device to a new address?)

- Use [ezFile](https://filings.deep.ct.gov/DEEPPortal/) (<https://filings.deep.ct.gov/DEEPPortal/>) to register for the first time or renew or modify an existing registration.
- You must set up an account: Guidance for setting up an account (user name, email options, unlocking the account, and continuing the account setup) is available at https://selfserve.deep.ct.gov/SelfService/UserHelp/User_Help_v3.0.0.4.pdf
- You will need your facility ID to renew, modify or transfer ownership: See the following for a tutorial on facility ID search: [Facility ID Search.pdf](#)
- [Guidance to modify your existing registration.](#)

2. How can I pay for the new registration or renewal through ezFile?

There are three payment options:

- **Credit Card**
The ezFile portal accepts Visa, MasterCard, and Discover.
- **Electronic Check (eCheck)**
Personal or commercial checking accounts can be used. You will need to enter the account number, bank routing number and billing address.
- **“Pay Later”**
By selecting this option, DEEP will send an invoice to the billing address of the facility. The payee must then login to ezFile to

pay by credit card or eCheck, or send the payment (personal or commercial check) by postal mail to:

Central Permit Processing Unit
Department of Energy and Environmental Protection
79 Elm Street, Hartford, CT 06106-5127

- **NOTE: You are not registered until your payment has been processed and you receive confirmation of registration.**

3. If I am no longer operating any of the equipment I previously registered, what do I need to do?

You must terminate your registration through EzFile.

Note: If you are removing just one device and other registered devices remain in operation, then you must modify your registration rather than terminate.

[Guidance for terminating your existing registration.](#)

4. How does an existing registration get transferred to a new owner/operator for DTX or RMI?

An existing registration can be transferred through EzFile. The individual or company assuming ownership of the registration must obtain the Facility ID from the current registrant prior to initiating the ezFile application process. **Note:** There is no fee to transfer a DTX or an RMI registration.

[Guidance to transfer an existing registration on EzFile.](#)

Diagnostic and Therapeutic X-Ray Devices

1. What are Diagnostic and Therapeutic X-Ray (DTX) devices?

DTX devices include:

- Dental
 - Handheld, Panorex, Intraoral, and CT Cone beam
- Bone Density/DEXA
- C-Arm
- CT Scan
- Fluoroscopy
- General Purpose Radiography
- Teletherapy
- Mammography
- Podiatry
- Portable Diagnostic
- Radiographic
- Veterinarian

2. When do I need to register DTX device(s)?

- All devices need to be registered prior to use, and
- Biennially thereafter in April in all even numbered years (2016, 2018, etc.)

3. What is the registration period for DTX?

- The biennial registration runs from May 1 of the last even numbered calendar year through April 30 of the next even calendar year.

4. What is the registration fee for DTX devices?

- The registration fee is \$190.00 per x-ray device, which is fixed by statute and not pro-rated.

For example, if a new facility registers its devices on February 15, 2016, the facility owner must pay the full fee as part of the registration process. This new registration is valid through April 30, 2016. In order to continue to operate the equipment, the facility owner must renew the registration (including paying the

registration fee) no later than April 30, 2016 and that renewal registration will be effective through April 30, 2018.

- *There is no fee to modify your registration unless you are adding a device. Then the fee is \$190.00 per x-ray device, which is fixed by statute and not pro-rated.*
- *There is no fee for transfer of ownership.*

5. Who do I contact if I have a problem using ezFile for a DTX registration?

For issues with DTX registration, contact Simone Maxwell at 860-424-3240 or deep.DTXReg@ct.gov

Radioactive Material and Industrial X-Ray Devices

1. What are Radioactive Material and Industrial X-Ray (RMI) devices?

RMI devices include:

- Industrial x-rays
 - Bomb screening, Drug screening, Metal detection, Package (Baggage) screening, Portable, Radiography camera (using x-ray), Security, and any other device that emits x-rays not used for medical diagnosis.
- Analytic equipment
 - Level, thickness, or density gauges (often used for process control), Alloy analyzers, Anti-static devices, Electron capture devices, Scanning electron microscopes, Fluoroscopy units, Gas chromatographs, Gas analyzers, Moisture density gauges, X-ray diffraction units, XRF's, or any similar devices.
- Radiographic equipment (for examination of structure with a sealed source).
- Particle Accelerators
 - Including but not limited to: Cyclotrons, EB Welders, Proton Accelerators, Van de Graaffs, or any similar devices.
- Special Nuclear Material (SNM)
 - Uranium 233, Uranium 235, or Plutonium enriched greater than its natural abundance. (SNM does not include Source Material.)
- Source Material
 - Thorium or Uranium. (Naturally occurring radioactive material which contains less than 0.05% by weight of uranium, thorium, or any combination thereof is exempt, unless designated as SNM).
- Sealed radioactive sources
 - Many analytic devices such as those listed above contain sealed sources. Sealed sources under 1 millicurie are exempt. Any sealed source specifically exempted by the NRC is also exempt from registration.
- Other Radioactive Materials
 - Solid, liquid and gas sources used for research, diagnostic or therapeutic purposes.

2. What is the registration period for RMI devices?

- The annual registration runs from January 1 through December 31.

3. What is the registration fee for RMI devices?

The annual renewal fee is \$200.00 for RMI equipment/device(s) or material(s). This fee is not pro-rated.

- New registrants are required to pay the \$200.00 fee regardless of when they register with the DEEP.
- There is no fee for filing modifications(s) to existing registration(s).
- There is no fee for transfer of ownership.

4. How many RSOs (Radiation Safety Officer) do I need to register?

You must have at least one RSO and a secondary contact. If you have **only** one RSO listed, you must enter secondary contact information (needed in the event the RSO cannot be reached). You will be required to complete this information in order to proceed with your online application. [Guidance for updating the RSO information](#) assuming the Registrant Information section of the registration was previously completed.

5. Who do I contact if I have a problem using ezFile for RMI registration?

For issues with RMI registration, contact Andrew Zwick at 860-424-3535 or deep.RMIReg@ct.gov

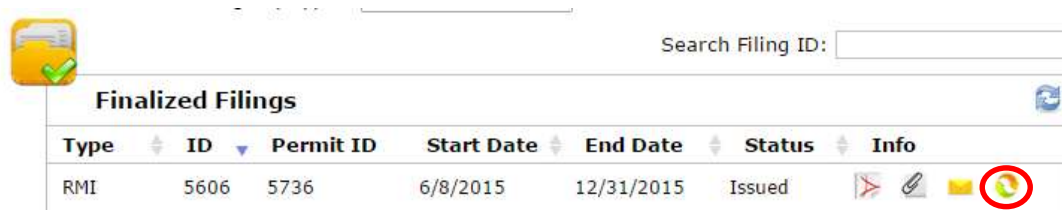
Guidance to modify existing registration


(Add a device, update personnel, move your facility or a device to a new address, etc.)

Step 1: Login to ezFile Portal at

<https://filings.deep.ct.gov/DEEPPortal/Account/LoginDetails>

Step 2: Select the green and red recycle icon under the 'Info' column in the row with your existing registration.



Type	ID	Permit ID	Start Date	End Date	Status	Info
RMI	5606	5736	6/8/2015	12/31/2015	Issued	

Step 3: The 'Action type for Filing xxxx' pop up message is displayed with 'Renewal' selected as a default. Select 'Modification' and then click 'Go'.



Action type for Filing 5533

Please select the action required:

- Renewal
- Modification
- Termination
- Request Temporary Registration


Go Close

Step 4: The filing ID, a unique identifier assigned to each ezFile submission, is generated and displayed. The example below has Filing Number 6172. The top section of the screen will contain any messages about the application. The bottom section of the screen contains the name(s) of the ezFile user accounts assigned rights to collaborate on the Filing. To add additional user accounts to the filing, click the green plus icon.

Let's complete the RMI registration.

We will guide you through filling out the filing.


Your Filing Number is **6172**, please note this for future reference.



Messages about your application

Subject	Type	ID	Date
No messages found			

Showing 0 to 0 of 0 entries



Roles

Role Type	Name	Delete	Email
Filer	Michael Trahiotis		<input checked="" type="checkbox"/>

[+ Add](#)

[Next](#)

Step 5: Proceed to the Registration Summary screen. Click the 'Edit' button next to the information that needs to be modified.

Detailed guidance for updating your RSO Information

Step A: From the Registration Summary screen, click the 'Edit' button next to Applicant Information.

Registration Summary

Facility ID: 5744



Applicant Information
The contact(s) for the registration.

Edit



RMI Registration Details

Edit



Step B: To view the RSO contact information, click on the RSO record and then click 'View Summary'.

Affiliations

1. Choose which affiliation you want to add or edit by selecting the row.

Click on each row to add or edit.

Affiliation	Name	Mailing Address	City/Town	Completed
Registrant	Ace Radiological Services	79 Elm St	Hartford	Yes
Billing Contact	Ace Radiological Services	79 Elm St	Hartford	Yes
Primary Contact	Ace Radiological Services	79 Elm St	Hartford	Yes
Radiation Safety Personnel Officer (RSPO)	Ace Radiological Services	79 Elm St	Hartford	Yes

2. Select to add or edit

Edit

[Which ones are required?](#)

View Summary for selected Affiliation:

View Summary

Step C: The RSO contact details are displayed in summary form. Click "Done" to get to the next page.

View details for the Radiation Safety Personnel Officer (RSPO).

Step 1.1.1 of 1.1.4 Select Radiation Safety Personnel Officer (RSPO):	✓	Ace Radiological Services
Step 1.1.2 of 1.1.4 Select Radiation Safety Personnel Officer (RSPO) Address:	✓	79 Elm St Hartford, CT 06106-1650
Step 1.1.3 of 1.1.4 Select Radiation Safety Personnel Officer (RSPO) Business Phone:	✓	(860) 424-3000
Step 1.1.4 of 1.1.4 Select Radiation Safety Personnel Officer (RSPO) Contact Person:	✓	Mike T Rad Tester, Rad Tester Email: michael.trahiotis@ct.gov Phone: (860) 424-2000

Back Filing No. 5,608 Done
Summary | Radiation Safety Personnel Officer (RSPO)

Step D: Click the 'Edit' button next to 'RMI Registration Details'

Registration Summary

Facility ID: 5744


	Applicant Information The contact(s) for the registration.	Edit	✓
	RMI Registration Details	Edit	

Step E: Click 'Edit' next to 'RMI Facility Details'.

Registration Details Summary

	RMI Facility Details	Edit	
	RMI Device/Material Details	Edit	
	RMI Disposal/Waste	Edit	

Step F: Proceed to screen 'Step 2.3 of 2.4 | Contacts'. Click the 'Add' button and enter RSO contact information.

Provide information on additional contact people in the radiation safety section. 

1. Select a row to add or edit contact people.

Contact Person: Tip

There are no submissions.

[Add](#) [Edit](#) [Remove](#)

Note: DEEP recommends registrations include a minimum of 2 (two) contact people.

[Back](#) Filing No. 5,608 [Next](#)
Step 2.3 of 2.4 | Contacts

Guidance to terminate your registration

Step 1: Login to ezFile Portal at <https://filings.deep.ct.gov/DEEPPortal/Account/LoginDetails>

Step 2: Hover over 'Radiation' and then move cursor to the right to hover over and then select DTX or RMI.



Step 3: An initial overview screen is displayed. The question, "Do you have an existing RMI/DTX Registration?" is defaulted to the answer 'Yes'. Enter 'Facility ID', Select '**Terminate**' from the 'Application Type' drop down list and click 'Next'.

Let's begin your RMI registration application.

The primary purpose of this registration program is to provide DEEP with current information regarding the operation of any source of industrial ionizing radiation (including gamma rays, x-rays, alpha and beta particles, neutrons, protons, high-speed electrons, and other atomic or nuclear particles), or the production, transportation, storage, possession, or disposal of radioactive materials. The registration application must be used:

1. To register radioactive materials and industrial x-ray devices.
2. When there is a change in the number or location of the materials or devices.

Do you have an existing RMI registration? Yes No

Enter your current Facility ID:

Application type:

Step 4: The 'Verify Site Address' pop up is displayed. Click 'Create Filing' if the site address is correct. Click 'Cancel' if the site address is not correct, and then verify the correct Facility ID was entered.

Verify Site Address ✕

Please review the address associated with the facility ID. If your facility moved please submit a modification to update the facility address prior to submitting a renewal for the next registration period.

If the address is correct, select 'Create Filing' to continue.

Street Address:	100 BRIGHT MEADOW BLVD
City:	ENFIELD
State:	CT
Zip Code:	06082

Step 5: Complete the application and submit. DEEP staff will review the termination request, and either approve or deny it. You will receive notification by email.

Guidance to transfer an existing registration

You can use the "Transfer" Option within ezFile. There are no fees for transfer of ownership of RMI or DTX facilities.

Step 1: The individual or company assuming ownership of the registration must obtain the Facility ID from the current registrant and have an ezFile account prior to initiating the ezFile transfer process.

Step 2: Login to ezFile Portal at <https://filings.deep.ct.gov/DEEPPortal/Account/LoginDetails>

Step 3: Hover over 'Radiation' and then move cursor to the right to hover over and then select DTX or RMI.



Step 4: An initial overview screen is displayed. The question, "Do you have an existing RMI/DTX Registration?" is defaulted to the answer 'Yes'. Enter 'Facility ID', Select '**Transfer**' from the 'Application Type' drop down list and click 'Next'.

Let's begin your RMI registration application.

The primary purpose of this registration program is to provide DEEP with current information regarding the operation of any source of industrial ionizing radiation (including gamma rays, x-rays, alpha and beta particles, neutrons, protons, high-speed electrons, and other atomic or nuclear particles), or the production, transportation, storage, possession, or disposal of radioactive materials. The registration application must be used:

1. To register radioactive materials and industrial x-ray devices.
2. When there is a change in the number or location of the materials or devices.

Do you have an existing RMI registration? Yes No

Enter your current Facility ID:

Application type:

Step 5: The 'Verify Site Address' message is displayed. If the site address is correct, click 'Create Filing'. If the site address is not correct, click 'Cancel', and then verify the correct Facility ID was entered.

Verify Site Address ✕

Please review the address associated with the facility ID. If your facility moved please submit a modification to update the facility address prior to submitting a renewal for the next registration period.

If the address is correct, select 'Create Filing' to continue.

Street Address: 100 BRIGHT MEADOW BLVD
City: ENFIELD
State: CT
Zip Code: 06082

Step 6: Complete the application and submit. The application requires DEEP staff to review the transfer request, and to either approve or deny the transfer request. You will be notified by email.