**Appendix 4: Letter template warning the manufacturer/vendor of failure of NIST calibration comparison**

Dear Seed Manufacturer / Vendor Contact Person:

I recently became aware that [insert seed manufacturer / vendor name here] seed model(s)

name (radionuclide)

name (radionuclide)

are overdue for annual NIST calibration and circulation among the ADCLs.  As records indicate that both seeds were last calibrated in [Month] of [Year], it would appear that both are overdue by XX months.

Please be, advised that the AAPM/IROC Houston Registry Policy (available [here](https://gcc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Frpc.mdanderson.org%2FRPC%2FBrachySeeds%2FSource_Registry.htm&data=02%7C01%7Cronald.tosh%40nist.gov%7Ce1e1b092fb3f437cf9b608d7bb2d9fef%7C2ab5d82fd8fa4797a93e054655c61dec%7C1%7C1%7C637183676952622744&sdata=UELC793J%2BNyfpWWzy6RJoTkMXi0Sr74AB9ChAW%2BpGXY%3D&reserved=0)) stipulates that failure to maintain the schedule of calibration/comparisons with NIST and the ADCLs may result in removal of a source from the Registry (by 2/3 majority vote of the BTSC).

In accordance with Registry policy, a response is requested at your earliest convenience.

Regards,

[Name here]

Chair, American Association of Physicists in Medicine (AAPM) Calibration Laboratory Subcommittee (CLA)

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