Minnesota Department of Health
X-ray Unit
625 Robert Street North
PO Box 64975
St. Paul, Minnesota 55164-0975

Information Notice 2007-09
October 2007
HOW TO PREPARE FOR YOUR SITE INSPECTION

The goal for all facilities is to have no citations at an inspection performed by the Radiation Control Unit. To assist in this goal, Radiation Control has created this general list of items to be available at the time of the inspection. The records kept by the facility should be specific to the facility.

The inspection of your facility will contain many aspects: review of manuals, policies, procedures, records and performance of verification tests on the radiation-producing equipment and processing equipment, if applicable.

The inspector will speak with the registrant and radiation safety officer at the beginning of the inspection and conduct an exit interview when the inspection is completed. The inspector will ask questions and retrieve documents to review, from either the registrant or the radiation safety officer. The registrant or radiation safety officer can delegate the interaction with the inspector to another individual, providing that individual is knowledgeable of the facility records keeping.

A Correction Order or Letter of Compliance will be sent to the facility within 30 days of the inspection. The Correction Order will indicate what the citation was and what documentation will be expected to be returned for compliance. The documentation of compliance will be due at MDH 30 days from the date on the Correction Order. Failure to comply may result in an Administrative Penalty Order which can be a fine up to $10,000.

In addition to the records, the inspector will review the quality assurance manual, radiation safety program and conduct verification tests on the radiation-producing equipment and processing equipment to ensure that the calibration of the unit meets requirements in Chapter 4732.

The records to be reviewed during the inspection are:

- Registration
- Install calibrations
- Shielding plan (for new construction/remodeling after February 1, 2008)
- Equipment performance evaluations
- Quality control tests results, evaluations, and films, when appropriate:

    1. Processing quality control testing (crabtree, step wedge sensitometry/densitometry), films kept for 60 days
    2. Screen match and screen contact tests
    3. Protective garment integrity tests (aprons, gloves, thyroid collars, etc)
    4. Fog tests
- Corrective actions taken for any non-compliance items found
- Training:
    1. Initial training, new employees
    2. Additional training, if needed
    3. Radiation Safety Officer training
    4. Fluoroscopy training, if applicable
    5. CT training, if applicable
- Individual monitoring results, if applicable
- Manufacturer's specifications for new equipment
- Utilization logs (patient or industrial use
- Retake/reject analysis, if applicable
- Fluoroscopic on-time records (over 5 minutes)
- Job site records for industrial radiography
- Calibration records for instruments, survey meters, sensitometers, densitometers or any other electronic devices
- Current agreements for:
    1. Physician assistants
    2. Registered radiologic assistants
    3. Radiologic physician assistants.
- Annual Audits of the radiation program
- Other items specific to your facility