

PROCEDURES FOR ANSWERING A VIOLATION NOTICE

1. Reply to the attention of the inspector. The name and address will be on the violation notification letter.
2. Each violation will require a response
 - a. Copy the violation
 - b. Have a corrective action to each violation. Include what was done to correct the deficiency and what has been done to prevent it from happening again
3. This response letter must be signed by the Radiation Safety Officer listed on the registration certificate
4. The response may be mailed or faxed to the inspector

SAMPLE RESPONSES TO VIOLATIONS (Taken from actual violation notifications)

Violation 1: The registrant failed to conduct equipment performance evaluation on all x-ray units.

Corrective Action: When it was discovered the EPE's were overdue they were immediately conducted. The due date for the next EPE's have been entered into a scheduling program to insure compliance within required guidelines.

Violation 2: A written copy of your operating and safety procedures was not available.

Corrective Action: The operating and safety procedures have been located and updated. These procedures have been presented to the staff. This briefing is now an annual requirement at staff meetings.

Violation 3: The Registrant failed to notify this agency, in writing, within 30 days of the increase in number of radiation machines.

Corrective Action: The Belmont x-ray unit installed in 2006 was to replace another unit. The number of active units did not increase. Any change as a result of replacement will be reported within the time guidelines.

Violation 4: The kVp of the Yosheda Sn# XXXXXXXX was not within the +/- 10% with a measured 47.6 for an indicated setting of 60 kVp.

Corrective Action: The unit was in compliance when the EPE was conducted on July 31, 2008. It was not until October 13, 2009 that the unit was retested and found to be out of compliance. Repair was scheduled on October 25, 2009 and the EPE was conducted. The Yosheda unit is now within compliance standards.

Violation 5: The following records were not maintained at the authorized use location: receipt transfer, and disposal of each radiation machine possessed.

Corrective Action: Documentation for each x-ray unit has been updated and will be filed in this office and kept current whenever there is a change in inventory or EPE's accomplished.