



URO - Radiology Prostate Institute

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MEMORANDUM

Date: 6/2/2000

**To: Dr. Peter Paras, PhD.
Marcia Templeton, C.N.M.T.
Namita Kapoor, R.T.**

**From: Dr. Panos Koutrouvelis
Subject: Signature on written directive and other implant forms**

Since the NRC inspection we have instituted several steps to assure compliance with the regulations and particularly with the inventory and the written directive. I would like to reiterate the steps we should follow at all times to make sure that the written directive (form 2b blue) is fully completed. No information should be missing. The form should be signed by the authorized user.

1. On the day of the implant procedure, Form 1 is completed and
 - a) A new preplan is made with proper corrections during the procedure. Form 3 is completed during the implant for accountability of seeds.
 - b) Immediately at the end of the procedure accountability with seeds received equaling seeds implanted plus seeds returned to storage.
 - c) The written directive (Form 2b blue) is completed.
2. Make sure all forms are complete and signed and particularly the written directive Form 2b. The written directive is signed with 24 hours from the beginning of the implant procedure.
3. File all signed forms in the front of the patient's records.
4. Perform inventory and inspect all records for complete information every 3 months and enter results in the quarterly report.


Panos G. Koutrouvelis, M.D.

CC: Nuclear Regulatory Commission