



GUIDANCE FOR RESPONDING TO A TANNING FACILITY INSPECTION

800 NE Oregon Street, Suite 640 | Portland, OR 97232-2162

Phone: (971) 673-0490 | Fax: (971) 673-0553

Website: www.healthoregon.org/rps

The following is guidance for properly responding to the most common citations found during a Tanning Inspection. You must respond in writing to each item marked as a citation on the Inspection Finding Report. Please ensure that the corrective action(s) are completed by the date you submit your response.

If you have items that are out of compliance and you do not respond in writing with the corrective action taken within the stated time frame you will be subject to civil penalty in the amount(s) noted on the Inspection Finding Report.

RESPONSE DUE IN 10 CALENDAR DAYS FOR THE FOLLOWING CITATIONS:

- REGISTRATION OF TANNING DEVICE:** Fill out the tanning registration form. Mail the following to 800 NE Oregon Street, Suite 640, Portland, OR 97232:
 - the completed tanning registration form
 - payment for the tanning device(s) (\$100 for each device)
 - Contact Sharon Ross sharon.e.ross@state.or.us with questions concerning registration at (971) 673-0509.
- SEND COPIES OF TRAINING CERTIFICATES:** Tanning operators will need to complete training **within 10 days** of the inspection date. Copies of training certificates or proof of training completion for ALL tanning operators need to be mailed, faxed or emailed and received by RPS to complete your response. *Note: All operators of registered tanning devices must successfully complete an approved tanning training course in the State of Oregon prior to commencement of tanning operations.*

RESPONSE DUE IN 30 CALENDAR DAYS FOR THE FOLLOWING CITATIONS:

- LAMP EQUIVALENCY CHARTS:** A lamp equivalency chart proves that the lamps required by the tanning device manufacturer are equivalent to the lamps that are currently in your tanning bed. Send a copy of each lamp equivalency chart that was missing with your written response. Double check your lamp equivalency chart to make sure it is correct and that you have the correct lamps in your tanning device. If you are missing a lamp equivalency chart, contact your lamp supplier for a copy or go online and find it yourself. *Note: Lamp equivalency charts are often mailed with the lamps. All beds list the required lamps on the sticker that lists warnings and exposure requirements; this information is also listed in your bed manual. If the lamps you have installed are, in fact, not equivalent to the lamps that are required you will need to replace the lamps with equivalent lamps.*

- TIMER TESTS:** Complete a timer test for **each** tanning device and record on the Timer Test Record. Send a copy of the timer test as part of your response. *Note: Use a stop watch to complete a timer test. Turn the stop watch on when the tanning device starts, and stop the stop watch when the tanning device turns off. Compare the time on the stop watch with the amount of time you set the device for. Both numbers need to be recorded (use minutes and seconds) on the Timer Test Record. Corrective action is required if the timer is off 10 %.*
- SKIN TYPING:** If you have not been skin typing your clients, you must start skin typing your clients at this time by using the Skin Type Chart (provided at the time of the inspection or available online). Explain on your response that you are now properly skin typing your clients.
- TANNING DEVICE MANUALS:** Send a copy of the FRONT PAGE ONLY of each tanning manual that was missing during the inspection. Note: If you are sending multiple manual covers, write the room number on the top of the page and the RADT number (yellow State of Oregon sticker on the tanning device).
- COMMUNICATE WITH YOUR INSPECTOR:** If you are having trouble fixing any of the violations or your response will be delayed, contact your inspector by phone or e-mail to let them know why and when the violation will be corrected. Communication is very important!
- SEND RECEIPTS:** If a violation requires you to purchase an item (examples: acrylic, test strips, pillows, device exposure schedules, etc) send a copy of the receipt(s) with your written response to document that you have purchased the item(s).
- EMAIL, FAX OR MAIL YOUR RESPONSE:** When emailing, faxing or mailing a response, clearly identify your facility name, location and the inspector that completed your inspection. This is to ensure that your response gets to the correct person.

If you have additional questions regarding the inspection and how to respond, contact your inspector. Remember to respond in 10 days for Registration or Training violations, and 30 days for all other violations.

Failure to respond appropriately to items of non-compliance will subject you to civil penalties.

Mail your response to:

Radiation Protection Services – Tanning Program
800 NE Oregon Street, Suite 640
Portland, OR 97232-2162

Fax your response to
971-673-0553

Email your response to the inspector!

Website: www.healthoregon.org/rps

