

GUIDANCE FOR RESPONDING TO A TANNING FACILITY INSPECTION

The following is guidance to properly respond 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.

The Oregon Health Authority, Radiation Protection Services (RPS) is charged with protecting the health & safety of all Oregonians from unnecessary radiation exposure. RPS Regulation, Inspection, and Registration programs are funded through user registration fees. Thus, payment of your user registration fees has a direct impact on our ability to protect the health of Oregonians.

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 THE TANNING DEVICE

Fill out the tanning registration form. Mail the following to 800 NE Oregon St, Suite 640, Portland, OR 97232:

- The completed tanning registration form
- Payment for the tanning device(s) (\$175 for each device)
- Contact Alex Parker with questions concerning registration at alexandra.k.parker@oha.oregon.gov or (503) 798-3019

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 must be mailed, faxed, or emailed to the inspector who performed the inspection 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 commencement of tanning operations.

RESPONSE DUE IN 30 CALENDAR DAYS FOR THE FOLLOWING CITATIONS:

LAMP EQUIVALENCY CHARTS

Submit a lamp equivalency chart demonstrating that the lamps are equivalent to the manufacturer's specifications that are currently installed in the 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.

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 installed are not equivalent to the to the manufacture's specifications, you will need to replace with equivalent lamps.

TIMER TESTS

Complete a timer test for **each** tanning device. Record the test on the Timer Test Record form. Send a copy of the timer test as a part of your response. Remember timer tests must be completed and recorded once a year for each tanning device.

Note: Use a stopwatch to complete timer tests. Compare the time on the stopwatch 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

You must start recording the client's skin type by using the Skin Type Chart (provided at the time of the inspection or available online). Have your client fill out the skin typing questionnaire and then verify they added the totals correctly. Write the skin type number on the client card or record on the computer system. Submit in writing your plan of action for skin typing new customers and to update existing customers. Include copies of at least 5 client cards.

TANNING DEVICE MANUALS

Send a copy of the FRONT PAGE ONLY of each tanning manual that was missing during the inspection. Keep in mind the whole manual must be available at your salon. Yes, it is okay to have a pdf version on the computer, as long as all employees have access to it.

Note: If you are sending multiple manual covers, write the room number on the top of the page and the RAD-T number (yellow State ID sticker).

THINGS TO REMEMBER FOR ALL CITATIONS:

COMMUNICATE WITH YOUR INSPECTOR

If you are having trouble correcting any of the violations, or your corrective actions will be delayed, contact your inspector by phone or email 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, 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). Keep a copy of your response for your records.

EMAIL, MAIL, OR FAX YOUR RESPONSE

When emailing, mailing, or faxing a response, clearly identify your facility name, location, and the name of the inspector that completed your inspection. This is to ensure that your response gets to the correct person. Keep a copy of your response for your records.

RESPONSE DEADLINE

Remember to respond in 10 days for registration or training violations and 30 days for all other violations.

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