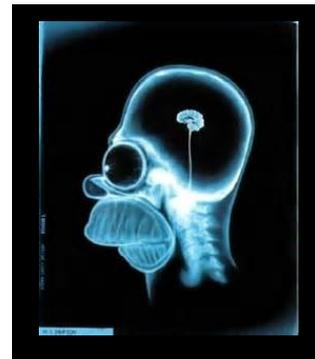


Qualified Inspectors Report

From the desk of Brian Vamvakias, Unit Leader

The purpose of this publication is to keep the **Qualified Inspectors, Registered Medical Physicists** and **Qualified Experts** informed of the latest information that affects interaction with the Colorado Department of Public Health and Environment's X-Ray Certification Unit. This publication is produced on a monthly basis, emailed to the constituents and will be available on the X-Ray Certification Unit's web page. For more information on content please contact Tracey Luty by email at tracey.luty@state.co.us.



Application and Registration Information

Application Forms

The Colorado X-Ray Certification Unit has published new versions of R-53 and R-68 forms. These new forms can be found on the [x-ray certification unit's website](#):

R-53QI Application - For non-RMP qualified inspectors

R-53ProvQI Application - For Provisional qualified inspectors

R-53RMP Application - For Registered Medical Physicists (this includes Qualified Expert registration)

R-53ProvRMP - For Provisional Registered Medical Physicists

R-68QE-Registration - This form is for applicants to be a Qualified Expert for developing shielding designs only and who do not wish to be registered as a Registered Medical Physicist.

Registration Renewal Timeliness

The following regulations apply to all registrations including **Qualified Inspectors, Registered**

Medical Physicists and Qualified Expert Registrations:

- **2.4.6.5** The registrant shall notify the Department in writing within thirty (30) calendar days of making any change of information contained in the application for registration and/or the Notice of Registration.
- **2.4.6.6** Except as provided by 2.4.6.7, each Notice of Registration shall expire at the end of the month in the year stated therein.
- **2.4.6.7** In any case in which a registrant, not less than thirty (30) calendar days prior to the expiration of the registrant's authorization, has filed an application in proper form for renewal or for a new registration authorizing the same activities, such existing authorization shall not expire until final action by the Department

This means that the X-ray Certification Unit must be informed of any change to physical address, phone, e-mail address, or primary contact

information in writing within 30 days. E-mail will be considered acceptable notification. Additionally, if the X-ray certification unit does not receive a registration renewal at least 30 days prior to registration expiration, and the renewal cannot be completed by the registration expiration, you must cease performing any QI, RMP or QE services until the registration renewal has been completed.



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Fee Changes

A new Colorado Radiation Regulation fee structure was presented to stakeholders in October 2014. The Colorado Board of Health is expected to approve the proposed new fee structure on February 18, 2015. [The proposed new fee structure was included in Part 12 of the changes to the radiation regulations in October 2014.](#) The Secretary of State typically publishes regulations six weeks after approval. We anticipate the collection of the new fees to begin in April 2015. The new fees are outlined below:



Proposed Fee Structure

- **Facility Registration Fee** - A new fee created to cover the costs of doing our core business. Each facility will be required to pay an annual fee of \$50.
- **CE Label Fee** - The Certification Evaluation (CE) label fee will change from \$50 to \$60.
- **QI/Service Company/QE Registration Fee** - The annual fee will be \$100.

Process

Facility Registration Fee

- Invoices will be sent to each facility. Details on invoice dissemination will be available in a future report.
- Facilities will have 30 days to pay the registration fee.
- Facilities must update registration information on the Facility Registration Form (Form R-4) or indicate “no changes.” The existing Form R-4 will be modified to include the new process.
- Facilities must update registration information within 30 days if registration information changes, however the fee is only paid once a year.

Certification Evaluation Label Fee

- A CE label fee increase will become effective on the date the new regulations are published.
- Immediately prior to the effective date of the CE label fee increase, Qualified Inspectors may be limited on the number of CE labels purchased at the \$50.00 rate.

QI/QE/Service Company Registration Fee

- After the new regulations are published, the registration fee for new applications and renewals will be \$100 annually.
- Registration forms will be updated to reflect the new fees and annual renewal process.

Qualified Expert Registration

In the past, Registered Medical Physicists (RMP) were required to also register as Qualified Experts (QE) and were assigned two registration numbers; one for the RMP registration and one for the QE registration. Effective with 6CCR 1007-1 Part 2 changes that went into effect in August 2014, the Qualified Expert registration is now included as a category within a Registered Medical Physicist's registration. RMPs will no longer be assigned two registration numbers. Individuals who wish to develop shielding designs for facilities in Colorado, but will not

be performing inspections may be registered as a Qualified Expert without also being registered as an RMP. Any QE that previously had the six-digit "120####" registration number will now be assigned a three-digit number for registration.

Please remember that individuals wishing to provide physicist duties for Radiation Therapy facilities, must be registered as a Registered Medical Physicist.

"Qualified Expert registration is now included as a category within a RMP's registration"

CE Label Sales

The x-ray certification unit encourages mailing CE labels to qualified inspectors in order to better streamline the process. Requests for CE labels should be sent by email to the following: CDPHE.hmxraycomments@state.co.us.

If a label order must be picked up in person, the inspector must receive acknowledgement of the label purchase request from the x-ray certification unit a full 24 hours prior to pick up.

CE Reports

Certification Evaluation reports must arrive at the department no later than 15 days after the inspection date if there are no violations reported (Section 2.5.2.4(1)(e)). Any CE reports with violations must be given to the facility representative

immediately and arrive at the department no later than 3 days after the inspection. Qualified inspectors that habitually violate this regulation will come under further review by the department.

"Certification Evaluation reports must arrive at the department no later than 15 days after the inspection date..."



COLORADO

Department of Public
Health & Environment



Our fax number has
changed.
The new number is
303-691-7841

X-Ray Certification Program

4300 Cherry Creek Drive South, Denver, Colorado 80246

Contact Information

Fax: 303-691-7841
Email: cdphe.hmxraycomments@state.co.us
Website: www.colorado.gov/cdphe/xray
Radiation Regulations: www.colorado.gov/cdphe/radregs