

**FACILITY REPORT FORM**  
(Required for all Class I, II and III facilities)

Reviewer's Initials: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Facility \_\_\_\_\_ Date Surveyed \_\_\_\_\_

Reg. No. \_\_\_\_\_ - \_\_\_\_\_ Address (multiple facilities) \_\_\_\_\_ Inspector \_\_\_\_\_

Registered      Possessed      Inspected

Number of Tubes \_\_\_\_\_ Facility E-mail Address: \_\_\_\_\_

Persons Interviewed \_\_\_\_\_ Mail Letter To \_\_\_\_\_

Circle Y for yes (compliant), N for no (non-compliant), and N/A for not applicable (All regulation references preceded by 0400-20-)

Y    N    N/A    **Postings**

1. Is a "Notice to Employees" (RHS 8-3) posted? (04-.11(1)(g))
2. Regulations present. (04-.11(1)(a))
3. Is each entrance to a room containing x-ray equipment posted "Caution, Radiation Area" or "X-Ray Room"? (05-.111(1) and (9))

**Registration**

4. Copy of registration form available for all units registered. (04-.11(1)(d))
5. Are all of the units possessed registered? (10-.24(1))
6. Are all of the units registered possessed? (10-.24(5))
7. Is the information on the registration form(s) accurate as to address, ownership, possessor and location? (10-.24(5))

**Film Developing (06-.04(6)) [if digital, questions 8 – 15 are N/A]      Digital**

8. Is the darkroom light tight or day light loader?
9. Is the safelight designed for the film being used (proper bulb wattage, proper color filter, etc.)?
10. Is the safelight clear of any white light leaks?
11. Are the developing solutions changed at least every 4-6 weeks or following manufacturer's recommendations?
12. Is the processor cleaned at least every 4-6 weeks or following manufacturer's recommendations?  
For manual processing [dip tanks] questions 13 - 15
13. Is a time/temperature method used which fully develops the film?
14. Is an operable timer available and used in the development process? Developing time \_\_\_\_\_ minutes
15. Is an operable thermometer available and used in the development process? Developing temperature \_\_\_\_\_ °

**Protective Equipment**

16. Are lead aprons or barriers provided and used by everyone in the room (holders) other than the patient, except for dental units? (06-.05(2)(b)1.(iv); 3(ii) and (iii); 06-.05(2)(d)6.)
17. Are lead gloves provided and used by anyone holding the patient or film, or by any person whose hands must be in or near the primary beam, except for dental units? (06-.05(2)(b)1.(iv)), (06-.06(1)(b)1.(iv))
18. Is lead gonadal shielding provided and used during procedures in which the gonads are in the useful beam or proximate thereto, except when the shield would interfere with the diagnostic procedure? (06-.05(2)(b)2.)
19. Is the protective equipment in good condition? (06-.04(7), 06-.06(1)(a)4.)

**Patient/Film Holding**

20. All employees that hold patients are over 18 and not pregnant. (06-.05(2)(b)1.(ii)), (06-.06(1)(b)1.(ii))
21. No employee is routinely or consistently holding the patient or film. (06-.05(2)(b)1.(iii)), (06-.05(3)(h), (06-.06(1)(b)1.(iii))

**Personnel Monitoring and Records**

Personnel monitoring not required or PMD completed

22. Are all **operators** and other occupationally exposed personnel badged, except for those for whom a determination has been made that monitoring is not required? (05-.71)  
*If a determination has been performed for all occupationally exposed personnel, question 22 is Yes and questions 23 – 30 are N/A.*
23. Are all occupationally exposed **holders** badged? (06-.05(2)(b)1.(vi)), (06-.06(1)(b)1.(vi))
24. When wearing lead aprons, are badges worn outside the lead apron on the collar? (06-.06(1)(b)1.(vi))
25. Are all badged personnel instructed in its proper use? (04-.12(1)(a)2.(iii)) [*badges returned to processor in a timely manner, estimates of exposures for lost badges or missing reports*]
26. Is the badge company being used NVLAP approved? (05-.70(3)(a))
27. Are all badge records present? (05-.135)
28. Is the control badge kept outside the x-ray room and indicative of background radiation? (04-.12(1)(a)2.(iii))
29. Are all exposures less than 5,000 mR per year? (05-.50)
30. Are all exposures to minors less than 500 mR per year? (05-.55)
31. Are all x-ray operators certified per HRB?

## NOTES