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To: Radioactive Materials Licensing Reciprocity Licensees
From: David M. Howe, Section Manager *DMA*
Radiation Protection Services (RPS)
Subject: **Online Access to Request Authorization to Perform Activities in Oregon**

In an ongoing effort to improve Radiation Protection Service's (RPS) timely response to out-of-state radioactive materials licensees request for authorization to enter Oregon, we are automating our entry notification process. As such, we are pleased to announce the launch of the new Radioactive Materials Licensing (RML) Services website at <https://RPSLicenseeServices.public.health.oregon.gov>.

Alternatively, the site can be accessed through our Radiation Protection Services home page at <http://public.health.oregon.gov/HealthyEnvironments/RadiationProtection/RadioactiveMaterialsLicensing/Pages/index.aspx>

If a licensee wishes to request authorization for entry into Oregon to perform activities, a secure login has been set up for you. On the login page, your username is your company's Oregon RPS License Number. The password is a combination of your License Number and the RSO's last name. For example, if your license number is 96123 and the RSO's last name is Smith, your initial password is 96123Smith. You will be required to change your password after the first login.

Click the Reciprocity Notification link on the left and the form will appear. Basic information we have on file will already be filled in for you. Fill in the rest, click the [Submit] button at the bottom and a copy will automatically be emailed to us. RPS will then review the request form and you will be notified of your activity authorization from RPS via fax.

IMPORTANT NOTICE: A final enhancement of the system is also planned that will allow RPS to automatically notify the user with acceptance or denial of the notification request. Please be advised that when the system is fully implemented, RPS will enforce Oregon Administrative Rule 333-102-0340 which requires the reciprocity licensee to submit their request to perform activities 3 days prior to providing services within Oregon or the system will reject the request. The only exception will be for a licensee needing to perform emergency services. To obtain an exception, the licensee will be required to provide written justification to RPS. If RPS determines that emergency service was not valid, the licensee may be subject to civil penalties or license termination.

If you have any questions about using our new RPS Reciprocity Licensee Services website, please email our Webmaster at Riven.Leigh@state.or.us, or click the *Web Site Feedback* link at the bottom of each page.