



Radiation Protection Section Important Inspection Information On How To Respond

The Radiation Protection Section has classified each violation into one of the four category levels: **Level I, Level II, Level III and Level IV. Identical violations found during two consecutive inspections are identified as repeats.** A **Level I** violation indicates a critical health and safety issue to the workforce staff, public and/or patient. All other category level violations indicate a significant health and safety issue to the work staff, public and/or patient but are not considered critical. The Section identifies violations through unannounced inspections and investigations of injuries or complaints. After the Section identifies a violation the severity is assessed and put into one of the above category levels. The category level is also used to determine how the facility should respond to the violation.

Each Notice of violation letter is subject to review and consideration for enforcement action based upon the severity level of the violations and your compliance history. Enforcement action typically takes the form of one or more of the following actions:

- increased inspection frequency
- enforcement conference
- assessment of a civil penalty

If an enforcement action is deemed appropriate, you will be notified under separate cover. Enforcement actions are separate processes outside the scope of the standard Notice of Violation Letter.

If you received a (Level I, Level I Repeat, Level II Repeat) Notice of violation which is a Critical Public Health and Safety Violation:

Because these Severity Level I violations are considered **critical** public health and safety issues and must be answered within 15 business days from the date of the Notice of Violation. This does not mean the violation(s) must be corrected within 15 days. It is required that correspondence address the violation(s) listed in the accompanying Notice of Violation letter and include:

- registration number
- name of facility inspected
- listing of proposed corrective action(s) to be taken to correct the problem(s) or listing of completed corrective action(s)
- date that each corrective action was or will be completed
- upon completion, copies of service records and/or other supporting documents showing any corrective action taken
- signature of the person who is legally responsible
- actions taken to prevent recurrence of violation(s)

If you received a (Level II, III, Level III Repeat, IV, Level IV Repeat) Notice of Violation:

Because these Severity Level violations are **significant** public health and safety issues and must be answered within 30 business days from the date of the Notice of Violation. It is required that any correspondence address the violation(s) listed in the accompanying Notice of Violation Letter and include:

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF HEALTH SERVICE REGULATION

RADIATION PROTECTION SECTION

LOCATION: 5505 Creedmoor Road, Suite 100, Raleigh, NC 27612

MAILING ADDRESS: 1645 Mail Service Center, Raleigh, NC 27699-1600

www.radiation.ncdhhs.gov • TEL: 919-814-2250

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

- registration number
- name of facility inspected
- listing of proposed corrective action(s) to be taken to correct the problem(s) or listing of completed corrective action(s)
- date that each corrective action was or will be completed
- upon completion, copies of service records and/or other supporting documents showing any corrective action taken
- signature of the person who is legally responsible
- actions taken to prevent recurrence of violation(s)

If you received a Compliance with Regulations or a Recommendation letter:

These letters identify that your facility was in compliance with the regulations at the time of inspection or the inspector identified recommendations that would strengthen your program. No correspondence is required for this type of letter.

Where to Submit Correspondence

Submit your written correspondence to the attention of your **Inspector's name** at the following address:

Radiation Protection Section
1645 Mail Service Center
Raleigh NC 27699-1600

For questions about addressing violations, you may contact the Inspector who conducted the inspection by [clicking here](#).

Additional Information

- Helpful information can be obtained at the Radiation Protection Section web site: radiation.ncdhhs.gov.