Attachment 2.6-4
Vermont Department of Health
Radioactive Materials Program
Inspection Checklist

Commercial Nuclear Pharmacy

Licensee:	**License No.:**
Licensee Contact: **Telephone Number:** **Email Address:** **Last Inspection Date:** **Priority:**	**Inspection Date:**
Inspector:	
Inspection Procedure(s) used: 83822, 87127, 86730, 86740, 87137	

Inspection Objectives:

- To determine if licensed activities are being conducted in a manner that will protect the health and safety of workers and the general public.
- To determine if licensed activities are being conducted in accordance with Vermont Department of Health regulations.

Note: Radiopharmacies may possess and operate an accelerator that produces Positron Emission Tomography (PET) radionuclides used to manufacture PET radioactive drugs. Inspection Procedure (IP) 87125, "Materials Processor/Manufacturer Programs," provides guidance on inspecting radionuclide production activities within these radiopharmacy facilities.

Focus Elements:

1. Security and Control of Licensed Materials
2. Shielding of Licensed Materials
3. Comprehensive Safety Measures
4. Radiation Dosimetry Programs
5. Radiation Instrumentation and Surveys
6. Radiation Safety Training and Practices
7. Management Oversight and Program Scope
8 . Licensed Activities Performed by Contracted Personnel

Inspection Site Address (authorized use or storage):

Type of Inspection: ☐ Announced ☐ Unannounced ☐ Initial ☐ Routine ☐ Other**:**	**Date of Last Inspection:**

Commercial Nuclear Pharmacy
Inspection Checklist

Amendments and Significant Program Changes (Review from last license renewal)		
Amendment #:	Date:	Amendment Item(s):
Note:		

Program Inspection History	
Is this an initial inspection?	☐ Yes ☐ No
List previous open items of violations: Have previous violation(s) been properly corrected? If no, list those items not corrected with an explanation. List previous items of recommendations: Did licensee address previous recommendation(s)? If no, explain.	☐ Yes ☐ No ☐ N/A ☐ Yes ☐ No ☐ N/A

Organization [Note: Request organization chart]	
Briefly describe licensee organizational structure as it pertains to licensed activities. **[L/C]**	
Organizational structure meets requirements as identified on license.	☐ Yes ☐ No
Radiation Safety Officer (RSO) identified on license. **[L/C, 10 CFR 35.24]**	☐ Yes ☐ No
RSO fulfills his/her duties as required. **[L/C, 10 CFR 35.24]**	☐ Yes ☐ No
To whom in the organization does the RSO report? _____	
The RSO has sufficient access to licensee's senior management?	☐ Yes ☐ No
Has there been a change in RSO?	☐ Yes ☐ No
If yes, was the license amended?	☐ Yes ☐ No
Does the new RSO meet the Department's training requirements?	☐ Yes ☐ No
Has there been a change in the licensee contact person for the Department? Note: Confirm through discussions with management and licensee personnel whether changes have occurred in the licensee ownership, or in the RSO's authority or duties, that may impact the RSO's ability to safely conduct the licensee's radiation protection program.	☐ Yes ☐ No

Identify all individuals in attendance at entrance meeting. Individual 1: Individual 2: Individual 3: Individual 4:	
Scope of Licensee Program	
Locations where licensed materials are being used, possessed, and stored are as described on the license. **[L/C, 10 CFR 30.32]**	☐ Yes ☐ No
Has the mailing address changed? **[10 CFR 30.32]**	☐ Yes ☐ No
Has the company ownership changed? **[10 CFR 30.34]**	☐ Yes ☐ No
If yes, was the Department notified? **[10 CFR 30.34]**	☐ Yes ☐ No
List location(s) of licensed material and identify the location of this inspection.	
Authorized Nuclear Pharmacist (ANP) is named on the license, with appropriate training documentation. **[10 CFR 35.55]**	☐ Yes ☐ No
Is there a new ANP since the last inspection?	☐ Yes ☐ No
If yes, does the new ANP meet the training requirements? **[L/C, 10 CFR 35.55]**	☐ Yes ☐ No
Was the Department notified within 30 days with an amendment to the license?	☐ Yes ☐ No
Note: Request a list of names of the RSO, ANPs, and AUs. **[10 CFR 35.14]**	
Are all authorized users (AUs) listed on the license? **[L/C, 10 CFR 35.14]**	☐ Yes ☐ No
If no, was the Department notified of changes to the AU list?	☐ Yes ☐ No
Do new AU's meet Department training requirements? **[10 CFR 35.57]**	☐ Yes ☐ No
Personnel interviewed at licensee address during the inspection (**indicates those individuals in attendance at exit meeting). Individual 1: Individual 2: Individual 3: Individual 4:	
Describe the licensed material program (types and quantities of licensed materials received, transferred, or redistributed; number of facilities/customers served; size of staff; etc.):	

Licensee distributes: ☐ Photon-emitting material ☐ Generators ☐ Alpha- and beta-emitting material ☐ Sealed sources ☐ Iodinated material (I-131, I-125, or I-123)	
The license identifies all radionuclides possessed by the licensee. **[L/C]**	☐ Yes ☐ No
Radioactive materials in the licensee's possession are within quantity limits indicated on the license. **[L/C]** Note: Request a copy of licensee's most recent inventory of radioactive materials, including sealed sources.	☐ Yes ☐ No
Management Oversight	
Management supports ALARA. **[10 CFR 20.1101]**	☐ Yes ☐ No
Management supports RSO efforts.	☐ Yes ☐ No
Are radiation protection annual audits being performed? **[10 CFR 20.1101]** Who conducts audits? _____ Scope of audit (areas of the program licensee reviewed) **[10 CFR 20.1101]**:	☐ Yes ☐ No
Audits are conducted at intervals not exceeding 12 months. **[10 CFR 20.1101]**	☐ Yes ☐ No
Audits and review records of the licensee program are being maintained. **[10 CFR 20.2102]** Note: These records must be kept for three years after they are made.	☐ Yes ☐ No
Were deficiencies found in the program following a self-audit?	☐ Yes ☐ No
If yes, have the deficiencies been corrected? Note: The inspector should look for repeat deficiencies.	☐ Yes ☐ No
Audit records were reviewed by Department inspector.	☐ Yes ☐ No
Performance Evaluation Factors (PEF) Note: PEF evaluations are best accomplished by interviewing management, RSO, ANPs, AUs, and other licensee personnel.	
Senior management is involved with radiation safety program and RSO oversight.	☐ Yes ☐ No
The RSO has sufficient time to perform his/her radiation safety duties.	☐ Yes ☐ No

The licensee has sufficient staffing to support its activities and radiation protection programs.	☐ Yes ☐ No
Adequate audits are being implemented.	☐ Yes ☐ No
Pharmacy Facilities	
Have the facility design and/or locations of use changed? **[L/C]**	☐ Yes ☐ No
If yes, has the license been amended? Note: The inspector should request a tour of the licensee's facilities.	☐ Yes ☐ No
The areas for receiving, using, and storing licensed materials are secured and adequate for the licensee's activities.	☐ Yes ☐ No
There is a clear delineation between restricted and unrestricted areas.	☐ Yes ☐ No
Note: Check for barriers, posting, security, contamination monitoring stations, and worker's instructions.	
Areas assigned as receipt, use, preparation, and waste storage are identified.	☐ Yes ☐ No
The licensee makes every reasonable effort to maintain radiation levels ALARA in areas where licensed activities are performed. **[10 CFR 20.1101]**	☐ Yes ☐ No
Are ventilation systems for iodinations adequate and all required effluent dose limits met. **[L/C, 10 CFR 20.1701]**	☐ Yes ☐ No
Note: Licensee maintains a procedure to ensure ventilation systems are working (e.g., monitoring HEPA filter weekly.)	
There are adequate numbers of lead shields (L-blocks) in place.	☐ Yes ☐ No
Generators are housed in a separate room.	☐ Yes ☐ No
If no, are generators properly shielded and isolated to keep radiation levels ALARA?	☐ Yes ☐ No
Survey Equipment and Instrumentation	
There are sufficient numbers of portable and fixed monitoring equipment for the materials authorized by the licensee. **[L/C]**	☐ Yes ☐ No
Do survey meters meet the Department's criteria? **[10 CFR 20.1501]**	☐ Yes ☐ No
Calibration records are maintained for each fixed and portable monitor. **[10 CFR 20.2103]**	☐ Yes ☐ No
Who performs calibrations of licensee's equipment? _____ ☐ In-house ☐ Authorized Outside Vendor	
Note: Make list of monitoring equipment; check and record all pertinent information pertaining to the instrument calibrations, serial numbers, etc.	

Are procedures in place to identify, evaluate, and report equipment safety component defects? **[L/C, 10 CFR 32.74]** Note: Inquire about basic components of licensee's equipment where a failure or defect has been found (voluntary report to the Department.) If left unattended, the defects could become substantial safety hazards.	☐ Yes ☐ No
Dose calibrators for photon-emitters. **[10 CFR 35.2432]**	
Constancy checked daily prior to assay of patient dosages (± 10% accuracy.)	☐ Yes ☐ No
Linearity checked at installation and quarterly (± 10% accuracy.)	☐ Yes ☐ No
Geometry dependence checked at installation (± 10% accuracy.) Note: Must be checked against volumes and configurations (volumes dispensed and syringe sizes.)	☐ Yes ☐ No
Accuracy checked at installation and yearly (± 10% accuracy). Note: If the dose calibrator has been repaired, relocated, or adjusted, all appropriate tests listed above must be repeated, and be within ± 10% accuracy before putting the calibrator back in use**.**	☐ Yes ☐ No
Dose measurements for beta- and alpha-emitters. **[10 CFR 35.60]**	
Calibrated with each isotope used by the licensee.	☐ Yes ☐ No
Constancy checked daily prior to assay of patient dosages (± 10% accuracy.)	☐ Yes ☐ No
Geometry dependence checked at installation (± 10% accuracy.)	☐ Yes ☐ No
Accuracy checked at installation and yearly (± 10% accuracy.)	☐ Yes ☐ No
Linearity checked at installation and quarterly (± 10% accuracy.)	☐ Yes ☐ No
Dose measurement procedure available and in use. **[L/C]** Note: If the calibrator is repaired, adjusted, or relocated, all tests listed above must be repeated. If any test exceeds ±10% the calibrator must be repaired or replaced.	☐ Yes ☐ No
Surveys and Contamination Control	
Are routine surveys performed for radiation levels and removable contamination? **[L/C]**	☐ Yes ☐ No
Are area ambient surveys performed daily and records maintained? **[10 CFR 20.1501** & **10 CFR 20.2103]**	☐ Yes ☐ No
Are contamination surveys performed and records maintained? **[10 CFR 20.1501** & **10 CFR 20.2103]**	☐ Yes ☐ No

Are radiopharmaceutical preparation areas surveyed after each run? **[L/C]**	☐ Yes ☐ No
Are storage and unrestricted areas surveyed weekly? **[L/C]**	☐ Yes ☐ No
Is proper equipment being used to detect contamination and measure radiation levels? **[L/C]**	☐ Yes ☐ No
Identify licensee's meter(s) used for ambient radiation level surveys. Note: Check meter type, model, serial number, calibration records, and batteries.	
Identify licensee's instrument(s) used for detecting removable contamination. Note: Check instrument type, model, serial number, and calibration records.	
Corrective actions are implemented and documented when excess radiation or contamination levels are detected.	☐ Yes ☐ No
An action level for radiation levels is established and used. **[L/C]**	☐ Yes ☐ No
An action level for removable surface contamination is established and used. **[L/C]**	☐ Yes ☐ No
Sealed Sources and Leak Test	
A leak test is performed on each sealed source at six-month intervals or as specified in the SSD certificate. **[L/C]**	☐ Yes ☐ No
Leak tests performed as described in the license. **[L/C]**	☐ Yes ☐ No
Leak test records are maintained for three years.	☐ Yes ☐ No
Was any source found leaking since the last inspection? **[10 CFR 35.67]**	☐ Yes ☐ No
If yes, was the Department notified?	☐ Yes ☐ No
Radioactive Materials Use and Controls	
Radioactive materials stored in an unrestricted area are secured from unauthorized access to or removal from the area? **[10 CFR 20.1801]**	☐ Yes ☐ No
Radioactive materials in a controlled area, but not in storage, are under surveillance at all times? **[10 CFR 20.1802]**	☐ Yes ☐ No
Are procedures available for receiving and opening packages? **[10 CFR 20.1906]**	☐ Yes ☐ No
Are restricted and unrestricted areas delineated?	☐ Yes ☐ No
Licensed radioactive materials are transferred only to authorized recipients? **[10 CFR 30.41]**	☐ Yes ☐ No
Records of receipt and transfer of radioactive materials are maintained?	☐ Yes ☐ No
Note: Review licensee's most recent inventory. **[10 CFR 35.2067]**	

Do employees use safe handling practices when working with radiopharmaceuticals (e.g., lab coats, disposable gloves, etc.)?	☐ Yes ☐ No
Instructions to Workers	
All individuals/workers who are likely to receive an occupational dose [>1 mSv (100 mR) per year] are informed of their exposures. **[10 CFR 19.13]**	☐ Yes ☐ No
Annual training is provided to employees who are projected to exceed 100 mR/year. **[10 CFR 19.12]**	☐ Yes ☐ No
Required records are maintained for three years. **[10 CFR 35.2067]**	☐ Yes ☐ No
Other workers are given training as needed (e.g., radiopharmacy technician, courier/drivers of licensee's delivery vehicle, and ancillary personnel.) **[L/C, 10 CFR 30.33]**	☐ Yes ☐ No
Training records are maintained and available for Department review.	☐ Yes ☐ No
Workers are knowledgeable of applicable parts of **NUREG-1556 Volume 13** and **10 CFR 30.33**, license conditions, and licensee's operating, emergency, and safety procedures.	☐ Yes ☐ No
Hazmat training is provided for transportation personnel (e.g., courier/drivers of licensee's delivery vehicle.) **[49 CFR 172.700]**	☐ Yes ☐ No
Staff Training Program	
Is adequate ANP supervision provided to employees who handle radiopharmaceuticals? **[L/C]**	☐ Yes ☐ No
List personnel trained to do specialized services, such as instrument calibration and leak testing. **[L/C]**	
Training course approved per **Appendix G** of **NUREG-1556 Volume 15**.	☐ Yes ☐ No
RSO retains documentation of training.	☐ Yes ☐ No
Inspector observed AU performing licensed activities.	☐ Yes ☐ No
Are any AUs authorized to perform non-routine maintenance on dose calibrators?	☐ Yes ☐ No
Is the AU knowledgeable and familiar with licensee's operating and emergency procedures?	☐ Yes ☐ No
Notification and Reports	
Did the licensee provide monitored individuals with an annual written report of their occupational exposure? **[10 CFR 19.13]**	☐ Yes ☐ No
Occupational radiation exposure reports for monitored personnel are being maintained?	☐ Yes ☐ No

At termination of employment, are workers' exposure records available upon request? **[10 CFR 19.13]**	☐ Yes ☐ No
Has any licensed radioactive material been stolen, lost, or gone missing since the last inspection? **[10 CFR 20.2201]**	☐ Yes ☐ No
Have any reportable events occurred since the last inspection? **[10 CFR 20.2202]**	☐ Yes ☐ No
If yes, describe the root cause and corrective action taken.	
Have any occupational overexposures and/or excessive levels of radiation been reported to the Department? **[10 CFR 20.2203]**	☐ Yes ☐ No
The RSO and all authorized users are aware of and have access to the department's emergency telephone number. [Note: Department 24-hour telephone number is 802-863-7280.]	☐ Yes ☐ No
Posting and Labeling	
Is posting required? **[10 CFR 20.1902 & 20.1903]**	☐ Yes ☐ No
Note: "Caution, Radiation Area" sign does not need to be posted if the radiation levels are less than 0.05 mSv/hour (5 mR/hour) at 30 cm from the source. "Caution, Radioactive Materials" sign must be posted in each area or room in which licensed material exceeding 10 times the quantity listed in **10 CFR Part 20 Appendix B** is used or stored.	
"Caution, Radioactive Materials" signs posted where required. **[10 CFR 20.1902]**	☐ Yes ☐ No
"Caution, Radiation Area" sign posted as required. **[10 CFR 20.1901 & 20.1902]**	☐ Yes ☐ No
All radioactive material transport containers are labeled and legible. **[10 CFR 20.1904]**	☐ Yes ☐ No
The Department's "Notice to Employees" is posted in an appropriate area. **[Department Form 3]**	☐ Yes ☐ No
The Department's rules, license, notice of items of non-compliance, and applicable sections of Vermont Radioactive Materials Rule posted, or a notice of availability is posted for employee review.	☐ Yes ☐ No
Are there any exemptions to posting **[10 CFR 20.1903]** or labeling **[10 CFR 20.1905]** requirements?	☐ Yes ☐ No
Is each transport radiation shield (e.g., pig) labeled with the radiation symbol and the words "Caution, Radioactive Material?"	☐ Yes ☐ No
Is each syringe, vial, or other container (e.g., generator or ampule) used to hold radioactive drugs labeled with the radiation symbol and the words "Caution, Radioactive Material," and an identifier which correlates to the transport radiation shield?	☐ Yes ☐ No

Independent and Confirmatory Measurements	
Inspector performed independent surveys. If yes, record: Highest radiation level in unrestricted areas: _____mR/hr Highest radiation level in restricted areas: _____mR/hr	☐ Yes ☐ No
Inspector's survey instrument(s) used: Mfg./Make: Model #: Serial #: Last calibration date:	
Licensee survey instrument(s): Mfg./Make: Model #: Serial #: Last calibration date:	
Compare inspector instrument readings to licensee instrument readings.	
Radiation levels in all unrestricted areas do not exceed 2 mR in any one hour or 100 mR in a year. **[10 CFR 20.1301]**	☐ Yes ☐ No
Reading at external surface of transportation containers: _____mR/hr **[10 CFR 20.1906]**	
Personnel Monitoring	
Is dosimetry required? **[L/C, 10 CFR 20.1502]**	☐ Yes ☐ No
Dosimeters are provided to workers.	☐ Yes ☐ No
Type: ☐ Film ☐ Whole Body ☐ TLD ☐ Extremity ☐ Luxel ☐ OSL	
Frequency of reports: ☐ Weekly ☐ Monthly ☐ Quarterly	
Dosimetry supplier: _____	
NVLAP certified? **[10 CFR 20.1501]**	☐ Yes ☐ No

Monitoring reports are reviewed by the licensee: **[L/C]** ☐ Weekly ☐ Monthly ☐ Quarterly Note: Identify and record the reviewer. _____	
Personnel monitoring records are available for review.	☐ Yes ☐ No
Monitoring results are reported in Sv or rem. **[10 CFR 20.2101]**	☐ Yes ☐ No
Inspector reviewed personnel monitoring records, from _____ to _____. Maximum DDE: _____mSv _____mR ☐ Month ☐ Quarter ☐ Year Maximum SDE: _____mSv _____mR ☐ Month ☐ Quarter ☐ Year	
Did any worker's occupational dose exceed regulatory limits? **[10 CFR 20.1101]**	☐ Yes ☐ No
Are there unmonitored workers whose job has changed since the last inspection to put the worker(s) above 10% of the occupational limit?	☐ Yes ☐ No
Are records of personnel exposure, surveys, and monitoring evaluation retained?	☐ Yes ☐ No
If a worker declared her pregnancy, did the licensee comply with **10 CFR 20.1208** & **20.2106**?	☐ Yes ☐ No
Radioactive Waste Management	
Waste received from customer is surveyed and checked for removeable contamination. Note: Any reading of 200 mR/hr or above must be reported to the Department.	☐ Yes ☐ No
Waste storage. **[L/C, 10 CFR 20.2001]** Decay-in-storage is approved and procedures are being followed.	☐ Yes ☐ No
All radionuclides being stored have half-lives less than 120 days.	☐ Yes ☐ No
Radionuclides are segregated for storage according to half-life.	☐ Yes ☐ No
Each nuclide in waste storage is stored for a minimum of 10 half-lives.	☐ Yes ☐ No
Waste storage area is properly secured. **[10 CFR 20.1801]**	☐ Yes ☐ No
Waste storage area is properly posted. **[10 CFR 20.1902]**	☐ Yes ☐ No
Waste containers are properly labeled. **[10 CFR 20.1904]**	☐ Yes ☐ No

Before waste is disposed, surveys are performed at the surface of each container with the survey meter set to its most sensitive scale.	☐ Yes ☐ No
Records of disposal are maintained.	☐ Yes ☐ No
Effluents from licensed material are maintained ALARA.	☐ Yes ☐ No
The fume hood is being checked for adequate air flow.	☐ Yes ☐ No
Filters are being maintained and replaced according to the manufacturer's instructions and licensee's written procedures. **[L/C]**	☐ Yes ☐ No
Transportation of Radioactive Materials	
Licensee makes shipments of radioactive material. **[10 CFR 30.41]**	☐ Yes ☐ No
Security and all applicable regulations followed. **[10 CFR 30.41]**	☐ Yes ☐ No
Shipments are made through common carriers. **[10 CFR 71.5]**	☐ Yes ☐ No
Shipments are transported in the licensee's private vehicle(s). **[10 CFR 71.5]**	☐ Yes ☐ No
Driver trained in HAZMAT communications, including loading and unloading radioactive materials. **[49 CFR 177.816 & 177.842]**	☐ Yes ☐ No
Licensee packages and ships radioactive materials according to regulatory procedures. **[10 CFR 30.41]**	☐ Yes ☐ No
Type A package used for shipping and marked "Type A." **[10 CFR 71]**	☐ Yes ☐ No
Shipping container normally used to transport radioactive materials: ☐ Steel "Ammo" Box ☐ Aluminum Suitcase ☐ Other	
Package/container meets design requirements. **[49 CFR 173.410 & 173.415]**	☐ Yes ☐ No
DOT 7A or other authorized packages used for shipping. **[49 CFR 173.415(a)]**	☐ Yes ☐ No
Package properly marked with two labels that include proper shipping name and Identification Number ("Radioactive material, N.O.S., UN 2928.")	☐ Yes ☐ No
Those packages containing more than 10 mCi of iodinated byproduct include the letters RQ (reportable quantity.)	☐ Yes ☐ No
Activity per package does not exceed the A-1 or A-2 limit. **[49 CFR 173.424]**	☐ Yes ☐ No
Only shipping labels "Radioactive White-I" or "Radioactive Yellow-II" are used.	☐ Yes ☐ No
Note: Yellow-II labels must include the Transport Index (TI). **[49 CFR 173.403]**	
Radiation levels at the external surface of the package for White-I labels are less than or equal to 0.5 mR/hr. **[49 CFR 172.403]**	☐ Yes ☐ No

Radiation levels at the external surface of the package for Yellow-II labels are greater than 0.5 mR/hr but do not exceed 50 mR/hr. **[49 CFR 172.403]**	☐ Yes ☐ No
Contamination levels at the surface of the package are checked before shipping and on return from customers.	☐ Yes ☐ No
All proper shipping requirements are met (shipper's name, RQ, description of shipment, hazards class, UN number, nuclide, activity category, label, TI, etc.) **[49 CFR 172.200** through **172.204]**	☐ Yes ☐ No
Emergency procedures and response telephone number(s) are available. **[49 CFR 172.604]**	☐ Yes ☐ No
Shipping papers are readily accessible during transportation. **[49 CFR 177.817(e)]**	☐ Yes ☐ No
Note: Papers must be placed in pocket in the door of the driver's side or placed on the passenger seat. If there is no pocket, the driver must place the papers on the driver's seat when he/she is out of the vehicle.	
Special form materials are shipped.	☐ Yes ☐ No
Vehicle is placarded as required (Yellow-III if TI > 1.0.) **[49 CFR 172.504(a)]**	☐ Yes ☐ No
Radioactive materials are secured and properly blocked and braced in transport vehicle. **[49 CFR 177.834(a)** & **177.842(d)]**	☐ Yes ☐ No
A QA program for packaging is in place. **[L/C]**	☐ Yes ☐ No
License Conditions/Tie-downs	
All license conditions reviewed by Department inspector.	☐ Yes ☐ No
Licensee activities are being conducted in accordance with license conditions.	☐ Yes ☐ No
Bulletins and Information Notices	
Licensee is receiving the Department information notices and bulletins.	☐ Yes ☐ No
Licensee has taken appropriate action in response to the notices and bulletins.	☐ Yes ☐ No
Security Inspection	
On-site Security Review: If this licensee is authorized for possession of material equal to or exceeding the Category 2 threshold, complete an on-site security review per **10 CFR 37.43**. If yes, Licensee Contact Name: Contact Telephone Number: Contact Email Address:	☐ Yes ☐ No ☐ N/A

Summary of Observations, Findings, and Conclusions
Business Operations: Facility – Visit all storage and use locations identified on the application Personnel: **Overall Assessment** Note: If there is not sufficient information to conclude that licensed material will be used as specified on the license, immediately notify Department supervision.
Exit Meeting at Conclusion of Inspection
Identify and list the individuals in attendance:
Date meeting conducted:
List those issues discussed at the exit meeting:
Summary of Violations and Recommendations