NOTICE OF INSPECTION

STATE OF RHODE ISLAND
DEPARTMENT OF HEALTH
CENTER FOR HEALTH FACILITIES AND REGULATIONS
3 CAPITOL HILL - ROOM 306
PROVIDENCE, RI 02908-5097

TO:

REGISTRATION NO:

DATE ISSUED:

INSPECTOR: **Thomas Caruolo**

ATTN:

ISSUING OFFICER**: Alex Hamm**

Pursuant to 216-RICR-40-20 of the general laws entitled "Health and Safety", as amended, the Radiation Control Agency, under the provisions of Subpart 1.1 and Section 1.5.3of the Rules and Regulations for the Control of Radiation, is hereby providing notice that the Agency's Administrator or his duly authorized representative will inspect your X-ray facility as specified below for compliance with said rules and regulations. A response is requested within two weeks of the date issued for scheduling purposes:

- Facility Requested Inspection Date:
- Please have three dates and indicate morning or afternoon
- Approximate Duration: **2-4 hours**
- The presence of the Facility Supervisor or his/her designee is required.
- The presence of the Individual Responsible for Radiation Protection is requested.
- The inspection will include, but not be limited to, review of the following records as contained in Rhode Island Rules and Regulations for the Control of Radiation (see https://rules.sos.ri.gov/regulations/part/216-40-20-4)

    - Names and qualifications of individuals operating the X-ray equipment (copies of licenses and certifications (4.3.3)
    - Written technique information in the vicinity of the control panel for each diagnostic X-ray system (4.3.4)
    - Written Radiation Safety procedures (4.3.5)
    - Quality Assurance Program for X-Ray film processing (4.3.10)
    - Maintenance and service records for manual or automatic film processing (4.3.10)
    - Installation, maintenance, modification, and calibration records for each X-Ray unit (4.3.13)
    - X-Ray utilization logs (4.3.14)
    - Name and registration number of all Medical Physicists performing Radiation Physics Services at the facility (4.10)
    - Employee review and written acknowledgement of standard operating procedures and policies on radiation protection (4.10)
    - Notification and records for personnel dosimetry (radiation badge) monitoring (2.6)

Please call Thomas Caruolo at **401-222-7891** with three dates and times that would be convenient for the inspection to be performed at your facility over the next 6-8 weeks (from the date of this notice). Your cooperation and assistance are required in order for the inspection to be of maximum benefit to the health and safety of all parties.

Rev. (03/16/22)

SAMPLE