Appendix 4: Letter template warning the manufacturer/vendor of removal of chamber from the AAPM's Ionization Chamber Registry (ICR)

AAPM WGICR communication reference:

Dear Ionization Chamber Manufacturer / Vendor Contact Person:

On behalf of the AAPM Ionization Chamber Registry Working Group (WGICR), I write to let you know that I recently became aware that

Ionization chamber manufacturer: _____
Ionization chamber type(s): _____
Ionization chamber serial number range (starting / ending):
_____

may have been altered by [explain changes of manufacturing venue or process/changes in volume geometry and/or internal design and materials / discovery of deficiencies in the published dosimetric response or constancy data or data demonstrating constancy of chamber design and manufacturing or stability have failed to be submitted to the WGICR].

These data may be compared to specifications in "Performance prerequisites and required information for inclusion on ionization chamber registry".

Please be advised that the AAPM Ionization Chamber Registry Policy (available on the AAPM website) stipulates that the manufacturer may submit for WGICR review a set of revised dosimetry data that meet the standards specified by the AAPM dosimetric prerequisites. Alternatively, the vendor may provide evidence to WGICR demonstrating that the revised product is dosimetrically equivalent to the original ionization chamber from which the accepted dosimetry data were derived.

If the WGICR does not receive a response to this letter, the process may result in removal of an ionization chamber from the ICR. In accordance with ICR policy, a response to this letter is requested within 4 weeks. If revised dosimetry data is required, it must be submitted for review within 6 months.

Regards,

[Name here]
Chair, American Association of Physicists in Medicine (AAPM) Ionization Chamber Registry Working Group (WGICR)