FREQUENTLY ASKED QUESTIONS CONCERNING RADON LICENSING

By

The Ohio Department of Health Radon Licensing Program

1. **Who governs radon licensure in Ohio?**
   The Ohio Department of Health (ODH) under chapter 3723 of the Ohio Revised Code and chapter 3701-69 of the Ohio Administrative Code (OAC).

2. **Who must apply for certification and/or licensure?**
   Any business entity or public entity that engages or intends to engage in radon activities must apply for licensure. These include persons performing radon testing and mitigation, contractors or companies that provide mitigation services, laboratories that analyze active and passive radon devices and radon training course providers.

3. **Is participation in the National Environmental Health Association (NEHA) or National Radiation Safety Board (NRSB) radon proficiency program equivalent to being licensed by Ohio?**
   No. To provide radon-related services in Ohio, you **must** be licensed with ODH. In some cases, training that satisfies the requirements for participation in the NEHA/NRSB program will satisfy the training requirements for licensure in Ohio, but not always. Be sure to contact ODH to confirm training, exams and continuing education (CE) courses are approved by the State of Ohio.

4. **How do I apply?**
   Contact ODH and request a Radon licensing application packet or you can download the packet from the ODH Radon Licensing website. ODH recommends contacting the Radon Licensing program before submitting your original application materials. This will allow ODH to provide guidance regarding the steps involved in the licensing process and to help you become familiar with procedures of the licensing process. Radon Licensing program staff can be reached at (614) 644-2727. The licensing packet includes all the necessary information concerning the training requirements and all the paperwork needed to apply for licensure.

5. **What type of training is necessary to be licensed for radon in Ohio?**
   You must complete an Ohio-approved radon training course for radon measurement and pass an Ohio-approved radon measurement exam to become a licensed radon tester. To become a licensed radon mitigation specialist, you must complete an Ohio-approved radon training course for radon measurement and the Ohio-approved radon mitigation training course. You must also pass both the ODH-approved radon measurement exam and the ODH-approved radon mitigation exam. The training providers, while not located in Ohio, all offer training in the major Ohio cities. ODH has a current list of approved radon training providers available and the list is included in the application package.

6. **What do I need to include in my application?**
   For a radon tester or mitigation specialist license, there are several basic elements that must be submitted in order to process your application.

   - A completed application (photocopies or faxes will not be accepted).
   - Copy of your training certificate for the appropriate course(s). For renewals, attach proof of completion of CE hours.
   - Copy of your test scores from the approved exam(s).
   - A quality assurance (QA) plan for radon testing and/or mitigation. For those applying for a radon mitigation specialist license, you are required to submit a QA plan that addresses both radon testing and the installation and evaluation of your radon mitigation systems. Refer to the Quality Assurance Plan Guidance Sheet for information on developing a QA plan.
   - A radiological safety plan. Refer to the Radiological Safety Plan Guidance Sheet for information on developing a radiological safety plan.
   - Check or money order for the fee amount listed on the application
     Radon Tester - $400
     Radon Mitigation Specialist - $600

For a radon mitigation contractor license, the following items must be submitted in order to process your application.

- Completed application (photocopies or faxes will not be accepted).
- A QA plan for radon testing and/or mitigation.
- A radiological safety plan.
- Check or money order for $800, unless applying for a license free of charge per OAC 3701-69-04(C).
- Proof of registration with the Secretary of the State of Ohio as a business entity. To contact the Secretary of State, call (614) 466-2655 or (877) 767-6446 (SOS-OHIO) or local or visit http://www.sos.state.oh.us/sos.

For approval of radon training courses or measurement laboratories, ODH can send you specific information on what is required and how to apply for approval.

7. **How long does it take to process my application?**
It generally takes two to three weeks to process an application. Applications can NOT be processed in one day. You will be notified via mail when ODH approves your application. You will also be notified if your application is found to lack the required information for approval. In such case, you will receive special instructions on what to submit to complete your application for further review. You may call ODH to determine the status of your application at (614) 644-2727 or go to "Licensees" on the ODH Radon Licensing Program website:
http://www.odh.ohio.gov/odhPrograms/rp/radlic/radon.aspx

8. **Will ODH forward an application package to renew my approval or licensure?**
No. It is your responsibility to request and/or obtain a renewal application package. According to 3701-69-03 of the OAC, you must submit your renewal application 90 days in advance of the expiration date of your license. Otherwise you risk expiration of your license and ceasing all activities until your license can be renewed. Periodically, ODH may update the forms. Be sure to get the most current copies of our application forms and supporting documentation so the application process moves smoothly.

9. **How can I receive copies of the OAC 3701-69, applications, license lists, literature or additional information?**
These documents can be found on the ODH Radon Licensing Web site. Contact the ODH Radon Licensing program at (614) 644-2727, email Bradiation@odh.ohio.gov, or write:

Ohio Department of Health
Bureau of Radiation Protection – Radon Licensing
246 North High Street – 7th Floor, 35 Bldg.
Columbus, Ohio 43215

United States Environmental Protection Agency (U.S. EPA) documents can be obtained through the Government Printing Office at (202) 512-1800 or the U.S. EPA web site. More radon information can be found at the University of Toledo Ohio Radon Information System website at www.radon.utoledo.edu.

10. **What liabilities do I hold after obtaining certification or licensure with ODH?**
Licensed or approved individuals must act in accordance with generally accepted practices and procedures established by federal and state law. Subject to Chapter 119 of the ORC, the director of health may deny, suspend or revoke any approval or licensure. The State of Ohio may commence a criminal action against any person who violates any provision of Chapter 3723 of the ORC or any violation of the rules in Chapter 3701-69 of the OAC.

11. **Who can I contact for more information?**
Contact the ODH Radon Licensing program at (614) 644-2727 or e-mail at Bradiation@odh.ohio.gov.

Radon Licensing Program
Contact Information

All radon license application materials and fees must be sent to:

Ohio Department of Health
Revenue Processing
P.O. Box 15278
Columbus, OH 43215

For additional information about the Radon Licensing Program or process, please contact ODH staff directly.

Office – (614) 752-4425
Fax – (614) 466-0381
General Email: Bradiation@odh.ohio.gov

Staff E-mail: Marybeth Rich, Sr. Health Physicist
Marybeth.Rich@odh.ohio.gov

Donna Jurden, Sr. Health Physicist
Donna.Jurden@odh.ohio.gov

All correspondence, other than applications and fees are to be sent to:

Ohio Department of Health
Bureau of Radiation Protection
Radon Licensing Program
246 North High Street - 7th Floor 35 Bldg.
Columbus, OH 43215

Last update 10/4/2012

Web Addresses of Interest

The Ohio Department of Health Website

http://www.odh.ohio.gov

You can obtain a radon licensing application packet from the ODH Radon Licensing Program by clicking on "R" from the "A-Z Index" at the top of the page. Then select "Radon" and then "Radon Licensing."

ODH Radon Licensing Website:

http://www.odh.ohio.gov/odhPrograms/rp/radlic/radon.aspx

The University of Toledo Radon Website

http://www.radon.utoledo.edu

Secretary of State for Ohio

http://www.state.oh.us/sos

EPA Radon Webpage

http://www.epa.gov/radon/

EPA Radon Webpage - Publications

http://www.epa.gov/radon/pubs/index.html

Ohio Association of Radon Professionals (OARP):

http://oarp.blogspot.com

EPA Radon Publications can be ordered directly from the USEPA National Service Center for Environmental Publications:

U.S. Environmental Protection Agency
National Center for Environmental Publications (NSCEP)
P.O. Box 42419
Cincinnati, OH 42419
1-800-490-9198/(513) 489-8695 (fax)

http://www.epa.gov/ncepihom

Last update 1/10/2011

Ohio Department of Health

Radon Tester/Mitigation Specialist License Application

Read the instructions carefully and answer all questions as completely as possible. Applications with incorrect or missing information will be returned to you for correction which will delay the application approval process.

Mail **(do not FAX)** the completed application and any supporting documentation to:
Ohio Department of Health, Revenue Processing, P.O. Box 15278, Columbus, Ohio 43215
Make check or money order payable to: **Treasurer, State of Ohio**, in the amount indicated below.

Completion of this form is required by rule 3701-69-03 of the Ohio Administrative Code

☐ Radon Tester $400.00	☐ Radon Mitigation Specialist $600.00	☐ New	☐ Renewal
Full name Last	First	MI	SS#
Home address		Home phone	License # if renewal
City	State	ZIP	Email address
Business/Company name			
Company address			
City		State	ZIP
Business phone	Business fax	Business/Company/Website	

✔ Attach a copy of your training certificate showing completion of each course. If a renewal, attach proof of completion of continuing education hours.

✔ Attach documentation to indicate that you have passed an examination prescribed by the Ohio Department of Health.

✔ Attach quality assurance and quality control procedures to be utilized in radon testing and/or mitigation.

✔ Attach radiological safety plan. This should include both administrative and operational aspects of the a safety program and a listing of safety-related equipment to be provided to workers.

✔ Attach an explanation of the method used to calibrate radon measurement instruments.

✔ Has the applicant or an affiliated, associated, related person ever been a party to any radon testing projects which were terminated prior to completion?

☐ Yes ☐ No If yes, submit detailed explanation.

✔ Has the applicant or an affiliated, associated, related person ever been a party to any penalties, citations, or administrative orders or actions pertaining to radon mitigation or radon testing?

☐ Yes ☐ No If yes, submit detailed explanation.

✔ Has the applicant or an affiliated, associated, related person ever been a party to any lawsuits pertaining to radon mitigation or radon testing?

☐ Yes ☐ No If yes, copies of initial pleadings and final orders shall be attached to the application.

List instrumentation to be used for radon and/or radon progeny measurement. Attach additional sheets if necessary.

Type	Manufacturer	Model #	Calibration frequency	Serial#

If you use a passive radon monitor (e.g. charcoal canister or alpha track) but do not analyze them, list the name and Ohio approval number of the laboratory providing analysis. Attach additional sheets if necessary.

Laboratory	Ohio approval number

This application will not be accepted if signature is omitted
I certify that all information contained herein this application, including any supplements attached hereto, is true and correct.

Signature of applicant	Date

Keep a copy of your application for your files! Please send all future correspondence to:
Ohio Department of Health, BRP—Radon Licensing
246 North High Street, 7th floor 35 building, Columbus, Ohio 43215

FOR AGENCY USE ONLY

License type	License number	Date issued	Expiration date	Reviewed by

Ohio Department of Health

Radon Mitigation Contractor License Application

Read the instructions carefully and answer all questions as completely as possible. Applications with incorrect or missing information will be returned to you for correction which will delay the application approval process.

Mail **(do not FAX)** the completed application and any supporting documentation to:
Ohio Department of Health, Revenue Processing, P.O. Box 15278, Columbus, Ohio 43215
Make check or money order payable to: **Treasurer, State of Ohio**, in the amount indicated below.
Sole proprietor—No charge All other—$800.00

Only check the sole proprietor box if you meet the requirements defined in rule 3701-69-04(C). If you are submitting this application as a sole proprietor, you must also submit a radon mitigation specialist application or proof of current radon mitigation specialist licensure.

Completion of this form is required by rule 3701-69-03 of the Ohio Administrative Code

Check One ☐ New ☐ Renewal	Check One ☐ Sole proprietor ☐ Other		Federal tax ID #
Business/Company name	Business/Company website	License # if renewal	
Company address	City	State	Zip
Name(s) of chief executive officer partners, or sole proprietor	Business phone	Business Fax	
Business contact person		Contact person SS#	
Contact person address		Contact person phone	
City	State	Zip	Email address

✔ Attach proof that business name is registered with the Ohio Secretary of State.

✔ Attach names of all unlicensed employees directly involved in radon mitigation system installations.

✔ Attach license numbers and names of ODH licensed radon testers and mitigation specialists employed.

✔ Attach names and credentials of persons conducting worker training.

✔ Attach quality assurance and quality control procedures to be utilized in radon testing and radon mitigation.

✔ Attach radiological safety plan. This should include both administrative and operational aspects of the safety program and a listing of safety-related equipment to be provided to workers.

✔ Attach an explanation of the method used to calibrate radon measurement instruments.

✔ Has the applicant or an affiliated, associated, related person ever been a party to any radon mitigation or testing projects which were terminated prior to completion?

☐ Yes ☐ No If yes, submit detailed explanation.

✔ Has the applicant or an affiliated, associated, related person ever been a party to any penalties, citations, or administrative orders or actions pertaining to radon mitigation or radon testing?

☐ Yes ☐ No If yes, submit detailed explanation.

✔ Has the applicant or an affiliated, associated, related person ever been a party to any lawsuits pertaining to radon mitigation or radon testing?

☐ Yes ☐ No If yes, copies of initial pleadings and final orders shall be attached to the application.

List instrumentation to be used for radon and/or radon progeny measurement. Attach additional sheets if necessary.

Type	Manufacturer	Model #	Calibration frequency	Serial#

If you use a passive radon monitor (e.g. charcoal canister or alpha track) but do not analyze them, list the name and Ohio approval number of the laboratory providing analysis. Attach additional sheets if necessary.

Laboratory	Ohio approval number

This application will not be accepted if signature is omitted
I certify that all information contained herein this application, including any supplements attached hereto, is true and correct.

Signature of applicant	Date

Keep a copy of your application for your files! Please send all future correspondence to:
Ohio Department of Health, BRP—Radon Licensing
246 North High Street, 7th floor 35 building, Columbus, Ohio 43215

FOR AGENCY USE ONLY

License type	License number	Date issued	Expiration date	Reviewed by

THE OHIO DEPARTMENT OF HEALTH
APPROVED RADON COURSES

The following courses are Ohio Department of Health approved training courses and meet the educational requirements for licensure as a radon tester and/or a radon mitigation specialists in the State of Ohio. You will need to contact the course provider to sign up for their course, to determine the location and date for their course and to take the certification exam.

RADON MEASUREMENT COURSES

COURSE NAME	PROVIDER
Radon Measurement Technicians' Training Approval # TR 3	Midwest Universities Radon Consortium (MURC) 1994 Buford Avenue 352 Classroom Office Building St. Paul, MN 55108 1-800-843-8636 Fax: (612) 624-6225 http://www.cce.umn.edu/Radon-Courses-for-professionals/index.html
Radon Measurement Operator's Course Approval # TR 2	Radalink, Inc. 5599 Peachtree Road Atlanta, GA 30341 1-800-295-4655 www.Radalink.com
Radon Measurement Course Approval # TR 1	#1 Radon Tester/Celia Rajkovich 122 W. 5th Avenue Derry, PA 15627 724-774-4535 http://celiar.home.comcast.net
Radon Measurement Operator's Course Approval # TR 7	Radon Testing Corporation of America 2 Hayes Street Elmsford, New York 10523 (800) 457-2366 http://www.rtca.com/product.asp?prodID=18&catID=1
Radon Measurement & Technician Course Approval # TR 9	Environmental Solutions Association 416 Pine Street, Suite 201 Williamsport, PA 17701 (570) 326-3700 http://www.esaassociation.com

RADON MITIGATION COURSES

COURSE NAME	PROVIDER
Radon Technology for Mitigators Approval # TR 4	Midwest Universities Radon Consortium (MURC) 1994 Buford Avenue 352 Classroom Office Building St. Paul, MN 55108 1-800-843-8636 Fax: (612) 624-6225 http://www.cce.umn.edu/Radon-Courses-for-professionals/index.html

Note: Courses are scheduled at locations throughout Ohio and in various other states. Please contact the course provider for dates and locations of their classes. If you have questions on the status of a course provider, please call the Radon Licensing Program at 614-644-2727.

Last Updated 10/04/2012

THE APPROVED EXAM

You must contact your course provider to take the approved exam that is required for a license in Ohio.

The Ohio approved radon exams are as follows:

Radon Measurement:

The NRSB Certification Exam for Radon Measurement Specialist - 100 questions

OR:

The **interim** NEHA radon measurement exam that consists of 100 questions or more.

Radon Mitigation:

The NRSB Certification Exam for Radon Remediation Specialist - 125 questions

OR:

The **interim** NEHA radon mitigation specialist exam that consists of 150 questions.

Please note: **At this time, the Ohio Department of Health does not conduct the exams nor do we register anyone to take them. You need to call your course provider in advance to register to take these exams.**

The exam will be given at the end of the course. (See course provider information on other side of this document). There is a fee to take this exam separate from the fees for the courses. Your course provider can tell you about the cost and sites available to sit for the written exam. **You will need to be sure that you take the appropriate Ohio approved exam.** If you take the wrong exam, **you will not be credited with passing an approved exam** and will not be able to seek a license with the State of Ohio until passing an approved exam.

Application Fees are non-refundable.

Last Updated 1/10/2011

Ohio Department of Health
Quality Assurance Plan Guidance Sheet

When submitting an application for a Radon Tester, Mitigation Specialist or Contractor license, you are required to submit a quality assurance (QA/QC) plan that satisfies the requirements described in OAC 3701-69-03 and OAC 3701-69-04. The following are QA/QC plan options that have been approved by ODH to meet the above requirements. Guidance for quality assurance for mitigation specialists and contractors appears at the end of this document.

Quality Assurance Guidance for Testers

Option # 1 EPA's National Radon Proficiency Program Guidance on Quality Assurance

You may submit a QA/QC plan that follows the guidelines provided in EPA document EPA 402-R-95-012. Be certain to include all the required EPA publications from O.A.C. 3701-69-04. Contact ODH Radon Licensing Program for information on how to get a copy of this document.

Option# 2 Air Chek, Inc. Quailty Assurance for Pro Chek Activated Charcoal test kits

If you opt to use activated charcoal test kits from Air Chek, Inc., Air Chek, Inc. will provide you with a pre-approved QA/QC plan. Air Chek, Inc., can be contact at (800) 247-2435. If you are using Air Chek, Inc., activated charcoal test kits, you must use this plan.

Option # 3 Applied Radon Technology QA/QC Guideline

Frank Donia has prepared a pre-approved quality assurance plan. Mr. Donia can be contacted at (740) 638-2078.

Option # 4 *femto*-Tech Quality Assurance Plan for the *femto*-Tech 510

If you opt to use the *femto*-Tech 510, *femto*-Tech will provide you with a pre-approved quality assurance plan. This is a fill in the blank type plan specifically for the *femto*-Tech 510. *Femto*-Tech can be contacted at (937) 746-4427. If you are using *femto*-Tech continuous radon monitors, you must use this plan.

Option # 5 Radalink Quality Assurance Plan for the Radalink Telemonitor

If you opt to use the Radalink Telemonitor, Radalink will provide you with a pre-approved quality assurance plan. This is a fill in the blank type plan specifically for the Radalink Telemonitor. Radalink can be contacted at (800) 295-4655. If you are using Radalink continuous radon monitors, you must use this plan.

Option # 6 American Association of Radon Scientists and Technologists (AARST) Model QA Plan

You may opt to adopt the AARST Model Quality Assurance Plan. This is a pre-prepared QA/QC plan that requires you to fill in situation specific information. This plan can be obtained by contacting the AARST Executive Director at (866) 772-2778 or by visiting www.aarst.org. If you choose to adopt the AARST model, please see the AARST model addendum below for Ohio specific changes that need to be made to the plan. If these changes are not made or the AARST model plan is not submitted in it entirety, it will not be accepted by ODH.

ADDENDUM TO AARST MODEL QUALITY ASSURANCE PLAN

Because the AARST plan is written to appeal to all states, there will be some necessary modifications in order to accommodate the State of Ohio's licensing program. The following changes **must be** incorporated into your plan for your Quality Assurance/Quality Control Plan to be accepted in Ohio. A copy of this sheet is not acceptable as a part of your QA/QC plan. You must make the choices/changes below and incorporate them into your plan. Your plan will not be accepted without these changes made directly to the sections mentioned below.

Section 4.1 Measurement Definitions

Change this definition so it reads:

Long-Term Measurement - Any radon or radon decay product measurement that is acknowledged as appropriate and acceptable in the EPA Measurement Protocols and has a duration of more than ninety days. Long term measurements are normally made using <*list long term device that your company uses*> exposed continuously over the exposure period. Long term measurements for dwellings involved in a real estate transfer are duplicate measurements in the lowest tested area.

(This last statement means that if the buyer and seller agree to do a long-term test, duplicate devices/detectors will be placed. However, at a minimum one device shall be placed. This is your option to chose and you must write that statement according to what measurement options you wish to commit yourself/your company to doing for QA/QC procedures.)

Section 4.1 Measurement Definitions

Change this definition so it reads:

Test Technician - The person responsible for placing and retrieving the *<radon or radon decay product>* detector. This person SHALL be either a licensed tester or mitigation specialist with the State of Ohio. The test technician abides by all the requirements of the State of Ohio for radon measurements.

Radon Survey by Test Technician: During a radon survey of a dwelling involved in a real estate transfer, primary measurement placement and retrieval of the detector(s) or CRM device is only performed by a test technician as defined in 4.1. The test technician ensures that the client has obtained their Ohio license number

Section 4.6 Number of Measurements

Please read this section carefully. The commitment that you make by working this into your plan is that you will either place a continuous monitor, duplicate detectors, or sequential detectors for ALL measurements that you perform. This is for real estate as well a non-real estate testing. Be careful to choose the right testing methods for you and your company.

You will be expected to follow what you include in your QA/QC plan. Protocols MUST be followed for all testing that you perform. **THIS IS JUST AN EXPLANATION. PLEASE DO NOT COPY THIS PARAGRAPH WORD FOR WORD TO INCLUDE IT IN YOUR QA/QC PLAN.**

Section 4.10 Informing Client about Test Conditions

Change the first paragraph so it reads:

<Licensee Name> makes reasonable efforts to determine who is the responsible individual for the dwelling during the test period. Before any primary measurements are begun, the responsible individual is informed or attempted to be informed about the requirements of and the need for closed-house conditions as well as all other conditions for which they are responsible. A copy of the EPA document, "Home Buyers and Sellers Guide to Radon" and/ or "The Citizens Guide to Radon" should be given to each client.

Section 5.0 Chain of Custody and Documentation

Change the third Paragraph so it reads:

It is important that enough information about each measurement be recorded on the proper forms by the Field Technician who deploys the detector (see "Operating Instructions" form in appendix *<list detector instruction sheet appendix number>* and by the laboratory Director in the permanent "Detector Placement Log Book." This data is important in case further interpretations and measurements are required at a later date.

Section 5.0 Chain of Custody and Documentation

In the section that begins "The information to be logged must include:" Add the following item to the list of information to be logged:

- Weather conditions

Section No. 9.2 Spiked Measurements to Assess Bias

If you are using passive monitors, change the first paragraph so it reads as follows:

Any consistent bias of the *<detector name>* method is evaluated by exposing the detectors to a known concentration (spiked). Spiked measurements made to assess bias are made at a frequency of 3 per 100, minimum of 3 per year, a maximum of 6 per month. The passive detector is exposed in a radon chamber that intercompares its results with an EPA or DOE radon chamber every 6 months or the passive detectors are carefully exposed by an independent company in a known volume chamber that contains a NIST radium standard and NIST approved procedures for such an exposure are used. The QA officer is responsible for ensuring that *<chamber facility name>* used by *<Company name>* provides documentation of its own frequent and regular and successful participation in EPA and/or U.S. DOE intercomparison exercises or traceability to a NIST standard. *<Chamber Facility Name>* makes available its procedures for stringent internal QA including documentation of "traceability" to the EPA, NIST or U.S. DOE laboratory standards. A copy of the most recent federal intercomparison records of *<chamber facility name>* is on file.

Section No. 10.1 Monitoring Bias

REMOVE THE FOLLOWING NOTATION - "Note: Different values may be set at the QA Officer's discretion."

Section No. 10.2 Monitoring Precision

REMOVE THE FOLLOWING STATEMENT - The precision objective for RPD values can be set at the discretion of the QA officer using the method described in Exhibit 3.

Quality Assurance Guidance for Mitigation Specialist and Radon Contractors

In addition to submitting a quality assurance (QA/QC) plan for radon testing, you are required to submit a QA/QC for radon mitigation. The Director has deemed that the USEPA Radon Mitigation Standards (402-R-93-078) are acceptable QA/QC procedures to assure effective radon mitigation. If you choose to use the Radon Mitigation Standards (RMS) as your mitigation QA/QC, you will need to submit a signed and dated copy of the cover page of the document along with your testing QA/QC. By submitting a copy of the cover page of the RMS, you are signifying you have a complete copy of the document on file and will follow the protocols outlined in it. Alternatively, you may provide QA/QC procedures for consideration that are substantially equivalent to the accepted RMS. If you choose to use an alternative QA/QC procedure, submit a complete copy for the Director's consideration. You will be notified if the procedures are accepted, or what additional information is needed for approval.

Required Language for Radon Mitigation Contracts

A copy of your mitigation contract must be included with your QA/QC for radon mitigation. OAC 3701-69-05(E) specifically states that no licensed mitigation specialist, or licensed mitigation contractor involved in the testing of a particular building, or in the provision of advice with respect to a particular building, shall be involved in the performance of mitigation on that building unless the contract for mitigation is in writing and clearly and conspicuously states both of the following:

- That the radon tester, mitigation specialist, or mitigation contractor was involved in the testing or provision of advice that led to the mitigation contract; and

- The advantages of long-term testing and the value of a second opinion as ways to verify test results and to assure that the proposed mitigation is appropriate, especially when the mitigation is to be performed by the business entity or private entity that was involved in the testing or provision of advice that led to the mitigation contract.

"Clearly and conspicuously," is defined as equal in size to the print in the remainder of the contract and is boldfaced or is larger than the print in the remainder of the contract. Be sure that this information is contained in your contract.

The Ohio Department of Health
Radiological Safety Plan Guide

Guidance sheet for developing a safety plan for radon measurement

The following are the requirements for a radiological safety plan. These requirements can be used for the Mitigation Specialist/Contractor portions of their measurement program as well as the Radon Tester. All of these elements must be included in your safety plan. For a Mitigation Specialist and/or Mitigation Contractor you must additionally address other safety aspects regarding mitigation installation, such as the requirements of OSHA.

Element 1. A commitment to track occupational exposure. A statement such as:
"I will implement a radiological safety plan whereby I will track and document exposure information to ensure that occupational exposures do not exceed 30 pCi/L, 0.33 WL based on continuous work place exposure for 40 hours per week, 52 weeks per year or 4.0 WLM per year."

Element 2. A statement with regard to ALARA. Such as; "I will follow the ALARA principle while considering exposure investigational levels for myself and company employees." ALARA stands for "As Low As Reasonably Achievable." This philosophy underlies all aspects of the various tasks which make up a radiological safety program. The principle of ALARA means that you are ensuring that the occupational exposure to you and your workers is as low as reasonably achievable. In general, investigational levels are a one tenth value.

Element 3. A statement that describes the maximum occupational exposure level along with what actions would be taken should you meet or exceed that level. When you set a maximum exposure level of 4 WLM per year as a maximum dose for you and your workers, and you adopt the ALARA principle, your investigational level begins at ten (10) percent of the maximum level set or that level which you set that you believe is reasonably achievable below the maximum established limits. Therefore, for this example ten (10) percent of 4.0 WLM is 0.4 WLM. That would be the level at which you would begin to question and investigate how much exposure everyone is getting from the various jobs they have been on and what to do to alter the techniques you are currently using to lower exposures. To limit exposures, time spent in the field should be reduced. Such as, always talking to your client in the upper levels of the home or outside in nice weather, as opposed to discussing the protocols of Radon testing in the basement. Investigations to determine assurance that everyone is within the maximum level should be conducted regularly.

Element 4. An outline of the method you will use to determine maximum exposure levels. This should include, but not be limited to:

- **The formula for determining working level months (WLM)**
- **The devices you will use for detection**
- **How often you will calculate exposures**
- **Whose exposure levels are you tracking**
- **How long are you going to keep your records, etc.**

***** On the back side of this form is an example of the formula you will need to utilize for converting WL into WLM.

If you have any questions regarding this information please contact our office at (614) 644-2727.

Last updated 2/1/09

Formula for determining WLM

Working Levels multiplied by the duration of exposure (in hours) and divided by 170 equals WLM

For Example: 1.0 WL for 6 hours
0.60 WL for 2 hours
0.02 WL for 8 hours

Calculation:	1.0 WL X 6 equals 6.0	6.0 divided by 170 = 0.035 WLM
	0.06 WL X 2 equals 0.12	0.12 divided by 170 = 0.0007 WLM
	0.02 WL X 8 equals 0.16	0.16 divided by 170 = 0.0009 WLM
		Total .0366 WLM

Here is a review of the formulas you will need for converting pCi/l to WL.

$$Rn = \frac{WL \times 100}{ER}$$ (An ER of 0.5 is commonly assumed as an average.)

$$WL = \frac{Rn \times ER}{100}$$

Just for your information.....

$$ER = \frac{WL \times 100}{pCi/l} \quad \text{or} \quad \frac{\text{Radon Decay Products} \times 100}{\text{Radon}}$$

Last updated 2/1/09

OHIO DEPARTMENT OF HEALTH APPROVED RADON LABORATORIES

You must include the ODH Approval # (RL#) of the lab listed below that you are using on your application form in the section requesting information on devices and their analysis.

ODH Approval # RL4 Radon Testing Corp. of America (RTCA) 2 Hayes Street Elmsford, New York 10523 (914) 345-3380	CR: On Guard Continuous Radon Monitor AC: RTCA 3" passive diffusion canister AC: RTCA 4" superpass diffusion barrier canister
ODH Approval # RL9 Landauer, Inc. 2 Science Road Glenwood IL 60425-1586 (708) 755-7000	AT: Terradex Radtrak Alpha Track Detector
ODH Approval # RL10 Air Check, Inc. 1936 Butler Bridge Road Fletcher NC 28732 (828) 684-0893	AC: Air Chek Foil Bag Test Kit AC: Pro Chek Foil Bag Test Kit
ODH Approval # RL17 Radiation Safety Services, Inc. 6312 West Oakton Street Morton Grove, Il 60053 (847) 965-1999	AT: Alpha Track
ODH Approval # RL21 Radalink, Inc. 5599 Peachtree Road Atlanta, Georgia 30341 (404) 457-1944	CR: Radalink Telemonitor
ODH Approval # RL29 Alpha Energy Labs 2501 Mayes Road Suite 100 Carrollton, Texas 75006 (800) 324-5928	AC: Activated Charcoal
ODH Approval # RL31 Radon Survey Systems, Inc. 10357 Liberty Road Twinsburg, Ohio 44087 (800) 883-4760	AC: F & J RA40VC 4" open face canister

ODH Approval # RL33 RAdata, Inc. 27 Ironia Road Unit 2 Flanders, New Jersey 07836 (973) 927-7303	AC: Charcoal Canister 4”
ODH Approval # RL35 Pro Lab 1675 North Commerce Parkway Weston, FL 33326 (954) 384-4446	LS: Liquid Scintillation
ODH Approval # RL36 USInspect 3650 Concorde Pkwy Suite 100 Chantilly, Virginia 20151-1129 (703) 293-1511	CR: Continuous Radon Monitor
ODH Approval # RL37 Accustar Labs Medway 11 Awl Street Medway, Massachusetts 02053 (508) 533-8831	AC: Charcoal Canister LS: Liquid Scintillation AT: REM alpha track
ODH Approval # RL39 EMSL Analytical, Inc. 107 Haddon Avenue Westmont, New Jersey 08108 (800) 220-3675	LS: Liquid Scintillation
ODH Approval # RL41 AccuStar Labs - Lebanon PA 929 Mt. Zion Road Lebanon, PA 17046 (717) 274-8310	AC: 3” Activated Charcoal
ODH Approval # RL42 TRC Environmental Corporation. 21 Griffin Road North Windsor, CT 06095 (860) 298-9692	AC: F & J RA40V 4" open face canister
ODH Approval # RL43 Best Radon Inc. 106 Vensel Ln. – P.O.Box T Chicora, PA 16025 BestRadon@aol.com (724) 445-4543	AC: Sunn DBCA 2 ¾” diffusion barrier (U. Pitt)

Quarter	Year	Tester or Specialist Name	License number (RT# or RS#)	Contact Name (Homeowner)	Contact Phone #	Street Address	City	County	Zip	Test Type: Initial = I Follow-up = F Post Mitigation=PM	Test Device (CR, AT, LS, AC, E-Perm, Other)	Start: Date	End: Date	RN Level pCi/L

Ohio Department of Health Quarterly Radon Testing Records Report Form. To request this form in an electronic format, please email: Bradiation@odh.ohio.gov

RECORDS REPORTING REQUIREMENTS

According to OAC 3701-69-09, you are required to submit radon test records if you are a licensed radon tester and/or licensed radon mitigation specialist. In addition, radon mitigation contractors are required to submit radon mitigation records. These records are to be submitted on a quarterly basis. The form on the other side of this document is a guideline to utilize for record reporting.

Many records submissions have been incorrectly addressed. As a consequence, the mail takes a long circuitous route through the Department of Health to our program. Utilizing the correct address will result in less people handling your mail and reduce the possibility of your records getting lost. Failure to submit records may result in a penalty to your license.

PLEASE SEND YOUR RECORDS TO:

THE OHIO DEPARTMENT OF HEALTH
INDOOR RADON PROGRAM
246 NORTH HIGH ST. – 7TH FL., 35 BLDG.
COLUMBUS, OHIO 43215

If you are licensed and not performing any radon testing or radon mitigation during a quarter – you are still required to submit a report. The form below should be used as your quarterly submission if no work was conducted.

Contractors circle "Mitigation" and place your name next to your company name. Testers and Mitigation Specialists circle "Radon Testing."

I_____ HAVE NOT PERFORMED
(Name, Please print)

ANY RADON TESTING OR RADON MITIGATION
(CIRCLE ONE)

FOR THE QUARTER BEGINNING:

_____, TO _____
(month, day and year) (month, day and year)

SIGNED_____DATE_____

LICENSE NUMBER_____ Last updated 7/31/09

Year	Quarter	Contractor	Contractor License number (RC#)	Contact Name (Homeowner)	Homeowner Phone #	Mitigation Address	City	County	Zip Code	Start Date	Completion Date	System Type (indicate all that apply): SSD, SMD, DTD, Sump/DTD, SSD/SMD Sump/DTD/SMD, BWD, Pressurization	Pre-RN Level pCi/L	Post-RN Level pCi/l

Ohio Department of Health Quarterly Radon Mitigation Records Report. To request this form in an electronic format, please email: Bradiation@odh.ohio.gov

The Ohio Department of Health Indoor Radon Website

To search for a licensed person or company:

1) GO TO: www.odh.ohio.gov
2) Click on the letter **R** in the **A-Z Index** at the top of the page
3) Click on **Radon** from the list of subjects
4) Click on **Radon Licensing** on the left
5) Click on **Find a Licensed Radon Tester** *or*
   Find a licensed Radon Contractor

To make a license list:

1) Follow steps 1-5 above
2) Click on **Available Data/Feed** on the left
3) Scroll down to **Radon Contractors** *or* **Radon Tester**
4) Click on the **http://** link to view a list of the licensees.

To obtain a radon license application form off the ODH website:

1) GO TO: www.odh.ohio.gov
2) Click on **FORMS** at the top of the page
3) Select **Radon Licensing** from the **Program / Area** pull down box and click **Submit**.
4) Select which form you want to download and click on the appropriate link in the **FORM #** column to download the form(s). All of these forms are .pdf files.

Last update 10/4/2012