



State of Utah

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Department of
Environmental Quality

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DIVISION OF WASTE MANAGEMENT
AND RADIATION CONTROL

Douglas J. Hansen
Director

February 1, 2023

Dear X-Ray Registrant,

The Division of Waste Management and Radiation Control is in the midst of modernizing our document management processes. As part of this, we are creating a web-based Community Portal for electronic submission of applications for licenses, permits, and registrations. This portal will be a place where X-ray registrants can submit new applications, view the status of an application, submit changes to issued registrations, and renew registrations. Registrants will also be able to view, download, and print copies of their registration certificates in the portal.

Our new Community Portal system will rely heavily on email for contacting registrants. Renewal notices and inspection invoice notices will be sent via email. Our staff have been working for several months now to ensure that we have the correct email address or addresses for billing and contact purposes. If you would like to verify the email address(es) we have for your registration, please call (801) 536-0200 and ask to speak to one of the X-ray program staff.

Within the next 4 to 6 weeks an email will be sent to the email address we have on file for your facility contact welcoming you to the Community Portal. This email will contain instructions to login to the portal and create or change your password. Please DO NOT attempt to login or create an account in the Community Portal until you receive this email. A guidance document to the Community Portal can be found at this link:

<https://documents.deq.utah.gov/waste-management-and-radiation-control/DSHW-2023-027965.pdf>

If you do not receive this email with the next few weeks, please check your SPAM folder. This link is only good for 24 hours. If you do not access the link within that time, please contact Tom Ball at (801) 536-0251 or Gerardo Rodriguez at (801) 536-0234 to reset the link and send you a new email.

Some accounts have different email addresses for facility contact and for billing. Community Portal emails will only be sent to the facility contact email address, however; renewal notices and inspection invoice notices will be sent to the billing email address and will need to be paid through the Community Portal. To facilitate this, once the facility contact has setup a password to the Community Portal the facility contact will need to create a new user and add whoever receives the emails at the billing email address as either an Administrator, Editor or Financial Staff to the account so that they can log in to the Community Portal and pay bills.

(Over)

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Another part of this modernization process is the migration of our X-ray program data to a new, more effective database. Please be aware that due to this data migration process, some registration numbers may change. This is mainly true for registrations that have occurred over the past year that have numbers greater than 5000. Additionally, some Utah Machine ID numbers assigned to specific X-ray machines may change. These changes do not affect your registration beyond the number change.

In addition to the possible registration number changes and machine ID number changes, your registration expiration date will change. In the past, X-ray registrations were placed in quarterly billing groups. Going forward, expiration dates will be based on the initial date that a registration was issued. For example, if an initial registration was issued on March 15, 1999, the expiration date in 2023 would be March 15, 2023, then March 15, 2024, and so on.

We look forward to making progress implementing new and more efficient document management processes, and we appreciate your patience with this transition.

If you have any questions, please contact one of our X-ray program staff members by calling (801) 536-0200.

Sincerely,

A handwritten signature in blue ink that reads "Thomas Ball". The signature is written in a cursive style.

Thomas Ball, Planning and Technical Support Section Manager
Division of Waste Management and Radiation Control

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