

Preparation Instructions for Safety Deficiency Notices

1. Anyone may initiate a Safety Deficiency Notice.
2. The forms will be completed at the site with copy 1 being left with the Site Administrator.
3. The remaining copies are to be forwarded to Safety, Security and Inspections Office.
4. SSI will conduct a site visit to verify the deficiency.
5. SSI will forward the forms with any additional finding to the appropriate Director for corrective action.
6. Within 30 days, the appropriate Director or responsible party will return copy 4 of the deficiency notice to SSI with the corrective action taken.
7. Upon receipt of the notification of the completed corrective action, SSI will re-inspect and provide a final response to the site administrator and initiating party.
8. If not resolved within 30 days call SSI at 337-8590.