

**WAC 246-226-100 Required records and reports.** (1) The registrant shall maintain written information regarding the operation and calibration of the CT X-ray system including, but not limited to, the following:

(a) Dates of the latest calibration and where the results are located; and

(b) Quality control program results required under WAC 246-226-080 of at least the most recent quality control evaluation, and all additional schedules of evaluation established by the medical physicist appropriate for the CT X-ray system.

(2) A registrant shall maintain the following documents for the durations specified and make them available for review by the department upon request:

(a) The most recent radiation protection survey and radiation shielding plan required under WAC 246-226-030 must be retained for as long as the CT X-ray system is in use.

(b) Written approval of the most recent annual review under WAC 246-226-040 for each CT X-ray system with date and signature of the registrant, medical physicist, and lead interpreting CT physician.

(c) Most recent performance evaluation report required under WAC 246-226-090.

(d) Records documenting the qualifications of all personnel who worked with the CT X-ray system as a physician, radiologic technologist, and employed or contracted medical physicist, during the past three years. Records of personnel no longer employed by the CT facility must be retained until the next department inspection following the employee's termination has been completed and the department has determined that the facility is in compliance with the staffing requirements of WAC 246-226-070.

(e) Training log required under WAC 246-226-070, must be retained for at least three years.

(f) All root cause analyses and corrective actions plans required under WAC 246-226-060, must be retained for at least ten years.

[Statutory Authority: RCW 70.98.050 and 70.98.080. WSR 16-23-030, § 246-226-100, filed 11/8/16, effective 1/1/17.]