



January 15, 2018

Mr. Cool, Executive Director
[EYE BANK NAME]
[BANK ADDRESS]
[BANK ADDRESS]

VIA Email: [OF EXEC DIR]

Dear Mr. Cool:

This letter is to confirm our recent communications regarding your upcoming Eye Bank Association of America's (EBAA) Site Inspection. I have been assigned as team leader for your inspection. My co-inspector is [CO-INSPECTOR NAME].

We will conduct your eye bank inspection on [DATE]. The medical director interview will be performed on [DATE] afternoon or [DATE] morning, whichever is most convenient for Dr. [MED DIR NAME] schedule. I will contact you closer to the date to confirm our expected arrival time. We will spend the majority of the time on the first day performing chart reviews. It is strongly recommended that fresh whole globes (not frozen) be used for the practical demonstration(s) to provide for the best possible outcome of the procedures.

Please forward one copy of your Policy and Procedure Manual and Pre-Inspection Documentation to each of us at the addresses below. We should receive your materials no later than [DATE]. See EBAA Accreditation Policy and Procedure C1.400, Submission of Pre-Inspection Documentation. In order to facilitate review of your manual, your eye bank must either tab your SOPs to correspond with each question in Section 1 of the Site Inspection Questionnaire or provide a separate document (crosswalk) that clearly explains where the inspectors can locate information pertaining to each question.

[LEAD-INSPECTOR NAME]
[ADDRESS]

[CO-INSPECTOR NAME] MD
[ADDRESS]

The EBAA Site Inspection forms are not mailed to you. Instead, they can be viewed and downloaded by all EBAA member eye banks through the EBAA website (via member log-in): <http://www.restore sight.org/>

Please contact me if you have any questions about this inspection. I look forward to visiting your bank.

Sincerely,

Lead Inspector

Phone [direct] [cell phone number] [email]

xc: [NAME], Co-Inspector
Christopher Ketcherside, MD, Co-Chair Accreditation Board
Chris Stoeger, CEBT, CTBS, Co-Chair Accreditation Board
Jennifer DeMatteo, EBAA Director of Regulations and
Standards