



2.4.1 ACKNOWLEDGEMENT FORM FOR CERTIFIED INDIVIDUAL IN RESPONSIBLE CHARGE OF RADON TESTING ACTIVITIES

Individual's Name _____ Date _____

Firm's Name (if certified) _____

I am the certified individual in responsible charge of testing activities. I acknowledge that, as long as I am employed as the certified individual, I am responsible for compliance with Pennsylvania's radon certification regulations, 25 Pa. Code Chapter 240. My responsibilities include the following:

1. Supervising radon testing activities.
2. Exercising due diligence to ensure that radon testing will be conducted as described in the approved application and in compliance with Pennsylvania law and regulations.
3. Exercising due diligence to ensure that all individuals in the firm who perform radon testing, and are not DEP-certified as testing individuals, (a) have adequate training and knowledge of radon testing procedures, and (b) are listed with DEP as employees of a certified radon testing firm.
4. Exercising due diligence to ensure that all radon testing is performed in accordance with the quality assurance procedures set forth in the application. 25 Pa. Code §240.304.
5. Exercising due diligence to ensure that DEP provided written evidence of successful participation in the DEP-approved radon proficiency program for each radon measurement utilized. 25 Pa. Code §240.307.
6. Exercising due diligence to ensure that no testing is performed unless the potential client has first been provided the written information required by 25 Pa. Code § 240.302(a), including a price list of services offered, a notice that only certified persons may provide such services, and evidence of certification.
7. Approving all data obtained from radon testing, including but not limited to, grab working level (GW), continuous working level (CW), grab radon (GR), continuous radon (CR), and electret testing devices (EL&ES).
8. Exercising due diligence to ensure that the results of radon testing are reported to DEP (only for the devices you read/analyze) and to the owner or occupier of the building within 45 days of completion of the services in accordance with the provisions of 25 Pa. Code §240.303(a), (b).
9. Meeting at least monthly with employees of the firm who perform radon-related activities to review quality assurance/quality control programs, reporting, and health and safety records, and where necessary, to initiate corrective action (if applicable).
10. Being readily available to firm employees to discuss all matters related to radon testing including radon certification, regulatory requirements, and radon testing protocols (if applicable).
11. Exercising due diligence to ensure that the health and safety program is adequate to maintain exposure to radon as low as reasonably achievable (ALARA). 25 Pa. Code §240.305.

**2.4.1 ACKNOWLEDGEMENT FORM FOR CERTIFIED INDIVIDUAL
IN RESPONSIBLE CHARGE OF RADON TESTING ACTIVITIES
(continued)**

Individual's Name _____ Date _____

Firm's Name (if certified) _____

- 12. Exercising due diligence to ensure a radon-related service or product is not advertised with false or misleading statements regarding the offered service or product, or the risks to health or property value. 25 Pa. Code §240.301.
- 13. Ensuring that I will participate in a continuing education program consisting of at least 8 hours of DEP-approved courses or seminars on radon each certification year. 25 Pa. Code §240.306.
- 14. Ensuring that I will be in responsible charge of DEP-listed firm employees.
- 15. Ensuring that I will notify the DEP promptly if a condition of the firm's certification or a condition of my certification changes.
- 16. Ensuring that I will notify the DEP promptly if my employment or radon testing activities terminates.
- 17. Ensure that testing records are maintained as specified in 25 Pa. Code §240.305.and §240.306 (as applicable).and
- 18. Ensure that all primary device testing activities are reported to the DEP within 45 days after the latest *test end date* or if no reportable testing activities are performed within a 45-day period that this is reported to DEP.
- 19. Ensure that all 45-day reportable testing activities performed by any of that firm's employees and yourself, is submitted under your individual testing certification number.

Violation of my responsibilities as certified individual could result in the suspension of my certification or my decertification, as well as civil and criminal penalties.

Name of Firm
(if certified)

Print Name of Certified Individual

Signature of Certified Individual

Date



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF RADIATION PROTECTION

2.2 INITIAL CERTIFICATION CHECKLISTS

2.2.1 CHECKLIST A

INITIAL TESTING APPLICATION CHECKLIST FOR:

Testing Individual Certification Only OR Testing Individual with Firm Certification Added

Submit the items below in the order listed:

- A person may not provide radon-related services without current DEP-certification.
 - If applicable, any testing individual certification application postmarked greater than one year after the expiration of the previous testing individual certification shall be submitted as an initial testing individual application and is not subject to the \$150 late application fee.
- General Section**
Complete and submit form in Section 2.4 (Pages 30 & 31). Include a check/money order for fees. (See Section 1.1.14, Page 4).
- Compliance Information**
Submit all radon-related compliance information, including descriptions of notices of violation, administrative orders, civil penalties assessments and actions for violations of the act, this chapter or a term or condition of certification.
- DEP-approved Course Certificate**
DEP accepts all NRPP or NRSB – approved Initial Radon Measurement Courses.
- DEP approved Exam Results**
Submit proof of having passed a DEP approved radon measurement exam for the certified individual applicant. The certified individual applicant must have passed the exam within the past two years. This exam is an **initial** requirement only. For Department-approved exams see Section 4.1 (Page 75).
- I.D. Card Photographs for the Certified Testing Individual**
Submit an updated photo taken within the last 3 months as a TIF or JPEG file via email to RA-EPRadon@pa.gov. See Section 7 (Page 98) for photograph guidelines.
- Certified Individual Acknowledgment Form**
Complete and submit the completed form in Section 2.4.1 (Pages 32 & 33).
- Quality Assurance Plan**
Refer to Section 5 (Pages 77-83) for information on compiling this document. All primary testers see Section 1.7 (Page 12) QA Requirements for Primary Testers.

Client Information

Submit a copy of the document containing the 'Notice of Clients' you will provide to the client prior to providing a radon related service. (The text of the 'Notice to Clients' is found in Section 6, Page 82, §240.302 of this guide.) Also, submit a copy of the radon test result reporting form you will provide the client, containing the 'Notice to Clients'. The Department's recommended radon test result reporting form to clients is found in Section 3.5.1 (Page 74) of this guide. Also, submit copies of price lists, brochures, and advertisements.

PRIMARY DEVICES

If applying as a primary tester for Continuous Monitor CM(s), complete and submit:

1. The CM Application form (See Section 2.4.4, Page 38).
2. Proof of calibration certificates for all serial numbers for the last 2 years.
3. The QA Form For CM Primary Testing and/or Laboratory (See Section 2.4.6, Pages 40-42).
4. \$150 primary device fee.
5. Proof of Device Proficiency.

If applying as a primary tester for Electrets, complete and submit:

1. The Electret Reader Application form (See Section 2.4.5, Page 39).
2. Proof of calibration certificates for all electret readers for the last 2 years.
3. The QA Form for Electret Ion Chamber Primary Testing and/or Laboratory (See Section 2.4.7, Pages 43-46).
4. \$150 primary device fee.
5. Proof of Device Proficiency.

Device Proficiency (must have been completed within the past 2 years) (Only required if reading/analyzing your own CMs or Electret ion chambers).

Separate proficiency is required for each model of continuous radon monitor (i.e. Sun Nuclear 1027, 1028, 1029, Pylon, Femto-TECH 510, etc.) short-term electrets, long-term electrets, and each model of continuous working level monitor. The following chambers are Department-approved:

Bowser-Morner Radon Chamber
4518 Taylorsville Road
Dayton, OH 45424
Phone (937) 236-8805
(Fax) (937) 233-2024
radon@Boser-Morner.com

TCS Industries Inc.
4326 Crestview Road
Harrisburg, PA 17112
Phone (717) 657-7032
(Fax) (717) 657-7032
radondetek.com

There is a \$150 DEP fee each for electrets and continuous monitors. (See Section 1.1.14, Page 4).

For a current list of NRSB-approved primary and secondary chambers please visit their website at NRSB.org

For a current list of NRPP-approved primary and secondary chambers please visit their website at RADONGAS.org.



If ONLY applying for a Testing Individual Certification STOP HERE.

(For mailing instructions and review time frames please refer to the end of this checklist.)

If applying for a Testing individual Certification with a Testing FIRM Certification added also submit the following:

Employee Information

- List each firm employee(s) who will be performing radon testing activities on the General Application.
- Submit each employee's educational background and related experience.

- I.D. Card Photographs for Each Testing Firm Employee**
Submit an updated photo taken within the last 3 months for each testing firm employee as a TIF or JPEG file via email to RA-EPRadon@pa.gov. See Section 7 for photograph guidelines. ID badges should be worn while conducting radon activities.
- The Radon Testing Employee Form**
Each testing firm employee must complete and submit this form. (See Section 2.9, Page 52).
- Testing Firm Ownership Form**
See Section 2.12 (Page 55).
- Testing Employee Fee**
Submit \$150 for each firm testing employee (Except the first testing employee) Section 1.1.14 (Page 4).

Mail your completed renewal application to

Pennsylvania Department of Environmental Protection
Bureau of Radiation Protection
Radon Certification Section
400 Market Street
P.O. Box 8469
Harrisburg, PA 17105-8469

Time frame for reviewing applications

After review of the application - approximately two weeks - DEP will either certify, deny, or send a 20-day correction letter.

If a reply is not received to the correction letter within 20 days of the date of that letter, a 10-day intent to deny letter is sent. If the intent to deny letter is not answered within 10 days, the application is denied and a denial letter is sent.

DEP may require additional information to an applicant's qualifications or technical or administrative information related to radon testing, mitigation or laboratory analysis of radon samples. If so, a written request will be sent.

Notification of any changes

It is the certified individual's responsibility to notify DEP within 10 days of the occurrence of any changes which may affect your certification. All notifications of changes must be made in writing and bear the signature of the certified individual. Changes may be sent by postal mail, fax (717-783-8965), or by emailing a PDF of your scanned document.

For any questions about this application or radon certification, please call the Radon Certification Section of the Department of Environmental Protection at (717) 783-3594.

ALL FEES ARE NONREFUNDABLE!



2.2.2 CHECKLIST B

INITIAL MITIGATION CERTIFICATION APPLICATION CHECKLIST FOR: Mitigation Individual Certification Only OR Mitigation Individual Certification with Mitigation Firm Certification Added

Submit the items below in the order listed:

- A person may not provide radon-related services without current DEP-certification.
- If applicable, any mitigation individual certification application postmarked greater than one year after the expiration of the previous mitigation individual certification shall be submitted as an initial mitigation individual application and is not subject to the \$150 late application fee.

- General Section**
Complete and submit form in Section 2.4 (Pages 30 & 31). (Include check/money order for fees) See Section 1.1.14 (Page 4).
- Compliance Information**
Submit all radon-related compliance information, including descriptions of notices of violation, administrative orders, civil penalties assessments and actions for violations of the act, this chapter or a term or condition of certification.
- DEP-approved Course Certificate**
DEP accepts all NRPP or NRSB – approved Initial Radon Mitigation Courses.
- Department-approved Exam Results**
Enclose proof of having passed a Department-approved radon mitigation exam within the past two years for the certified individual applicant. This exam is an **initial** requirement only. For Department-approved exams, see Section 4.1 (Page 75).
- Experience**
Submit a description of:
 - at least one year of professional radon mitigation experience as a DEP-listed mitigation firm employee, certified individual or from another state or country

OR

 - three year's experience in architecture, engineering, electrical contracting, plumbing, carpentry, masonry, or related trades.

If you have any questions about your experience, please submit a detailed written explanation of that experience for approval prior to submittal of this application. All fees once submitted are nonrefundable.
- I.D. Card Photographs for the Certified Mitigation Individual**
Submit an updated photo taken within the last 3 months as a TIF or JPEG file via email to RA-EPRadon@pa.gov. See Section 7 (Page 98) for photograph guidelines.
- Certified Mitigation Individual Acknowledgment Form**
Complete and submit the completed form in Section 2.4.2 (Pages 34 & 35).
- Election of Post Mitigation Testing Option Form**
Complete and submit the completed form in Section 2.8 (Page 51).
- Client Information**
Submit a copy of the document containing the 'Notice to Clients' you will provide to the client prior to providing a radon related service. The 'Notice to Clients' is normally placed on the estimate form for the job. (The text of the 'Notice to Clients' is found in Section 6 (Page 93) §240.302 of this guide.) Also, submit copies of brochures, estimate forms, warranties, and advertisements.



If ONLY applying for Mitigation Individual Certification STOP HERE.

(For mailing instructions and review time frames please refer to the end of this checklist)

If applying for individual mitigation certification with mitigation **FIRM** certification also submit the following:

- Employee Information**
 - List each firm employee(s) who will be performing radon mitigation activities on the General Application
 - Submit
- I.D. Card Photographs for Each Mitigation Firm Employee**

Submit an updated photo taken within the last 3 months for each mitigation firm employee as a TIF or JPEG file via email to RA-EPRadon@pa.gov. See Section 7 (Page 98) for photograph guidelines. ID badges should be worn while conducting radon activities.
- Mitigation Firm Ownership Form**

See Section 2.13 (Page 56)
- The Radon Mitigation Employee Form**

Each mitigation firm employee must complete this form. See Section 2.10 (Page 53)

Mail your completed renewal application to
Pennsylvania Department of Environmental Protection
Bureau of Radiation Protection
Radon Certification Section
400 Market Street
P.O. Box 8469
Harrisburg, PA 17105-8469

Time frame for reviewing applications

After review of the application - approximately two weeks - DEP will either certify, deny, or send a 20-day correction letter.

If a reply is not received to the correction letter within 20 days of the date of that letter, a 10-day intent to deny letter is sent. If the intent to deny letter is not answered within 10 days, the application is denied and a denial letter is sent.

DEP may require additional information to an applicant's qualifications or technical or administrative information related to radon testing, mitigation or laboratory analysis of radon samples. If so, a written request will be sent.

Notification of any changes

It is the certified individual's responsibility to notify DEP within 10 days of the occurrence of any changes which may affect your certification. All notifications of changes must be made in writing and bear the signature of the certified individual. Changes may be sent by postal mail, fax (717-783-8965), or by emailing a PDF of your scanned document.

For any questions about this application or radon certification, please call the Radon Certification Section of the Department of Environmental Protection at (717) 783-3594.

ALL FEES ARE NONREFUNDABLE!

2.13 MITIGATION FIRM CERTIFICATION OWNERSHIP FORM

Mitigation Firm Owner's Name (If Individual):		
Last:	First:	Middle:

-OR-

Mitigation Firm Owner Name (If Business Entity):			
Owner's Mailing Address: (address where DEP will send correspondence relating to this mitigation firm)			
City:	State:	Zip:	County:
Primary Phone:	Secondary Phone:	Email:	
Name of DEP-Certified Mitigation Firm:			
Name of DEP- Certified Mitigation Individual:			

I hereby agree as the owner of this firm certification to be responsible for submitting signed notification to DEP when any of the following change:

- the certified Mitigation individual for this firm, (including notifying DEP of the loss of that certified mitigation individual within 5 days)
- firm name,
- any of the contact information as submitted above, or
- the owner of this firm

NOTE: The certified Mitigation individual for this firm is in responsible charge of any DEP-listed firm mitigation employees for this firm and all their mitigation activities performed in Pennsylvania.

The certified mitigation individual is the only person who may submit a signed request to DEP to add or remove any mitigation firm employees to this firm's certification.

Printed full Name of this Mitigation Firm Certification's Owner
 (If the owner is a business entity, the name of the individual with the authority to sign on behalf of this business entity)

Signature of the Owner of This Mitigation Firm Certification
 (If the owner is a business entity, the signature of an individual with the authority to sign on behalf of this business entity)

Date



**2.4.6 QA FORM FOR CONTINUOUS RADON MONITOR PRIMARY TESTING AND/OR LABORATORY
 (PAGE 1 OF 3)**

Individual's Name _____ Date _____

Testing Firm's Name (if certified) _____

1. I as the certified testing or laboratory individual will ensure that each of the following is performed for each specific serial-numbered CRM that I am DEP-listed to test and/or analyze with in Pennsylvania.

Calibrations - Each continuous radon monitor must be calibrated in a Department-approved calibration facility (DEP currently approves NRPP/NRSB listed chambers) within one year from the date of the previous calibration (unless it is the initial calibration for a newly listed monitor) and whenever any alterations or repairs are made to the monitor. A current calibration sticker must be attached to each monitor. Current calibration must be verified prior to each test being performed. No testing will be performed with a CM that is not currently calibrated.

Background measurements - shall be performed and documented after every 1,000 hours of operation of scintillation cell-type continuous radon monitors and whenever any type of continuous radon monitor is calibrated. The background shall be checked by purging the monitor with clean, aged air or nitrogen in accordance with the manufacturer's instructions. In addition, the background shall be monitored in accordance with the manufacturer's instruction.

Check Source Counting - is required prior to each measurement and must be documented.

Intercomparisons (Required for all CR monitors without a check source) - Continuous monitors without check source capability shall have an informal intercomparison measurement made with another NRSB/NRPP listed passive monitor that is analyzed by a Department-certified laboratory or another CR monitor with a hard copy printout at least every 10th measurement. Original printouts and/or Department-certified lab results must be kept for each intercomparison.

- The informal intercomparison measurement shall be made in an environment that has been chosen for its stability and radon concentration that is above the lower limit of detection.
- Informal intercomparisons shall be side-by-side measurements.
- A measurement of at least 48 hours duration shall be conducted.

2. I understand that once a monitor is DEP-listed I am required to perform all QA for that monitor even if I perform no testing with that monitor. The only exception to this requirement is after I have received written approval from the Department that removal of that specific serial-numbered monitor has been approved, then and only then am I no longer responsible for the QA requirements for that monitor and I also am also no longer allowed to perform testing with that monitor in Pennsylvania.

**2.4.6 QA FORM FOR CONTINUOUS RADON MONITOR PRIMARY TESTING AND/OR LABORATORY
(PAGE 2 OF 3)**

Individual's Name _____ Date _____

Firm's Name (if certified) _____

3. I will follow the procedures as described below to add or remove a specific serial-numbered CRM(s) of the same type of CM or to add a new TYPE of CM (Examples of different types of CM include: femto TECH, Sun Nuclear, Pylon, Honeywell, Radon Away Rad Star).

I will submit the following to remove any CM:

- A written request signed by the certified testing individual and sent by postal mail, faxed to 717-783-8965, or by emailing a PDF of the signed scanned request.
- Including the type, model and serial number of each CM to be removed.

After a written response from DEP is received, stating that the specific serial-numbered primary CM(s) has been removed from my certification, I understand that I am no longer required to perform any QA for that specific serial-numbered CM(s) and that I may no longer perform any radon testing in Pennsylvania with that CM(s).

I will submit the following to add a specific serial-numbered CM (NOTE: These criteria apply only if you are already certified to use that specific TYPE of CM):

- A written request signed by the certified testing individual and sent by postal mail, faxed to 717-783-8965, or by emailing a PDF of the signed scanned request.
- Proof of current calibration for each serial-numbered CM to be added.
- The manufacturer's name, model and serial number of each CM to be added.
- Primary monitor proficiency for each new model of CM to be added (The Sun Nuclear 1027, Sun Nuclear 1028 and Sun Nuclear 1029 are each examples of different models of primary CMs).

I will ensure I have received written approval from DEP to add a specific serial-numbered primary CM and will not perform any testing in Pennsylvania prior to the approval date specified by DEP in that written approval.

I will submit the following to add a new TYPE of CM (Examples of different types of CM include: femto TECH, Sun Nuclear, Pylon, Honeywell, Radon Away Rad Star):

- A written request signed by the certified testing individual and sent by postal mail, faxed to 717-783-8965, or by emailing a PDF of the signed scanned request.
- Proof of current calibration for each serial-numbered CM to be added.
- The manufacturer's name, model and serial number of each CM to be added.
- Primary monitor proficiency for this type of CM.

I will ensure I have received written approval from DEP to add a specific type of primary CM and will perform No testing prior to the approval date specified by DEP in that written approval.

**2.4.6 QA FORM FOR CONTINUOUS RADON MONITOR PRIMARY TESTING AND/OR LABORATORY
(PAGE 3 OF 3)**

Individual's Name _____ Date _____

Firm's Name (if certified) _____

4. I will use the following DEP-approved calibration facility for all CM calibrations (DEP currently approves NRPP/NRSB listed chambers) If I should wish to change the chamber I am using I will submit a written request signed by the certified testing individual and sent by postal mail, faxed to 717-783-8965, or by emailing a PDF of the signed scanned request and I will not use this newly requested calibration facility until after I have received written approval from the Department.

Printed Full Name of DEP-Approved Calibration Facility

5. I am aware that I as the certified testing individual am required to comply with the responsibilities as outlined above and failure to comply with these responsibilities could result in the suspension of my certification or my decertification, as well as civil and criminal penalties.

Printed Full Name of Testing/LAB Firm (if certified)

Printed Full Name of Testing/LAB Individual

Signature of Testing/LAB Individual

Date



**2.4.7 QA FORM FOR ELECTRET ION CHAMBER PRIMARY TESTING AND/OR LABORATORY
(PAGE 1 OF 4)**

Individual's Name _____ Date _____

Firm's Name (if applicable) _____

1. I as the certified testing or laboratory individual will ensure that all of the following QA requirements are performed.

Calibrations: Each DEP-approved electret reader shall be calibrated simultaneously with its corresponding reference electret's recertification. These requirements shall be performed by the manufacturer or manufacturer-approved calibration facility within one year from the date of the previous calibration or whenever any alterations or repairs are made to the reader. All calibration documents must be retained for a period of five years. Calibration factors for the electret ion chamber system shall be obtained from the manufacturer and documented. No electret reader will be used to analyze any testing performed in Pennsylvania unless currently calibrated and I have written approval from DEP to perform analysis with that reader.

Known Exposure Measurements (Spikes): Spikes consist of electrets that have been exposed to known concentrations in a Department-approved radon chamber. Spikes shall be conducted at a rate of 3 per 100 test devices deployed, with a minimum of 3 per certification year when tests were performed in that certification year (DEP defines the certification year as each 12-month period beginning with the certification date of the certified individual required to perform the spikes) and a maximum required of 6 per month. These spiked detectors shall be labeled and analyzed in the same manner as ordinary tests. Spikes shall be monitored using a means control chart. The control chart is established using a warning level of plus and minus 20% and control limits of plus and minus 30%.

In addition to the control charts, all spikes shall be documented on a form which contains at a minimum the following:

- Radon chamber used
- Device serial numbers
- Reference value (chamber)
- Measured value(s)
- Individual RPE results
- Certification year, from/to
- Exposure dates
- All corrective actions performed

Duplicate Measurements (duplicates): Duplicates are measurements performed by placing two devices side-by-side. Duplicates shall be made in at least 10 percent of the total number of test devices deployed each month, or 50 each month, whichever is smaller. The duplicates shall be distributed systematically throughout the entire population of test locations.

**2.4.7 QA FORM FOR ELECTRET ION CHAMBER PRIMARY TESTING AND/OR LABORATORY
(PAGE 2 OF 4)**

Individual's Name _____ Date _____

Firm's Name (if applicable) _____

The relative percent difference (RPD) shall be calculated for all duplicate results with an average of greater than or equal to 2.0 pCi/L. Two control charts shall be constructed to monitor duplicate precision, one for duplicates where the average is greater than or equal to 4.0 pCi/L, and one for duplicates where the average is greater than or equal to 2.0 pCi/L and less than 4.0 pCi/L.

In addition to the control charts, all duplicates shall be documented on a form which contains at a minimum the following:

- Device serial numbers
- Dates
- Individual measurement results
- RPD result
- All corrective actions performed

Reader Routine Instrument Checks: Proper operation of the reader shall be monitored following the manufacturers procedures for analyzing the reference electrets and zeroing the reader. A voltage reading of a reference electret difference of more than (+/-) 3 volts from its specified value shall be considered a wrong reading. Corrective action(s) shall be taken. When zeroing the reader it should not display more than (+/-) 3 volts, if it does corrective action(s) shall be taken. These checks shall be conducted at least once a week while the reader is in use and shall be documented.

All routine instrument checks shall be documented on a form which contains at a minimum the following:

- Reader serial number
- Date of analysis
- Zero value
- Reference electret values
- All corrective actions taken

**2.4.7 QA FORM FOR ELECTRET ION CHAMBER PRIMARY TESTING AND/OR LABORATORY
(PAGE 3 OF 4)**

Individual's Name _____ Date _____

Firm's Name (if applicable) _____

- 2. I will retain all radon-related QA records and radon test result documentation for a minimum of five (5) years.**
- 3. I will follow the procedures as described below to add or remove a specific serial-numbered electret reader.**

I will submit the following to remove a specific serial-numbered electret reader from my individual certification:

- A written request signed by myself as the certified testing individual and sent by postal mail, faxed to 717-783-8965, or by emailing a PDF of the signed scanned request.
- Include the type, model and serial number of each electret reader to be removed or the specific name of the testing device.

After a written response from DEP is received, stating that the specific serial-numbered reader has been removed from my certification as of the date specified by DEP, I understand that I am then no longer required to perform any QA for that specific serial-numbered reader and that I may also no longer perform radon analysis with that reader(s) of any electret testing performed in Pennsylvania. I also understand that the **only** exception to the requirement to perform the required QA for any DEP-certified specific serial-numbered electret reader is to receive written approval from the Department that removal of that specific serial-numbered electret reader has been approved and after the renewal date specified by DEP in that removal letter you are no longer required to perform QA for the reader nor can you perform any analysis or testing in Pennsylvania with that reader.

I will submit the following to add a specific serial-numbered electret reader to my individual certification:

- A written request signed by myself as the certified testing individual and sent by postal mail, faxed to 717-783-8965, or by emailing a PDF of the signed scanned request.
- Proof of current calibration for each serial-numbered electret reader to be added.
- The manufacturer's name, model and serial number of each CM to be added.

I will ensure I have received written approval from DEP to add a specific serial-numbered electret reader and will perform no analysis of testing performed in Pennsylvania with that reader prior to the approval date specified by DEP in that approval letter.

- 4. I will use the following DEP-approved calibration chamber(s) for all electret reader reference electret calibrations and electret spikes (DEP currently approves NRPP/NRSB listed chambers for electret spikes and the manufacturer or a manufacturer approved facility for performing calibrations of electret readers). If I should wish to change the chamber listed below I will submit a written request signed by the certified testing individual and sent by postal mail, faxed to 717-783-8965, or by emailing a PDF of the signed scanned request and I will not use this newly requested chamber or reader calibration facility until after I have received written approval from the Department.**

**2.4.7 QA FORM FOR ELECTRET ION CHAMBER PRIMARY TESTING AND/OR LABORATORY
(PAGE 4 OF 4)**

Individual's Name _____ Date _____

Firm's Name (if applicable) _____

Printed Full Name of DEP-Approved Reader Calibration Facility

Printed Full Name of DEP-Approved Chamber For My Reference Electrets

Printed Full Name of DEP-Approved Chamber Performing My Spikes

5. I am aware that I as the certified testing individual am required to comply with the responsibilities as outlined above and failure to comply with these responsibilities could result in the suspension of my certification or my decertification, as well as civil and criminal penalties.

Printed Full Name of Testing/LAB Firm (If Certified)

Printed Full Name of Testing/LAB Individual

Signature of Testing/LAB Individual

Date

SECTION 2 RADON CERTIFICATION APPLICATION

2.1 RADON CERTIFICATION APPLICATION INSTRUCTIONS

Applicants must submit a correct and complete application including all required fees. (See Section 1.1.14, Page 4).

Step 1 Determine the type of certification you need.

The three types of certification are:

- 1) **Testing** – the certification required for any of the following:
 - the placing and retrieving of any radon testing device
 - the analysis of the tester's own continuous monitors or electret ion chambers.
- 2) **Mitigation** – the certification required for any repair or altering of a building or building design for the purpose, in whole or in part, of reducing the concentration of radon in the indoor atmosphere.
- 3) **Laboratory** – the certification required for any person who analyzes radon devices received from the public or from certified testers.

Step 2 Determine the category of certification.

The three types of certification (testing, mitigation and laboratory) are further divided into two categories:

1) **Individual Only Certification**

- Under this category of certification, only the certified individual may perform the radon-related activity.
- Radon certification as an "individual" results in only the given name of that individual being listed on the certificate and in DEP's Radon Services Directory.

2) **Firm Certification (Added to an Individual Certification)**

- A certified individual may add a firm to that individual certification at any time. However, if for whatever reason, that certified individual is no longer in responsible charge of that radon-related activity for that firm that firm certification lapses and is void until DEP approves another individual to be in responsible charge of that firm.
- Certification as a "firm" results in the firm name, in addition to the certified individual's name, being listed on the certificate and in DEP's Radon Services Directory,.
- In addition to the certified individual, the employees of the firm may also perform the radon-related activities for which the firm is certified, if the following conditions are met:

- Each testing, mitigation, & laboratory employee must fill out the appropriate Employee Form(s).
- Each employee performs the radon-related activities under the responsible charge of that firm's certified individual.
- Each employee is listed with DEP, either through listing on the initial firm application or by written request to DEP by the firm.
- For testing and/or mitigation firm employees, these additional items must be submitted:

* Submit an updated photo taken within the last 3 months of each employee as a TIF or JPEG file via e-mail to RA-EPRadon@pa.gov. (Photography guidelines are in Section 7 (Page 98) of this book.); ID badges shall be worn while conducting radon activities.

- All mitigation and laboratory employees are free. Each additional testing employee is \$150
- Written approval for each firm employees and the required DEP I.D. card must be received from our Department prior to any employee commencing any radon-related activities in Pennsylvania.

Step 3 If this is an initial application, complete and compile the applicable checklist enclosed in this guide as Section 2.2.

- CHECKLIST A Initial Testing Certification Application Checklist (See Section 2.2.1, Pages 16-18)
- CHECKLIST B Initial Mitigation Certification Application Checklist (See Section 2.2.2, Pages 19 & 20)
- CHECKLIST C Initial Laboratory Certification Application Checklist (See Section 2.2.3, Pages 21 & 22)

If this is a renewal application, follow the Renewal Radon Certification Application Instructions enclosed in this guide as Section 2.3.

- CHECKLIST D Renewal Testing Certification Application (See Section 2.3, Pages 23-25)
- CHECKLIST E Renewal Mitigation Certification Application Checklist (See Section 2.3.1, Pages 26 & 27)
- CHECKLIST F Renewal Laboratory Certification Application Checklist (See Sections 2.3.2, Pages 28 & 29)

Step 4 Mail your completed application to:

(Note: Radon-related activities applied for in this application may not begin until you have received a DEP certification certificate for that radon-related activity.)

Pennsylvania Department of Environmental Protection
Bureau of Radiation Protection
Radon Certification Section
400 Market Street
P.O. Box 8469
Harrisburg, PA 17105-8469

Step 5 After review of the application, DEP will either_ certify, deny, or send a 20-day correction letter to the applicant.

If a reply is not received to the correction letter within 20 days of the date of that letter, a 10-day intent to deny letter is sent. If the intent to deny letter is not answered within 10 days, the application is denied and a denial letter is sent.

For any questions about this application or radon certification, please call the Radon Certification Section of the Department of Environmental Protection at (717) 783-3594.

Step 6 DEP may require additional information related to an applicant's qualifications or technical or administrative information related to radon testing, mitigation or laboratory analysis of radon samples. If so, a written request will be sent.

Step 7 Notification of Change

It is the certified individual's responsibility to notify DEP of the occurrence of any changes which may affect your certification within 10 days. All notification of changes must be made in writing and bear the signature of the certified Individual. Changes may be sent by postal mail, fax (717) 783-8965, or by e-mailing a PDF of your scanned document.



2.3 CHECKLIST D

RENEWAL APPLICATION CHECKLIST FOR RADON TESTING CERTIFICATION

If you are renewing your:

- testing individual certification only, submit items in Section A
- testing individual and testing firm certifications, submit items in Sections A and B
- testing firm certification only, submit items in Section C (This option is only available if you have a currently DEP-certified testing individual who will be in responsible charge of this firm certification)

Section A: If applying for renewal of a Testing Individual certification submit the following:

- General Section**
Complete and submit form in Section 2.4 (Pages 30 & 31). Include a check/money order for fees, see Section 1.1.14 (Page 4). (If adding or removing any new model/type of device that's different from your previous certification, see Section 1.2 (Page 5), for guidance on what must be submitted.)
- Compliance Information**
Submit all radon-related compliance information, including descriptions of notices of violation, administrative orders, civil penalties assessments and actions for violations of the act, this chapter or a term or condition of certification.
- Continuing Education**
Submit proof of having passed the appropriate DEP approved exam within the last two years,
- OR - of having completed 16 hours of NRPP or NRSB-approved continuing education.
- I.D. Card Photographs for the Certified Testing Individual**
Please submit an updated photo taken within the last 3 month as a TIF or JPEG file via email to RA-EPRadon@pa.gov. See Section 7 (Page 98) for photograph guidelines.
- Certified Testing Individual Acknowledgment Form**
Complete and submit the form in Section 2.4.1 (Pages 32 & 33)
- If renewing as a primary tester for the same model/type of Continuous Monitor (CM), complete and submit:**
(If adding or removing any new model/type of device that's different from your previous certification, see Section 1.2 (Page 5), for guidance on what must be submitted.)
 - The *CM Form* in Section 2.4.4 (Page 38)
 - Proof of calibration for each serial-numbered CM for the previous 2 years
 - The *QA For Primary CM Monitor Testing Form* in Section 2.4.6 (Pages 40-42)
 - \$150 primary device fee
 - The Radon Result Report Form given to clients (which must include the CM calibration expiration date.) See page 73 and 74.
- If renewing as a primary tester for Electrets, complete and submit:**
(If adding or removing any new model/type of device that's different from your previous certification, see Section 1.2 (Page 5), for guidance on what must be submitted.)
 - The *Electret Reader Form* in Section 2.4.5 (Page 39)
 - Proof of calibration for each electret readers for the previous 2 years
 - The *QA Form for Primary Electret Ion Chamber Testing* in Section 2.4.7 (Pages 43-46)
 - \$150 primary device fee
 - The Radon Result Report Form given to clients (which must include the CM calibration expiration date.) See page 73 and 74.



If ONLY applying for renewal of a Testing Individual Certification STOP HERE.
(For mailing instructions and review time frames please refer to Section D below.)

Section B: If applying for BOTH a testing individual and testing FIRM certification also submit the following:

- I.D. Card Photographs for Each Testing Firm Employee**
Submit updated photos taken within the last 3 months for each testing firm employee as a TIF or JPEG file via email to RA-EPRadon@pa.gov. See Section 7 (Page 98) for photograph guidelines. ID badges should be worn while conducting radon activities.
- The Radon Testing Employee Form**
Each testing firm employee must complete this form. See Section 2.9 (Page 52)
- Testing Employee Fee**
Submit \$150 for each firm testing employee (Except the first testing employee) Section 1.1.14 (Page 4).
- Testing Firm Owner Form**
See Section 2.12 (Page 55)

Section C: If applying ONLY for testing FIRM certification, submit all four listed above in Section B and also the following: (This option is only available if you have a currently DEP-certified testing individual who will be in responsible charge of this firm certification)

- General Section**
Complete and submit form in Section 2.4 (Pages 30 & 31) Include a check/money order for fees. See Section 1.1.14 (Page 4).
- Certified Testing Individual Acknowledgment Form**
Complete and submit the form in Section 2.4.1 (Pages 32 & 33)

Section D: General Application Information

- **Mail your completed renewal application to:**
Pennsylvania Department of Environmental Protection
Bureau of Radiation Protection
Radon Certification Section
400 Market Street
P.O. Box 8469
Harrisburg, PA 17105-8469
- **Late Application Fee**
Testing Individual Certification Applications postmarked:
 - prior to 1 year after the expiration of that certification shall be a renewal application and include the \$150 late application fee. **These applicants and any applicants applying for testing firm certification should complete the applicable sections of this checklist.**
 - more than 1 year after expiration of that certification shall be an initial application and are not subject to the \$150 late application fee but must submit as an initial applicant and submit all items in the **Initial Testing Individual Checklist on Page 16.**
- **In order to avoid a lapse in certification and the late application fee, applicants for certification renewal should file their application a minimum of 30 days prior to the expiration of their current certification.**
- **Submitting a renewal application does not extend the previous certification.**
- **A person may not provide radon-related services without current certification.**

- **DEP's Time Frame for Reviewing Applications**

After review of the application - approximately two weeks - DEP will either certify, deny, or send a 20-day correction letter.

If a reply is not received to the correction letter within 20 days of the date of that letter, a 10-day intent to deny letter is sent. If the intent to deny letter is not answered within 10 days, the application is denied and a denial letter is sent.

DEP may require additional information to an applicant's qualifications or technical or administrative information related to radon testing, mitigation or laboratory analysis of radon samples. If so, a written request will be sent.

- **Notification of Changes to a Certification**

It is the certified individual's responsibility to notify DEP within 10 days of the occurrence of any changes which may affect your certification. All notifications of changes must be made in writing and bear the signature of the certified individual. Changes may be sent by postal mail, fax (717-783-8965), or by emailing a PDF of your scanned document.

For any questions about this application or radon certification, please call the Radon Certification Section of the Department of Environmental Protection at (717) 783-3594.

ALL FEES ARE NONREFUNDABLE!



2.3.1 CHECKLIST E RENEWAL OF MITIGATION CERTIFICATION APPLICATION CHECKLIST

If you are renewing your:

- mitigation individual certification only, submit items in Section A
- mitigation individual certification WITH mitigation firm certification ADDED, submit items in Sections A and B
- mitigation firm certification only, submit items in Section C (This option is only available if you have a DEP-certified mitigation individual who will be in responsible charge of this firm certification.)

Section A: If applying for renewal of a Mitigation Individual certification submit the following:

- General Section**
Complete and submit form in Section 2.4 (Pages 30 & 31) Include a check/money order for fees. See Section 1.1.14 (Page 4).
- Compliance Information**
Submit all radon-related compliance information, including descriptions of notices of violation, administrative orders, civil penalties assessments and actions for violations of the act, this chapter or a term or condition of certification.
- Continuing Education**
Submit proof of having passed the appropriate DEP approved exam within the last two years, - OR - of having completed 16 hours of NRPP or NRSB-approved continuing education.
- I.D. Card Photographs for the Certified Testing Individual**
Please submit an updated photo taken within the last 3 months as a TIF or JPEG file via email to RA-EPRadon@pa.gov. See Section 7 (Page 98) for photograph guidelines.
- Certified Mitigation Individual Acknowledgment Form**
Complete and submit the completed form in Section 2.4.2 (Pages 34 & 35)
- Workers, Health and Safety Program**
Complete and submit the completed form in Section 2.5 (Pages 47 & 48)
- Election of Post-Mitigation Testing Options Form**
Complete and submit the completed form in Section 2.8 (Page 51)



If ONLY applying for renewal of a Mitigation Individual Certification your checklist STOP HERE.

(For mailing instructions and review time frames please refer to Section D below)

Section B: If applying for renewal of BOTH a mitigation individual and FIRM certification also submit the following:

- I.D. Card Photographs for Each Mitigation Firm Employee**
Submit updated photos taken within the last 3 months for each testing firm employee as a TIF or JPEG file via email to RA-EPRadon@pa.gov. See Section 7 (Page 98) for photograph guidelines. ID badges should be worn while conducting radon activities.
- The Radon Mitigation Employee Form**
Each mitigation firm employee must complete this form. See Section 2.10 (Page 53)
- Mitigation Firm Owner Form**
See Section 2.13 (Page 56)

Section C: If applying **ONLY** for Mitigation **FIRM** certification, submit the three items listed above in Section B and also the following: (This option is only available if you have a currently DEP-certified mitigation individual who will be in responsible charge of this firm certification.)

- General Section**
Complete and submit form in Section 2.4 (Pages 30 & 31) Include a check/money order for fees. See Section 1.1.14 (Page 4)
- Certified Mitigation Individual Acknowledgment Form**
Complete and submit the form in Section 2.4.2 (Pages 34 & 35)

Section D: General Application Information

- **Mail your completed renewal application to:**
Pennsylvania Department of Environmental Protection
Bureau of Radiation Protection
Radon Certification Section
400 Market Street
P.O. Box 8469
Harrisburg, PA 17105-8469
- **Late Application Fee**
Mitigation Individual Certification Applications postmarked:
 - prior to 1 year after the expiration of that certification shall be a renewal application and include the \$150 late application fee and all additional items as outlined on this checklist.
 - more than 1 year after expiration of that certification shall be an initial application and are not subject to the \$150 late application fee but must submit as an initial mitigation applicant and submit all items outlined on the **Initial Mitigation Individual Checklist on Page 20.**
- **In order to avoid a lapse in certification and the late application fee, applicants for certification renewal should file their application a minimum of 30 days prior to the expiration of their current certification.**
- **Submitting a renewal application does not extend the previous certification.**
- **A person may not provide radon-related services without current certification.**
- **DEP's Time Frame for Review of Applications**
After review of the application - approximately two weeks - DEP will either certify, deny or send a 20-day correction letter.

If a reply is not received to the correction letter within 20 days of the date of that letter, a 10-day intent to deny letter is sent. If the intent to deny letter is not answered within 10 days, the application is denied and a denial letter is sent.

DEP may require additional information to an applicant's qualifications or technical or administrative information related to radon testing, mitigation or laboratory analysis of radon samples. If so, a written request will be sent.
- **Notification of Changes to a Certification**
It is the certified individual's responsibility to notify DEP within 10 days of the occurrence of any changes which may affect your certification. All notifications of changes must be made in writing and bear the signature of the certified individual. Changes may be sent by postal mail, fax (717-783-8965), or by emailing a PDF of your scanned document.

For any questions about this application or radon certification, please call the Radon Certification Section of the Department of Environmental Protection at (717) 783-3594.

ALL FEES ARE NONREFUNDABLE!



2.12 TESTING FIRM CERTIFICATION OWNERSHIP FORM

Testing Firm Owner's Name (If Individual):		
Last:	First:	Middle:

-OR-

Testing Firm Owner Name (If Business Entity):			
Owner's Mailing Address: (address where DEP will send correspondence relating to this testing firm)			
City:	State:	Zip:	County:
Primary Phone:	Secondary Phone:	Email:	
Name of DEP-Certified Testing Firm:			
Name of DEP- Certified Testing Individual:			

I hereby agree as the owner of this firm certification to be responsible for submitting signed notification to DEP when any of the following change:

- the certified testing individual for this firm, (including notifying DEP of the loss of that certified testing individual within 5 days)
- firm name,
- any of the contact information as submitted above, or
- the owner of this firm

NOTE: The certified testing individual for this firm is in responsible charge of any DEP-listed firm testing employees for this firm and all their testing activities performed in Pennsylvania.

The certified testing individual is the only person who may submit a signed request to DEP to add or remove any testing firm employees to this firm's certification.

Printed full Name of this Testing Firm Certification's Owner
 (If the owner is a business entity, the name of the individual with the authority to sign on behalf of this business entity)

Signature of the Owner of This Testing Firm Certification
 (If the owner is a business entity, the signature of an individual with the authority to sign on behalf of this business entity)

Date