

INSTRUCTIONS FOR SURVEY WORK

TO BEGIN TEST

Please fill out the following information on Radon Testing Summary Sheet page 1

Send Results Report to:

Results can only be sent to persons identified in N.J.A.C. 7:28-27A.3(c). For test results to be provided to any other individual, a Confidentiality Waiver must be signed.

Please print: Contact, Company/Agency/Board of Ed, Address, City, State, Zip, Phone, Fax & Email.

Test Location Information:

Please print: School District, School Code #, County, Municipality, Building/School Name, Address, City, State, Zip, Certification number of radon professional placing test kit, Certification number of radon professional retrieving test kit, Start Date, Stop Date, Time Zone and Total # of detectors for this building.

Circle Appropriate Conditions for Building Type, Structural Type of Building, Purpose of Test & Test Conditions.

After locations for placement of test canisters has been determined, you are ready to begin placement.

Remove the lowest portion of the bar code label from the bottom of the canister and keep for your records.

Then take the second bar code label and remove the paper backing and affix to the survey sheet in space provided. Record the canister start date and start time (am or pm), test location (room # and floor) and indicate if QA measurement is being conducted.

Do not remove tape that holds the top and bottom of can, and do not take canister apart.

Remove RTCA canister sealing label. Place canister in selected location. Test canisters can be exposed for 2 days (minimum of 48 hours) up to 7 seven days (maximum of 168 hours). Any exposure within this period will give an accurate radon result for the indicated exposure period.

TO END TEST

To end the test after the 2 to 7 day exposure, seal the perforated canister top with the resealing label which reads "Use This Label To Seal Perforated Side Of Canister".

Record the canister stop date and stop time (am or pm) on survey sheet.

Place test canisters and survey forms in shipping carton. **RETURN THE CANISTERS TO RTCA AS SOON AS THE TEST HAS BEEN STOPPED. THE TEST CANISTERS MUST BE RECEIVED BY RTCA WITHIN 7 DAYS OF STOPPING THE TEST.**

Contact your State Radon Office to determine what are, or whether there are, requirements associated with providing radon measurement services in your state. In New Jersey, the ANSI/AARST MALB protocol must be followed.

PROTOCOLS FOR PLACEMENT OF SHORT-TERM RADON TEST DEVICE(S)

- Test canisters should be placed in all frequently occupied rooms in contact with the ground or below ground.
- For large open areas (such as gymnasium) test canisters should be placed one for every 2000 square feet.
- On each upper floor, a measurement shall be conducted in at least one and not less than 10% of all dwellings and nonresidential rooms that are occupied or intended to be occupied.
- When restricted access is imposed by independent owners of ground-contact locations, the lowest accessible level of the building that is closest to ground shall be tested.
- The test device **should be** placed in an area where it will not be disturbed & will be subject to normal air flow.
- The test device **should be at least 20 inches from the floor.**
- Test devices conducted as **duplicate measurements should be placed four inches apart.**
- The test device **should not** be placed within 1 foot of an exterior wall with no doors or windows to the outside.
- The test device **should not** be placed within 3 feet of an exterior wall with doors or windows to the outside.
- **Do not test** in a closet, stairway, hallway, crawl space or in an enclosed area of high humidity or high air velocity. An enclosed area may include a kitchen, bathroom, laundry room or furnace room. In general, measurements **should not** be made in kitchens, laundry rooms, or bathrooms.
- The test device **should not** be placed near drafts caused by heating, ventilating and air conditioning vents, doors, fans, and windows. Locations near heat, such as on appliances, near fireplaces or in direct sunlight, and areas of high humidity **should be avoided.**
- HVAC Ventilation shall comply with ANSI/AARST MALB section 4.2.
- Tests lasting less than three days **should not** be conducted during unusually severe storms or high winds.

QUALITY ASSURANCE MEASUREMENTS

10% of the total number of tests should be conducted as duplicates

5% of the total number of tests should be conducted as blanks

CLOSED BUILDING CONDITIONS SHOULD BE MAINTAINED FOR SHORT-TERM RADON TESTS

- Windows and doors **should be** kept closed as much as possible 12 hours before starting the test and throughout the test period if the measurement lasts less than four days. Windows on ALL levels and external doors **should be** kept closed (except during normal entry and exit) during the measurement period.
- If the tester arrives at a property and finds windows or doors open, or suspects that closed-building conditions were not maintained 12 hours prior to arrival, then the test measurement should be extended to between four and seven days.
- External-internal air exchange systems (other than a furnace) such as high-volume, whole-building and window fans **should not** be operating. Attic fans intended to control attic and not whole building temperature or humidity should continue to operate. Combustion or make-up air supplies **must not** be closed.
- Normal operation of permanently installed energy recovery ventilators **may continue** during the test period.
- Permanently installed radon mitigation systems **should be** functioning during the measurement period.
- Centrally controlled air conditioning systems that recycle interior air can be operated during the closed-building conditions when radon measurements are made.

TAMPER CONTROL STRATEGIES

- Educate the parties about the necessary test conditions and request sign off on a **non-interference agreement**
- Place **signage** to indicate that radon test is in progress and should not be disturbed
- **Placement indicators** can be used to determine if a detector has been tampered with or moved
- **Tamper labels or seals** can be used to verify that detectors have not been altered or moved, or that windows or non-primary exterior doors have not been opened.

Upon retrieval of the radon device, the tester should carefully inspect note the test report accordingly if closed building conditions are still being maintained, any changes in detector placement and conditions of tamper labels or seal.