

INFORMATION FORM – PROJECTS – COMPLEX’S – LARGE BUILDINGS – DIAGNOSTICS TESTS – SCHOOLS

Do not use this form if performing in New Jersey or Florida- please call for correct datasheets.

Test Site Info:

Building/School Name: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____ PROJECT NUMBER _____

							Lab Use Only	
Detector Serial#	ROOM NAME & NUMBER - LOCATION OF DETECTOR IN ROOM (Indicate required 10% duplicates and 5% blanks)	Floor	Start Date	Start Time	Stop Date	Stop Time	Wgt. Gain	pCi/L
Structure type: (circle one or more) Basement - Crawlspace - Slab on Grade - Other			CERTIFIED TESTERS SIGNATURE OR OWNER/SIGNATURE Deployed by: _____ Certified Tester #: _____ Retrieved by: _____ Certified Tester #: _____					
Test Purpose: Initial Screening - Follow Up Test - Post Mitigation (circle all that apply) - Real Estate								
Building Type: Residential - Non-Residential - Private Day Care (circle one) Private School - Day Care in Public School* - Public School*								

Mailing information: OWNER/TEST SITE NAME: _____
 MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____ PHONE: _____ FAX: _____
 EMAIL: _____

Indoor Temperature Cold (<65°F) Normal Hot (>75°F) Actual _____ °F
Indoor Humidity Dry (<25%rH) Normal Humid (>60%rH) Actual _____ rH
 (circle one for each above or write in the actuals)

Closed House Conditions: Present at start of test? Yes – No (circle one)
Closed House Conditions: Present at stop of test? Yes – No (circle one)

Weather: Raining? Yes – No Windy? Yes – No (circle one for each)

Return for analysis to Accustar Labs
 Shipping: 6951 Allentown Blvd, Suite N Harrisburg PA 17112
 Mailing: PO Box 6994
 Tel (717) 274-8310 | Fax (717) 274-5662

ACCUSTAR LABS
SHORT TERM TESTING INSTRUCTIONS FOR RADON MEASUREMENT
LARGE BUILDINGS/AREAS – COMPLEX, ETC

Read all instructions completely before starting tests.

Failure to follow instructions and completely fill out all information on data sheets will prohibit analysis. If you have any questions call AccuStar Labs before you begin measurement. (800) 523-4964.

Scheduling: Prepare for Testing

1. **INCLUDE 10% DUPLICATES AND 5% FIELD BLANKS – NO EXCEPTIONS**
Example: 10 or fewer devices placed need 1 duplicate and 1 blank. 20 devices require 2 duplicates and 1 blank. Etc.
2. Tests should not be conducted during severe weather conditions, such as storms with high winds or barometric changes. Check your local weather forecast to ensure measurement is scheduled during satisfactory weather conditions.
3. Tests should not be conducted while building is undergoing remodeling or other modifications, including HVAC system modifications.
4. Closed house/building conditions must be maintained. All windows and external doors should remain closed (except for brief opening of doors necessary for normal entry and exit) FOR 12 HOURS PRIOR TO AND DURING MEASUREMENT PERIOD.
5. Air exchange systems (other than furnaces) should not be operation for 12 hours prior to and during testing. Radon mitigation systems should be running normally.
6. **Containers must be exposed for 2 to 4 days (no less than 48 hours and no more than 96 hours) Exposure of less than 48 hours or more than 96 hours will invalidate results.**

Placement

1. As a guideline, the canisters should be placed at a minimum of one can every 2000 square feet of open space.
2. Do NOT place canisters in bathrooms, kitchens, boiler rooms, closets, crawlspaces, or storage areas. Place in the lowest regularly used areas of the structure, exposed to the air people breathe.
3. Keep canisters away from excessive heat, outside walls, and/or drafts caused by HVAC vents, windows, doors, direct sunlight and high humidity.

Starting the Test

1. Remove the vinyl tape and lid from canister, place lid on the bottom of the canister and using the tape attach lid to the bottom, this way the can and lid will always correspond, and tape will not be misplaced. Do not let the tape pick up any debris; tape must be used to reseal the canister.
2. Record the serial number and the test site information on the information forms provided. (Missing information will prohibit analysis). *Information forms other than the ones provided must be pre-approved to receive priority status and timely results.*
3. Record the start date and complete start time (including AM or PM). **Sign data Sheet.**
4. Place the canisters open side up, exposing it to the air. Do not cover of block canisters. Keep at least 4 inches from other objects. At least 2 feet off the floor and 1 foot from the ceiling.
5. Inform clients of testing conditions and protocols. Discrepancies should be documented.

Important Note! Missing or incorrect exposure information (dates and times) may be recalculated if information is provided in a timely manner. If a recalculation is requested, there will be a \$10.00 fee per canister. Payment - Pre Paid - MC/VISA/AMEREXP – Results may still be non-certified due to other discrepancies. Please check in advance before requesting a recalculation.

Ending the Test

1. After exposing the canisters 2-4 days (48 to 96 hours), replace the lid and completely reseal the canister with the vinyl tape (use electrical tape if vinyl tape is misplaced.) **The canister must be re-taped around the seam the same way as when it was opened. Canisters that are not properly sealed will not be certified.**
2. Record the stop date and complete time (including AM or PM). **Sign Data Sheet.**
3. **Make sure ALL information is completely filled out. Missing information will prohibit analysis.**

Returning the canisters for Analysis (we recommend you make copies of information forms for your records)

1. Place 1 to 10 canisters in plastic sleeve provided or other plastic bags. Include the corresponding information form.
2. *Please do not just throw large amounts of canisters in a box, keep them separated with info sheets. Loose canisters will cause a delay with your results.*
3. Make sure completed corresponding paperwork accompany canisters.
 - We will not call for missing information. (If a recalculation is requested due to missing or incorrect exposure dates or times there is a \$10.00 recalculation fee per canister.)
 - **CHECK THAT ALL INFORMATION IS COMPLETED-CIRCLED-ETC. WE WILL NOT REPORT RESULTS IF ANY INFORMATION IS MISSING.**
4. **MAIL CANISTERS IMMEDIATELY - LABORATORY HAS 186 HOURS TO ANALYZE CANISTERS FROM STOP DATE OF TEST BEFORE IT BECOMES INVALID DUE TO DECAY.**

Shipping Address: (UPS – FedEx)
6951 Allentown Blvd, Suite N
Harrisburg, PA 17112

Mailing Address: (Post Office Delivery)
PO Box 6994
Harrisburg, PA 17112

AccuStar Labs
(800) 523-4964 | Tel: (717) 274-8310 | Fax: (717) 274-5662
Email: radonlabpa@accustarlabs.com

Questions or comments concerning the information required should be directed to Florida-DOH (800) 543-8279

Limitation of Data and Liability - We maintain all data and other information strictly confidential and will not release it to other than Authorized Representatives of AccuStar Labs, without specific permission from the customer except where required by law. Information may be included in reports to the public but without reference to specific names/addresses. We do not accept responsibility for financial or health consequences of subsequent action taken by our customer or his consultants as a result of this analysis and sampling. We make NO warranty of any kind, express or implied for the consequences of erroneous test results. Neither AccuStar Labs, nor any of its employees or agents shall be liable under any claim, charge or demand whether in contract, tort or otherwise, for any and all loss, cost, charge, claim demand, fee, expense or damage of any nature or kind arising out of, connected with, resulting from or sustained as a result of any radon testing requests. Test kits are analyzed by AccuStar Labs using the information provided by the customer/tester. AccuStar Labs is not responsible if correct information is not provided or if test instructions were not followed.