

September 18, 2025

INFORMATIONAL BULLETIN 2025-04

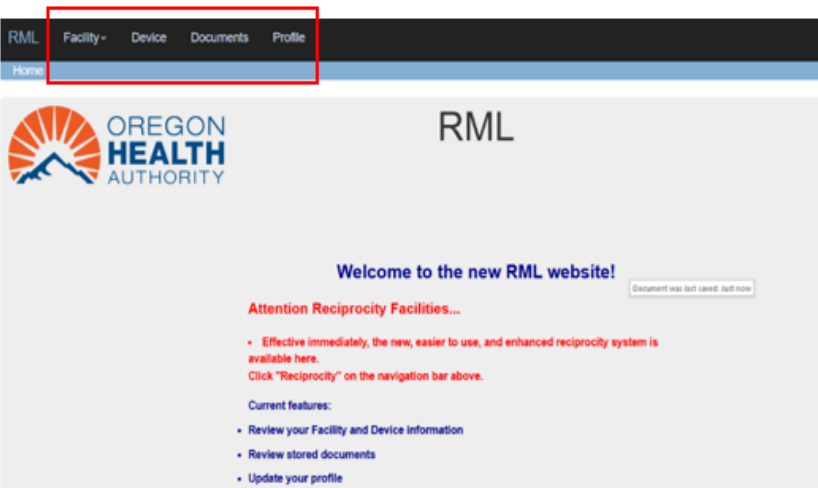
To: Oregon Radioactive Materials Licensees, Radiation Safety Officers

From: David M. Howe, Program Director
Radiation Protection Services (RPS)**Subject: Online Access to Licensee Services Web Portal**

RPS is announcing the launch of a new Radioactive Material Licensing (RML) service option. To improve customer service, we are initiating enhanced electronic document access and editing. This provides an opportunity for a licensee's Radiation Safety Officer (or delegate) to view and download their licensing documents. In addition, users can edit the licensee's general information.

On December 1, 2024, RPS completed a conversion from Microsoft software to an electronic licensing program. Effective immediately, upon completion of a licensing action (new, amended, and renewal), the license will be converted to an Adobe Acrobat (Pdf) document. The licensee's delegated person is now able to login via the web portal and download current and past radioactive material licenses, validation certificates, payment notices, and update the licensee's profile. **[Note: These features are not available to licensee's that possess *Materials of Safety and Security*].**

For the Licensee to access the web portal, go to RPS's home page at <https://licenseeservices.rps.oregon.gov/>. The Radiation Safety Officer (RSO) or delegate will need to click on the login button which will direct the user to the login menu. Within the menu, the username is the radioactive material license number. The initial password is a combination of the license number and the RSO's last name. For example, if the license number is 96123 and the RSO's last name is Smith, the initial password is 96123Smith. You will be required to change the password after the first login. After logging in,



select "RML" from the menu located on the left side of the page. After clicking on "RML" you will see this web portal page and the user can select:

*Facility information

*Device information

*Downloadable Documents:

Validation Certificates

Licenses

Invoices

RML Facility - Device Documents Profile Go To -

User Profile - Test Site Todd Carpenter

Facility Devices Facility Payments Documents **Profile**

Facility Information

Facility Number: 91225 Facility Name: Carpenter Industries Status: Active ☒ Electronic Documents

Billing Information

Contact: Hilary Haskins Phone: (971) 673-0000 Ext.: Email: Haskins@state.or.us

Address 1: 800 NE Oregon Street Suite 640 Address 2: City: Portland State: Oregon Zip Code: 97232

Applicant Contact

Name: Rick Wendt Phone: (971) 673-0003 Ext.: Cell: (541) 879-6164 Applicant Fax: Email: Wendt@state.or.us

Website User Profile

First Name: Todd Middle Name: Last Name: Carpenter Email: Todd.s.carpenter@oha.ore Phone Number: (123) 456-7890 Phone Extension:

Save

*

*Licensee's profile information
In the "Profile" tab, the licensee can see and edit their profile information.

*Profile information does not require a licensing amendment to edit this information.

*The licensee can change the website user which will change the person who can login to the RPS web portal.

If a user profile has been changed, the user will need to login using the license number then click on the "Forgot my Password" and follow the login instructions.

Documents Todd Carpenter

Facility Devices Facility Payments **Documents** Profile

Facility Number: 90269 Name: OHA Public Health Division Status: Active

☐ Document List (11)

Delete	File	Type	Inspection Date	Uploaded
<input type="checkbox"/>	License Amendment 132	PDF Document		12/09/2024 10:22:00
<input type="checkbox"/>	Certificates	PDF Document		09/04/2024 08:15:31
<input type="checkbox"/>	Statement	PDF Document		06/28/2024 08:07:33
<input type="checkbox"/>	Certificates	PDF Document		04/17/2024 11:02:06
<input type="checkbox"/>	Certificates	PDF Document		07/18/2023 09:03:07

Show 5 entries Previous 1 2 3 Next

In the "Document" tab, the licensee can see and download their available documents.

If you have any questions about using the RPS web portal licensing services, please feel free to contact Lee Lind, 503-680-5161, email; Lee.Lind@oha.oregon.gov or Todd Carpenter, 971-673-0500, email; Todd.S.Carpenter@oha.oregon.gov.