



**Department Of Veterans Affairs  
Asset Management Service  
152 US Highway 206 South  
Hillsborough, NJ 08844**

September 24, 2003

**ASSET MANAGEMENT SERVICE LETTER 3-03**

**TO:** DIRECTORS, ALL VA MEDICAL FACILITIES

**SUBJ:** ANNUAL X-RAY FILM USAGE SURVEY

1. The following provides specific instructions for submission of the Annual X-ray Film Usage Survey Report, RCS 90-0414, and silver content of medical x-ray film.

a. The original copy of VA Form 10-5547, Annual X-ray Film Usage Survey, will be mailed to the Director (902A), Asset Management Service (AMS), 152 US Highway 206 South, Hillsborough, NJ 08844, covering the prior fiscal year, no later than 15 calendar days after September 30th.

b. Automated reports, using a spreadsheet format, may be used in lieu of a manually typed VA Form 10-5547. Spreadsheet formats will have rows and columns appropriately titled.

c. To compute the silver recovery potential (Column 11 on Form VA 1-5547), utilize 20,000 troy ounce of silver per 20,000 square inches, for silver formula (Column 10 on Form VA 1-5547).

**NOTE:** The metric conversion for 20,000 square inches is 129,032 square centimeters.

2. If assistance is needed, please contact the Precious Metal Recovery Quality Assurance Specialists at 908-707-4344 or 707-4339.

3. Once all silver has been recovered from cathodes and Annual Usage Surveys have been recorded by AMS, the Annual Silver Efficiency Rating will be calculated and a report sent to each VISN Director.

4. Asset Management Service Letter 3-01, dated April 30, 2001, is hereby rescinded.

A handwritten signature in cursive script, appearing to read "S. E. Dufour".

S.E. Dufour  
Director

Rescission Date: September 30, 2005