



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF RADIATION PROTECTION

SECTION 2
RADON CERTIFICATION APPLICATION

2.1 INITIAL RADON CERTIFICATION APPLICATION INSTRUCTIONS

Applicants must submit a correct and complete application including all required fees. See Section 1.1.15 (Page 5), Section 2.4 (Page 20), for a general outline of initial certification requirements.

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 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**

- A firm must employ at least one certified individual who is certified for the appropriate radon-related activity and who is in responsible charge of that radon-related activity for that firm.
- Certification as a “firm” results in only the firm 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 employee is employed by the firm. DEP has adopted the common law federal Internal Revenue Service definition of employ.
 - 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:
 - * Enclose a list of all firm employees who will be performing radon activities, including each employee’s educational background and related experience.
 - * Submit photos of each employee as a TIF or JPEG file via e-mail to RA-EPRadon@pa.gov. (Photography guidelines are in Section 7 of this book.); ID badges shall be worn while conducting radon activities.
 - * All testing & mitigation employees must fill out the Employee Acknowledgement Forms.
 - * For each testing employee, submit proof of having passed a DEP approved radon measurement exam;

* All mitigation employees are free. The first testing employee is free. Each additional testing employee is \$100

- Written approval for testing firm employees and the required DEP I.D. card must be received from our Department prior to any employee commencing radon testing and/or mitigation.

Step 3 If this is **not** a renewal application, complete and compile the applicable checklist enclosed in this guide as Section 2.4 (Page 20).

CHECKLIST A Initial Testing Certification Application Checklist
CHECKLIST B Initial Mitigation Certification Application Checklist
CHECKLIST C Initial Laboratory Certification Application Checklist

If this is a renewal application, follow the Renewal Radon Certification Application Instructions enclosed in this guide as Section 2.2 (Page 17).

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.



2.2 RENEWAL RADON CERTIFICATION APPLICATION INSTRUCTIONS

Step 1 Determine that you meet the requirements to be a renewal applicant. Section 1.1.13 (Page 4)

Any renewal certification application that is postmarked after the previous certification's expiration date will be considered late and charged the \$100 late application renewal fee. (All applications are either renewal or initial. A renewal application is defined as any application postmarked less than one year after the previous certification expiration date, all other applications are initial applications.) See Section 1.1.15 (Page 5).

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.

Step 2 Complete and submit the General Section 2.5 (Page 25) (including all fees).

Step 3 Submit any changes from your prior certification application.

Examples of these changes include:

- Addition/removal of device(s) (if adding a device see Section 1.2.1 (Page 6))
- Addition/removal of employee(s) (if adding an employee see Section 1.2.6 (Page 7))
- Any changes to your quality assurance program
- Any changes to materials disbursed to the public (including result report forms, advertisements, brochures, price lists or warranties)
- Addition/removal of firm certification; Section 1.2.7 (Page 7)
- Change of certified individual (see Step 7 below)
- Changes to your contact information (i.e., name, address, phone, fax, email, etc.)

Step 4 Submit a newly dated and signed Duties and Responsibilities Acknowledgement Form (Enclosed in Sections 2.5.1, 2.5.2 or 2.5.3 (Pages 27-32) of this guide)

Step 5 If applying for mitigation certification complete the required Section 2.8 Election of Mitigation Protocol Form AND Section 2.9 Election of Post-Mitigation Testing Options Form (Pages 38 and 39).

Step 6 If applying for renewal of testing and/or mitigation firm certification please submit photos as a TIF or JPEG file via email to RA-EPRadon@pa.gov for each previously listed firm employee. If adding a new employee see Section 1.2.6 (Page 7.)

Step 7 If the certified individual is a **renewal applicant** submit:

- proof of having passed the appropriate DEP approved exam within the last two years, - **OR** - of having completed 16 hours of DEP-approved continuing education. Section 4.5 (Page 67)
- photos as a TIF or JPEG file via email to RA-EPRadon@pa.gov This is required for testing and mitigation individual renewal applicants only and each testing and/or mitigation firm employee. (Photography guidelines are in Section 7 of this book.)

- **OR** -

If the applicant is a **new testing certification individual applicant** submit the following:

- proof of passing a DEP approved radon measurement exam within the past two years,
- proof of having completed a DEP-approved initial testing/laboratory course. Section 4.3 (Page 64)
- proof of 1 year's equivalent experience as determined by DEP
- photos as a TIF or JPEG file via email to RA-EPRadon@pa.gov (Photography guidelines are in Section 7 of this book.)
- proof of successful RMP for each primary device. Section 1.1.9 (Page 3)

If the applicant is a **new mitigation individual certification applicant** submit the following:

- proof of passing a DEP approved radon mitigation exam within the past two years,
- proof of having completed a DEP-approved initial mitigation course. Section 4.4 (Page 66)
- at least one year of mitigation experience - **OR** - 3 years of experience in architecture, engineering, electrical contracting, plumbing, carpentry, masonry, or related trades.
- photos as a TIF or JPEG file via email to RA-EPRadon@pa.gov (Photography guidelines are in Section 7 of this book.)

If the applicant is a **new laboratory individual certification applicant** submit the following:

- proof of having taken a DEP-approved initial testing/laboratory course. Section 4.3 (Page 64)
- proof of a bachelor's degree in the physical sciences, engineering or related fields **-OR-** the education or professional work experience equivalent to a degree as determined by DEP (a copy of transcripts and/or diploma must be included)
- at least one year of professional experience in performing laboratory analysis of radon measurement devices or sampled - **OR** - certification in health physics by the American Board of Health Physics (ABHP)
- proof of successful proficiency for each primary device. Section 1.1.9 (Page 3)

Step 8 Mail your completed 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

Step 9 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.

Step 10 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.

Step 11 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!

All notification of changes to a certification application must be made in writing, signed by certified individual and must include all applicable certification number(s). These changes may be sent by regular mail, fax, or e-mail. See Section 1.1.3 (Page 1), for information on how to contact us.

2.3 OUTLINE OF PENNSYLVANIA RADON INITIAL CERTIFICATION REQUIREMENTS

INITIAL CERTIFICATION REQUIREMENTS	TYPE OF CERTIFICATION		
	TESTING	MITIGATION	LABORATORY
DEP APPROVED COURSE (See Section 4 for list)	X	X	X
DEP APPROVED EXAM See Section 4.1 (Page 62)	X ¹	X ¹	N/A
EXPERIENCE	X ²	X ²	X ²
EDUCATION (Bachelors degree/physical science or equiv.)	N/A	N/A	X
QUALITY ASSURANCE PLAN FOR EACH DEVICE	X	N/A	X
PROOF OF DEP-APPROVED PRIMARY DEVICE PROFICIENCY	X ³	N/A	X ³
WORKER HEALTH AND SAFETY PROGRAM	X	X	N/A
ID CARD PHOTOGRAPHS	X ⁴	X ⁴	N/A
CERTIFICATION FEES (certified for 2 yr. period) All Fees are <i>NONREFUNDABLE</i>	X ⁵	X ⁵	X ⁵
CONTINUING EDUCATION (contact our office for list)	X	X	X

¹ For a list of DEP approved radon measurement and mitigation exams, see Section 4.1 (Page 62).

² *Testing* – one year of radon, environmental, or radiological testing experience or equivalent as approved by DEP. (Submit your experience in writing for review prior to submitting application. Fees are nonrefundable).

Mitigation – one year mitigation experience or three years' experience in architecture, engineering, electrical, plumbing, carpentry, masonry, or related trades.

Laboratory – one year of radiological laboratory analysis experience or certified in Health Physics by the American Board of Health Physics.

If there is any question about your experience, submit your experience in writing for review, prior to submitting your application. REMEMBER ALL CERTIFICATION FEES ARE NONREFUNDABLE.

³ Proof of successful participation in a DEP approved Primary Device Proficiency program within the past two years must be provided for each radon testing device that is read/analyzed.

⁴ Please submit photos as a TIF or JPEG file via email to RA-EPRadon@pa.gov for each:

- individual testing certification;
- individual mitigation certification;
- each testing firm employee; and
- each mitigation firm employee.

See photography guidelines Section 7 (Page 93)

⁵ See Section 1.1.15 (Page 5) for current fees.



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2.4 INITIAL CERTIFICATION CHECKLISTS

2.4.1 CHECKLIST A

**Initial Testing
Certification Application Checklist**

Submit the items below in the order listed:

- General Section**
Complete and submit form in Section 2.5 (Page 25). Include a check/money order for fees. See Section 1.1.15 (Page 5).
- 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** See Section 4.3 (Page 64) for the list of DEP-approved courses.
- DEP approved Exam Results**
Enclosed 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 62).
- Experience**
Enclose a description of at least one year of professional radon measurement experience or one year's equivalent experience in procedural compliance or quality control. 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 Testing Individual**
Please submit photos as a TIF or JPEG file via email to RA-EPRadon@pa.gov. See Section 7 (Page 93) for photograph guidelines.
- Certified Individual Acknowledgment Form**
Enclose the completed form in Section 2.5.1 (Page 27).
- Primary Device Proficiency** (must have been completed within the past 2 years)
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.
(There is a \$100 DEP fee each for electrets and continuous monitors. Section 1.1.15 (Page 5)).
The following chamber is Department-approved:

Bowser-Morner Radon Chamber
4518 Taylorsville Road
Dayton, OH 45424
Phone (937) 236-8805
(FAX) (937) 233-2024
radon@Bowser-Morner.com
- Quality Assurance Plan**
Refer to Section 5 (Pages 72-80) for information on compiling this document.

- Workers, Health and Safety Program** Specify the following:
 1. How you will maintain exposure to radon progeny as low as reasonably achievable.
 2. How you will track employee exposures, including all equations.
 3. A statement that permanent records of employee exposure will be maintained and that the OSHA exposure limit of 4 WLM/yr will not be exceeded.
 4. A copy of your exposure tracking record. See Section 2.7 (Page 37) for an example of this form.

- 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 88, §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 3.7.1 (Page 61) of this guide. Also, submit copies of price lists, brochures, and advertisements.



If applying for individual certification only STOP HERE.

If applying for BOTH individual and firm certification also submit the following:

- Employee Information**

Enclose a list of all firm employees who will be performing radon testing activities, including each employee's educational background and related experience.
- I.D. Card Photographs for Each Testing Firm Employee**

Submit photos 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.
- All Testing & Mitigation Employees Must Fill Out The Appropriate Employee Form**
- Department-approved Exam Results for Each Testing Firm Employee**


Enclose proof of passing a department-approved measurement exam result for each firm employee that is to be listed with our Department to perform radon testing. For Department-approved exams see Section 4.1 (Page 62).
- Testing Employee Fee**

Submit \$100 for each firm testing employee (Except the first testing employee) Section 1.1.15 (Page 5).

2.4.2 CHECKLIST B

Initial Mitigation Individual and Firm Certification Application Checklist

Submit the items below in the order listed:

- General Section**
Complete and submit form in Section 2.5 (Page 25). (Include check/money order for fees) See Section 1.1.15 (Page 5)
 - 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** See Section 4.4 (Page 66) for the list of DEP approved 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 62).
 - Experience**
Enclose a description of at least one year of professional radon mitigation experience or supervised experience and the name, address, and current phone number of the certified individual who was in responsible charge of those mitigation activities.
- OR
- Three years 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 photos as a TIF or JPEG file via email to RA-EPRadon@pa.gov. See Section 7 (Page 93) for photograph guidelines. ID badges shall be worn while conducting radon activities
 - Certified Individual Acknowledgment Form**
Enclose the completed form in Section 2.5.2 (Page 29).
 - Election of Mitigation Protocols Form**
Enclose the completed form in Section 2.8 (Page 38).
 - Election of Post Mitigation Testing Option Form**
Enclose the completed form in Section 2.9 (Page 39).
 - Workers, Health and Workers Safety, Program**
Complete, sign and submit the recommended Mitigation Health and Safety Plan enclosed as Section 2.6 (Page 35) and Section 2.7 (Page 37), of this document. (If you submit your own Mitigation Health and Safety Plan all the "shalls" in Section 12 of the *Pennsylvania Mitigation Standards* must be included.)
 - 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 88) §240.302 of this guide.) Also, submit copies of brochures, estimate forms, warranties, and advertisements.
-  **If applying for individual certification only STOP HERE.**
- If applying for BOTH individual and firm certification also submit the following:**
- Employee Information**
Enclose a list of all firm employees who will be performing radon mitigation activities, including each employee's educational background and related experience.

Mitigation Checklist


- I.D. Card Photographs for Each Mitigation Firm Employee**
Submit photos for each mitigation firm employee as a TIF file via email to RA-EPRadon@pa.gov. See Section 7 (Page 93) for photograph guidelines. (ID badges shall be worn while conducting radon activities).
- Each Mitigation Employee Must Fill Out The Appropriate Employee Form.**

2.4.3 CHECKLIST C

Initial Laboratory Certification Application Checklist

Submit the items below in the order listed:

- General Section**
Complete and submit form in Section 2.5 (Page 25). Include check/money order for fee. Section 1.1.15 (Page 5)
 - 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**
See Section 4.3 (Page 64), for the list of DEP-approved courses.
 - Education**
Enclose a copy of proof of a bachelor’s degree in the physical sciences, engineering, or related fields -OR- the education or professional work experience equivalent to a degree as determined by DEP. (A copy of transcripts and/or diploma must be attached.)
 - Experience**
Enclose a description of at least one year of professional experience in performing laboratory analysis of radon measurement devices or samples -OR- certification in health physics by the American Board of Health Physics (ABHP).
 - Certified Individual Acknowledgment Form**
Enclose the completed form from Section 2.5.3 (Page 31).
 - Primary Device Proficiency** (must have been completed within the past 2 years)
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 RMP chamber is Department-approved:

Bowser-Morner Radon Chamber
4518 Taylorsville Road
Dayton, OH 45424
Phone (937) 236-8805
(FAX) (937) 233-2024
radon@Bowser-Morner.com
 - Quality Assurance Plan**
Refer to Section 5 (Page 72) for information on compiling this document.
 - 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 text of the ‘Notice to Clients’ is found in Section 6 (Page 88), §240.302 of this guide.) Also, submit a copy of the radon text result reporting form you will provide the client, containing the ‘Notice to Clients’. (DEP recommended test result reporting form to clients is found in Sections 3.7 and 3.7.1 (Pages 60 and 61) of this guide.) Also, submit copies of price lists, brochures, and advertisements.
 - 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.
-  **If applying for individual certification only STOP HERE.**
- If applying for BOTH individual and firm certification also submit the following:**
- Employee Information**
Enclose a list of all firm employees who will be performing radon laboratory activities including each employee’s educational background and related experience.



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RADON CERTIFICATION APPLICATION

2.5 GENERAL SECTION

CERTIFICATION FEES <i>DESIGNATE</i> the radon certification(s) desired:					
Testing		Mitigation		Laboratory	
<input type="checkbox"/> Individual	\$350	<input type="checkbox"/> Individual	\$300	<input type="checkbox"/> Individual	\$400
<input type="checkbox"/> Firm	\$700	<input type="checkbox"/> Firm	\$700	<input type="checkbox"/> Firm	\$750
<input type="checkbox"/> Employee (1 st employee is free)	\$100				
<input type="checkbox"/> Primary Testing for electrets	\$100				
<input type="checkbox"/> Primary Testing Fee for CM	\$100				
<input type="checkbox"/> Late application fee** \$100 (for Individual applications only)					
Enclose NONREFUNDABLE check or money order payable to the Commonwealth of Pennsylvania for the TOTAL amount required.					
For more details about certification fees see page 5					
CHECK/MONEY ORDER NUMBER _____				TOTAL _____	
(For DEP USE ONLY)					

ENSURE ALL THE INFORMATION REQUESTED BELOW IS COMPLETED

TYPE OF CERTIFICATION (Check One)					
<input type="checkbox"/> INITIAL (Not held this certification within the last 12 months)			- OR -		<input type="checkbox"/> RENEWAL
Full Name Last		First		MI	
Home Address				DEP # if renewal	
City		State	Zip	County	
Firm Name			If no firm, a business name		
Company Address					
City		State	Zip	County	
Home Phone		Business Phone		Business Fax	
Website				Email Address	

EMPLOYEES (Complete **ONLY** if applying for firm certification) List the name of each firm employee below. (Do not include certified individuals) Submit required photographs for each testing and/or mitigation firm employee

Full Name of Employee (Do Not Include Certified Individuals)	Activity Performed by Employee(s) (Check one)		
	Testing	Mitigation	Laboratory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RADON CERTIFICATION APPLICATION

2.5 GENERAL SECTION (continued)

Has the applicant or an affiliated, associated, or related person ever been a party to any penalties, citations, or administrative orders or actions pertaining to radon-related activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, submit a detailed explanation)
Has the applicant or an affiliated, associated, or related person ever been a party to any lawsuits pertaining to radon-related activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, copies of initial pleadings and final orders shall be attached to the application.)

Lab and Secondary Testing Device(s)	<i>List below the laboratory that analyzes device(s) that you only place & retrieve</i>	<i>Check here for devices you analyze for someone else</i>
Activated Charcoal		<input type="checkbox"/>
Liquid Scintillation		<input type="checkbox"/>
Alpha Track		<input type="checkbox"/>
Continuous Monitor (CM)		<input type="checkbox"/>
Electret (ST)		<input type="checkbox"/>
Electret (LT)		<input type="checkbox"/>

Primary Testing Device(s) You Place/Retrieve, And Read/Analyze	
Type	Check the device(s) that apply to you
Continuous Monitor (CM)	<input type="checkbox"/> Primary CM Tracking Form (Page 33 & 34) must be completed/submitted with application
WL Monitor	<input type="checkbox"/>
Electret (ST)	<input type="checkbox"/>
Electret (LT)	<input type="checkbox"/>

<p>Complete Only If Using Any Femto-Tech Primary CM's (check which applies to you)</p> <p><input type="checkbox"/> Renter <input type="checkbox"/> Owner (if owner, fill out tracking form on Page 33 & 34 and submit)</p>

<p>Check the appropriate statement below for ALL certification application(s) for which this applies:</p> <p><input type="checkbox"/> I am a secondary tester only and do not need to report via GreenPort</p> <p><input type="checkbox"/> I am a primary tester and/or laboratory and/or mitigator and shall report via GreenPort</p> <p>Required reporting to DEP must be submitted via the DEP Greenport. (For further information about reporting via DEP's GreenPort see Section 3 (Page 44))</p>

<p>Required Signature: (Read the following carefully before you sign.)</p> <p>I certify that all statements made in this application, and any additions or changes to this application that I may make, are and will be true and correct to the best of my knowledge, information, and belief. It is the certified individual's responsibility to notify DEP within 10 days of the occurrence of any changes which may affect this 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 the scanned document</p> <p>_____</p> <p>Printed Name of Certified Individual in Responsible Charge</p> <p>_____</p> <p>Signature of Certified Individual in Responsible Charge _____</p> <p style="text-align: right;">Date</p>



2.5.1 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 (a) have adequate training and knowledge of radon testing procedures, (b) have passed the DEP approved testing exam, and (c) are listed with DEP as employees of a certified radon testing firm. All employees shall have a minimum of four hours of initial training in radon testing. 25 Pa. Code §240.306 (if applicable).
4. Exercising due diligence to ensure that all radon testing activities are conducted in accordance with the following DEP-approved protocols: (All recommendations referenced in these documents are requirements and at a minimum the "lowest livable level" must be tested for any real estate transaction performed in Pennsylvania.)
 - EPA 402-R-02-004 – Indoor Radon and Radon Decay Product Measurement Protocols, July 1992
 - EPA 402-R-92-003 – Protocol for Radon and Decay Product Measurements in Homes, June 1993
 - EPA 402-R-92-014 – Radon Measurement in Schools, July 1993
5. 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.
6. 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.
7. 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.
8. 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).
9. 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).
10. 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).
11. 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).
12. 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.

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

Individual's Name _____ Date _____

Firm's Name (if certified) _____

13. 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.
14. 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.
15. Ensuring that I will be in responsible charge of no more than five radon-related services for certified firms at any time.
16. Ensuring that I will notify the DEP promptly if a condition of the firm's certification or a condition of my certification changes.
17. Ensuring that I will notify the DEP promptly if my employment or radon testing activities terminates.
18. Ensure that testing records are maintained as specified below:
 - Documentation of each measurement containing the items as outlined in 4.3.5 Measurement Documentation of the *EPA Protocols For Radon and Radon Decay Product Measurements in Homes*, EPA 402-R-93-003, June 1993 shall be maintained for a minimum of 5 years.
 - All quality assurance documentation (including calibration records, QC measurements, QC charts and QA reports) shall be maintained for a minimum of 5 years.
 - Permanent records of all exposure tracking records shall be maintained.
19. 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.
20. Ensure that if there is a current testing firm certification, that all 45-day reportable testing activities performed by any of that firm's employees and yourself, is submitted under that testing firm's DEP certification number. If there is no testing firm certification, ensure you submit all 45-day reporting 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



2.5.2 ACKNOWLEDGEMENT FORM FOR CERTIFIED INDIVIDUAL IN RESPONSIBLE CHARGE OF RADON MITIGATION ACTIVITIES

Individual's Name _____ Date _____

Firm's Name (if certified) _____

I am the certified individual in responsible charge of mitigation 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 mitigation activities.
2. Exercising due diligence to ensure that radon mitigation will be conducted as described in the approved application and in compliance with Pennsylvania law, regulations and the Pennsylvania Radon Mitigation Standards (PARMS).
3. Exercising due diligence to ensure that all individuals in the firm who perform radon mitigation have adequate training and knowledge of radon mitigation procedures. All employees shall have a minimum of four hours of initial training in radon mitigation. 25 Pa. Code §240.306 (if applicable).
4. Exercising due diligence to ensure that all noncertified individuals in the firm who perform radon mitigation conduct such activities in accordance with DEP mitigation protocols, applicable statutes, regulations, ordinance and building codes. 25 Pa. Code §240.308 (if applicable).
5. Exercising due diligence to ensure that no mitigation is performed unless the potential client has first been provided with the written information required by 25 Pa. Code §240.302(a), including an estimate of the mitigation activities required to reduce radon contamination, a notice that only certified persons may provide such services, and evidence of certification.
6. Exercising due diligence to ensure that the radon concentrations in buildings scheduled for mitigation are determined before mitigation and not sooner than 24 hours after completion of mitigation. 25 Pa. Code §240.303(c).
7. Approving the design (sign off or initial) of ALL radon mitigation systems prior to the installation of such systems. Such approval shall be evidenced in writing.
8. Making periodic visits to the worksites of mitigation installations to ensure that proper methods are being used and that all health and safety requirements are being met.
9. Approving the proper installation of all mitigation systems (sign off or initial) after installation.
10. Exercising due diligence to ensure that the owner or occupant of the dwelling is provided with a written warranty and written instructions for proper checking and servicing of the mitigation system following installation. 25 Pa. Code §240.302(b).
11. Exercising due diligence to ensure that the radon mitigation information required by 25 Pa. Code §40.303(a),(b) is reported to DEP and to the owner or occupier of the building within 45 days of completion of the services.
12. Meeting at least monthly with employees of the firm who perform radon-related activities to review reporting, health and safety records, and where necessary, to initiate corrective action (if applicable).
13. Being readily available to firm employees to discuss all matters related to radon mitigation, including regulatory requirements, and DEP approved protocols (if applicable).

2.5.2 ACKNOWLEDGEMENT FORM FOR CERTIFIED INDIVIDUAL IN RESPONSIBLE CHARGE OF RADON MITIGATION ACTIVITIES (continued)

Individual's Name _____ Date _____

Firm's Name (if certified) _____

14. Exercising due diligence to ensure that the health and safety program is adequate to maintain exposure to radon as low as reasonably achievable. 25 Pa. Code §240.305.
15. Exercising due diligence to ensure that 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.
16. 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.
17. Ensuring that I will be in responsible charge of no more than five radon-related services for certified firms at any time.
18. Ensuring that I will notify DEP promptly if a condition of the firm's certification or a condition of my certification changes.
19. Ensuring that I will notify DEP promptly if my employment with the firm terminates (if applicable).
20. Ensure that mitigation installation records are maintained as specified below:
 - Documentation of each mitigation installation containing the items as outlined in the Radon Certification Regulation Section 240.303 shall be maintained for at least 5 years.
 - Permanent record of all exposure tracking records will be maintained.
21. Ensure that all mitigation reporting is submitted to DEP within 45 days after the latest *mitigation completion date* or if no reportable mitigation activities are performed within a 45-day period that this is reported to DEP.
22. Ensure that if there is a current mitigation firm certification, that all 45-day reportable mitigation activities performed by any of that firm's employees and yourself, is submitted under that mitigation firm's DEP certification number. If there is no mitigation firm certification, ensure you submit all 45-day reporting under your mitigation individual certification number.
23. Ensure that if the post-mitigation test is performed by the homeowner that the results are mailed directly from the certified laboratory to the homeowner. (A copy may also be sent from the lab to the mitigator so that the mitigator may submit this result as part of their required 45-day reporting to DEP.)

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



2.5.3 ACKNOWLEDGEMENT FORM FOR CERTIFIED INDIVIDUAL IN RESPONSIBLE CHARGE OF RADON LABORATORY ACTIVITIES

Individual's Name _____ Date _____

Firm's Name (if certified) _____

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

1. Supervising the firm's radon laboratory activities (if applicable).
2. Exercising due diligence to ensure that radon laboratory activities are conducted as described in the approved application and in compliance with the following DEP approved protocols. (All recommendations referenced in these documents are requirements.)
 - EPA 402-R-92-004 – Indoor Radon and Radon Decay Product Measurement Protocols, July 1992
 - EPA 402-R-92-003 – Protocol for Radon and Decay Product Measurements in Homes, June 1993
 - EPA 402-R-92-014 – Radon Measurement in Schools, July 1993
3. Exercising due diligence to ensure that all individuals who perform radon laboratory analysis have adequate training and knowledge of analytical procedures used to determine radon concentrations. All employees shall have a minimum of four hours of initial training in radon laboratory analysis. 25 Pa. Code §240.306.
4. Exercising due diligence to ensure that all radon laboratory analysis is performed in accordance with quality assurance procedures set forth in the application. 25 Pa. Code §240.304.
5. Exercising due diligence to ensure that the DEP is provided written evidence of successful participation in DEP-approved radon proficiency program for each radon measurement utilized. 25 Pa. Code §240.307.
6. Exercising due diligence to ensure that no laboratory analysis 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 laboratory analysis of the measurement devices specified in the application.
8. Exercising due diligence to ensure that radon laboratory results are reported to DEP 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 laboratory analysis (if applicable).

**2.5.3 ACKNOWLEDGEMENT FORM FOR CERTIFIED INDIVIDUAL
IN RESPONSIBLE CHARGE OF RADON LABORATORY ACTIVITIES
(continued)**

Individual's Name _____ Date _____

Firm's Name (if certified) _____

11. Exercising due diligence to ensure that 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.
12. Exercising due diligence to ensure that I will participate in a continuing education program consisting of at least 8 hours of Department-approved courses or seminars on radon each certification year. 25 Pa. Code §240.306.
13. Exercising due diligence to ensure that I will be in responsible charge of no more than five radon-related services for certified firms at any time.
14. Exercising due diligence to ensure that I will notify DEP promptly if a condition of the firm's certification or a condition of my certification changes.
15. Exercising due diligence to ensure that I will notify DEP promptly if my employment with the firm terminates (if applicable).
16. Ensure that laboratory records are maintained as specified below.
 - Documentation of each measurement containing the items (if applicable) as outlined in 4.3.5 Measurement Documentation of the *EPA Protocols For Radon and Radon Decay Product Measurements in Homes*, EPA 402-R-93-003, June 1993, shall be maintained for a minimum of 5 years.
 - All quality assurance documentation (including calibration records, QC measurements, QC charts and QA reports) shall be maintained for a minimum of 5 years.
17. Ensure that all radon laboratory activities are reported to DEP within 45 days after the latest *test end date* **or** if no reportable laboratory activities are performed within a 45-day period that this is reported to DEP.
18. Ensure that if there is a current laboratory firm certification, that all 45-day reportable laboratory activities performed by any of that firm's employees and yourself, is submitted under that laboratory firm's DEP certification number. If there is no laboratory firm certification, ensure your 45-day reporting is submitted under your laboratory individual 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



2.5.4 Primary Continuous Monitor (CM) Tracking Form (continued)

Complete if you are ADDING A CM (s) to a current certification.

(Proof of current calibration for each serial numbered monitor must be submitted.)

CM Model Type	Device(s) Serial #	Date Added	Initial Calibration Date

To add a primary CM of the *same* type the following must be submitted:

- Written request or this completed form signed by the certified testing individual and sent by postal mail, fax (717-783-8965) or by emailing a PDF of the signed scanned request
- Proof of current calibration for each serial numbered monitor
- Each CM's serial number

To add a primary CM of a *different* type all of the above must be submitted in addition to:

- Primary device proficiency for that CM type
- \$100 primary device fee (if not previously paid for another type of CM)
- a complete QA plan

Written approval to add a CM must be received from the Department prior to performing any testing.

Complete if you are DROPPING A CM (s) to a current certification.

CM Model Type	Device(s) Serial #	Date Dropped

The certified testing individual shall submit a written, signed notification or this completed form to the DEP by postal mail, fax or by emailing a PDF of your signed scanned notification within 10 days if a primary CM is to be removed from your testing certification.

 Print name of DEP-Certified Testing Individual

 Signature of DEP-Certified Testing Individual

 Date



2.6 MITIGATION WORKER HEALTH AND SAFETY PLAN

Name of Certified Firm (if applicable)

Name of Certified Mitigation Individual

This worker protection plan will be kept on file and available at all times. Although this plan contains specific safety recommendations it cannot address all the safety concerns associated with mitigation installation. The user has responsibility for establishing appropriate safety practices.

Permanent records of exposure will be maintained. The attached *Example of Radon Exposure Tracking Record* or equivalent will be used.

All OSHA, state, and local standards or regulations relating to worker safety and occupational radon exposure will be followed.

If applicable, employees will be trained on the hazards of exposure to radon and given guidance on maintaining exposure as low as reasonably achievable. This training will be documented.

Appropriate safety equipment such as hard hats, face shields, ear plugs, and protective gloves will be available on the job site during cutting, drilling, grinding, polishing, demolishing, or other hazardous activity associated with radon mitigation projects. (If there are employees, all new employees will be informed about all relevant portions of the company worker protection plan.) All relevant portions of the worker protection plan will be reviewed with each employee at least once a year. Confirmation of employees' knowledge of relevant portions of the worker protection plan will be recorded with the employees' signature and date.

All electrical equipment used during radon mitigation projects will be properly grounded. Circuits used as a power source should be protected by Ground-Fault Circuit Interrupters (GFCI).

When work is required at elevations above the ground or floor, all ladders or scaffolding will be safely installed and operated.

Work areas will be ventilated to reduce worker exposure to radon decay products, dust, or other airborne pollutants. In work areas where premitigation levels have been greater than 0.33 WL (66 pCi/L), fan(s) should blow outside air into the basement. If a fan is not available or weather conditions do not permit use of a fan then opening appropriate windows to provide cross-ventilation should be tried. Where ventilation is impractical or where ventilation cannot reduce decay product levels to less than 0.33 WL (66 pCi/L) (based on a short-term test), respiratory protection conforming with the requirements in the NIOSH Guide to Industrial Respiratory Protection will be provided at the job site.

Where combustible materials exist in the specific area of the building where radon mitigation work is to be conducted and temperatures are high enough to induce a flame, a fire extinguisher suitable for type A, B, and C fires will be available in the immediate work area.

Radon exposure at each work site will be recorded based on: (1) the highest premitigation indoor radon or working level measurement available, and (2) the time exposed (without respirator protection) at that level. The 4 working level months (WLM) over a 12 month period exposure limit will not be exceeded. (An equilibrium ration of 50 percent shall be used to convert radon exposure to WLM.)

2.6 MITIGATION WORKER HEALTH AND SAFETY PLAN (continued)

Name of Certified Firm (if applicable)

Name of Certified Mitigation Individual

In any area where building materials containing friable asbestos have been identified, or it is suspected that friable asbestos may exist; radon mitigation work will not be conducted without approval of an inspector or mitigator certified under provisions of the Asbestos Hazards Emergency Response Act (AHERA) and the Pennsylvania Department of Labor and Industry Act 194.

When mitigation work requires the use of sealants, adhesives, paints, or other substances that may be hazardous to health the applicable Material Safety Data Sheets (MSDS) will be provided to employees and the required safety procedures explained.

Signature of Certified Mitigation Individual

Required training provided to mitigation firm employees: (Complete annually to document required training has occurred.)

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____



2.7 EXAMPLE OF RADON EXPOSURE TRACKING RECORD

Name _____ Month(s) _____

Company Name _____

Employee ID Number _____ Year _____

Date	Job Site or Number	Radon Level (pCi/L)	Working Level (WL)	Hours of Exposure (HR)	Working Level (WLM)	Cumulative Exposure ⁽¹⁾ (WLM)	Method Used to Assess Exposure ⁽²⁾	Serial Number	Supervisor Initials
		÷200=		X	÷170=				
		÷200=		X	÷170=				
		÷200=		X	÷170=				
		÷200=		X	÷170=				
		÷200=		X	÷170=				
		÷200=		X	÷170=				
		÷200=		X	÷170=				
		÷200=		X	÷170=				
		÷200=		X	÷170=				
		÷200=		X	÷170=				
		÷200=		X	÷170=				
		÷200=		X	÷170=				
		÷200=		X	÷170=				
		÷200=		X	÷170=				

1. Based upon an annual recommended health and safety limit of 4 working level months (WLM) 2. Highest Premitigation Level (a)
 WL = $\frac{\text{pCi/L}}{200}$ (Assuming 50% ER) On-Site Measurement (b)

This documentation is not required to be submitted but must be available for review as part of the Department's inspection program.



2.8 ELECTION OF MITIGATION PROTOCOLS FORM

Name of Certified Mitigation Individual _____

Name of Certified Mitigation Firm (if applicable) _____

Address _____

DEP regulations require persons conducting radon mitigation to do so in accordance with a DEP-approved protocol. 25 Pa. Code § 240.308. As part of your application for radon mitigation certification, you must elect what protocol to use.

By indicating a particular protocol below, you hereby agree to perform all radon mitigation activities in Pennsylvania (which includes all mitigation activities performed by firm employees under your responsible charge, if applicable) in compliance with the selected protocol.

Pennsylvania Radon Mitigation Standards (# 294-2309-002, November 1997)
(For a copy of this document please visit our Web site at www.depweb.state.pa.us)

Submit the name of another mitigation protocol document here.
(If this option is selected, you must submit the protocol to DEP for approval as part of your certification application.)

Signature of Mitigation Individual

Date



2.9 ELECTION OF POST-MITIGATION TESTING OPTIONS FORM

Certified Mitigation Individual's Name: _____

Certified Mitigation Firm's Name (if applicable): _____

DEP regulations require that for a person performing mitigation each building shall be tested for radon levels before and after the mitigation is performed. The post-mitigation testing shall be conducted no sooner than 24 hours after the completion of the mitigation.

Select the post-mitigation testing option below that you will use to ensure the required post-mitigation testing is performed after every mitigation system installation you perform.

- My post-mitigation testing will be performed by a Pennsylvania DEP-certified tester within 30 days of the system installation.

Tester's Name: _____

Tester's Pennsylvania DEP Certification Number: _____

- I am a Pennsylvania DEP-certified tester and I will perform all post-mitigation testing within 30 days of the system installation.
- I will provide the homeowner with a short-term post-mitigation testing device from a DEP-certified laboratory.

Lab's Name: _____

Lab's Pennsylvania DEP Certification Number: _____

This short-term test device will

- be placed and sent to the lab by the homeowner,
- the results of the test will always be sent directly from the lab to the homeowner,
And
- the lab will also send a copy of the results to me for submittal of the DEP-required 45-day reporting.

If I do not receive the post-mitigation test result within 20 days I will at a minimum:

Send a reminder letter to the homeowner and retain a copy of the letter for 2 years.

- Other (if this option is chosen, a detailed written description must be submitted and approved prior to approval of your application)

Any changes to this form must be submitted in writing and approved by DEP.

Signature of Mitigation Individual

Date



2.10 RADON TESTING EMPLOYEE FORM

By signing this document I am stating that I understand, as a DEP-Listed Firm Testing Employee that I may only perform radon testing under the supervision of the DEP-Certified Radon Testing Individual for the firm in which I am employed.

The DEP ID badge issued to me shall be worn while conducting testing activities and presented to the homeowner.

Testing Employee's Name:			
Last:	First:	Middle:	
Home Address:			
City:	State:	Zip:	County:
Home Phone:	Work Phone:	Email:	
Name of DEP-Certified Testing Firm:			
That firm's DEP- Certified Testing Individual's Name:			
List all radon testing devices the above named DEP-Certified Testing Individual is certified to use in Pennsylvania.			
1.) _____	3.) _____		
2.) _____	4.) _____		

I understand that if any of the following conditions occur I can no longer perform radon testing activities in Pennsylvania as a DEP listed firm testing employee:

- The DEP-Certified Testing Individual in responsible charge of the testing firm (listed above) in which I am employed is no longer DEP-certified or is no longer employed by that firm and therefore is no longer in responsible charge of that firm's testing activities.

OR

- The DEP-Certified Radon Testing Firm (listed above) that employs me is no longer DEP-certified as a radon testing firm.

OR

- If the Firm's (listed above) DEP-Certified Testing Individual removes me as a DEP-listed testing firm employee.

It is my responsibility to notify DEP of any changes to the information in this document. All notifications of changes will be made in writing and bear my signature. Changes may be sent by postal mail, fax to (717) 783-8965, or by email of a PDF of my signed document.

Signature of DEP-Listed Testing Firm Employee

Date

Printed Name of DEP-Listed Testing Firm Employee

Only DEP-Certified Testing Individuals or DEP-Listed Testing Employees may perform radon testing activities in Pennsylvania



2.11 RADON MITIGATION EMPLOYEE FORM

By signing this document I am stating that I understand, as a DEP-Listed Radon Mitigation Firm Employee, that I may only perform radon mitigation under the supervision of the DEP-Certified Radon Mitigation Individual for the firm in which I am employed.

The DEP ID badge issued to me shall be worn while conducting mitigation activities and presented to the homeowner.

Mitigation Employee's Name:			
Last:	First:	Middle:	
Home Address:			
City:	State:	Zip:	County:
Home Phone:	Work Phone:	Email:	
Name of DEP-Certified Mitigation Firm:			
That firm's DEP- Certified Mitigation Individual's Name:			

I understand that if any of the following conditions occur I can no longer perform radon mitigation activities in Pennsylvania as a DEP-Listed Mitigation Firm Employee:

- The DEP-Certified Mitigation Individual in responsible charge of the mitigation firm (listed above) that employs me, is no longer DEP-certified or is no longer employed by that firm and therefore, is no longer in responsible charge of that firm's mitigation activities.

OR

- The DEP-certified radon mitigation firm (listed above) that employees me is no longer DEP-certified as a radon mitigation firm.

OR

- If the Firm's (listed above) DEP-certified mitigation individual removes me as a DEP-Listed Mitigation Firm Employee.

It is my responsibility to notify DEP of any changes to the information in this document. All notifications of changes will be made in writing and bear my signature. Changes may be sent by postal mail, fax to (717) 783-8965, or email of a PDF of your signed document.

 Signature of DEP-Listed Mitigation Firm Employee

 Date

 Printed Name of DEP-Listed Mitigation Firm Employee

Only DEP-Certified Radon Mitigation Individuals or DEP-Listed Radon Mitigation Firm Employees may perform radon mitigation activities in Pennsylvania



2.12 RADON LABORATORY EMPLOYEE FORM

By signing this document I am stating that I understand, as a DEP-Listed Firm Laboratory Employee that I may only perform radon laboratory analysis under the supervision of the DEP-Certified Radon Laboratory Individual for the firm in which I am employed.

Laboratory Employee's Name:			
Last:	First:	Middle:	
Home Address:			
City:	State:	Zip:	County:
Home Phone:	Work Phone:		Email:
Name of DEP-Certified Laboratory Firm:			
That firm's DEP- Certified Laboratory Individual's Name:			
List all radon testing devices the above named DEP-Certified Laboratory Individual is certified to analyze in Pennsylvania.			
1.) _____	3.) _____		
2.) _____	4.) _____		

I understand that if any of the following conditions occur I can no longer perform radon laboratory activities in Pennsylvania as a DEP listed firm laboratory employee: laboratory

- The DEP-Certified Laboratory Individual in responsible charge of the laboratory firm (listed above) in which I am employed is no longer DEP-certified or is no longer employed by that firm and therefore is no longer in responsible charge of that firm's laboratory activities.

OR

- The DEP-Certified Radon Laboratory Firm (listed above) that employees me is no longer DEP-certified as a radon laboratory firm.

OR

- If the Firm's (listed above) DEP-Certified Laboratory Individual removes me as a DEP-listed laboratory firm employee.

It is my responsibility to notify DEP of any changes to the information in this document. All notifications of changes will be made in writing and bear my signature. Changes may be sent by postal mail, fax to (717) 783-8965, or by email of a PDF of your signed document.

 Signature of DEP-Listed Laboratory Firm Employee

 Date

 Printed Name of DEP-Listed Laboratory Firm Employee

Only DEP-Certified Laboratory Individuals or DEP-Listed Laboratory Employees may perform radon laboratory activities in Pennsylvania



2.13 RADON CERTIFICATION QUESTIONNAIRE

We are looking for ways to improve our service to the public and the regulated community. Please take a few moments to respond to the following questions and statements about your recent experience in applying for DEP radon certification. Your comments and recommendations are important to us. Please either fold and return this questionnaire or fax it to our Department at (717) 783-8965. If you have any questions regarding this questionnaire, please call our Department at (717) 783-3594. We thank you for providing us with this information.

1. For what type of certificate did you apply? Testing Mitigation Laboratory
2. Are you the Certified Individual President/Owner of Firm
 Other, Please Specify _____
3. Was your application prepared by the Certified Individual President/Owner of Firm
 Other, Please Specify _____
4. How long did it take to get your certification? Please specify. _____
5. Do you think this was: Too Long Reasonable Faster Than Expected
6. Did you have to resubmit or revise your application? Yes No
 If yes, why? Administratively Incomplete Technically Incomplete
 Administrative Errors Technical Errors Other (Explain) _____
7. During the Department's review of your application, did you have to supply additional information?
 Yes _____ Number of Times No

The following set of statements concern your feelings about certain aspects of DEP's radon certification process. Please check the one response that best describes your feelings.

8. The Department provides a reasonable explanation of all administrative requirements of the application.
 Strongly Agree Agree Disagree Strongly Disagree

If you disagree, please specify why here _____

9. The Department provides a reasonable explanation of all technical requirements of the application.
 Strongly Agree Agree Disagree Strongly Disagree

If you disagree, please specify why here _____

10. I was treated courteously and professionally by DEP staff.
 Strongly Agree Agree Disagree Strongly Disagree

11. The Department performed professionally in processing this application.
 Strongly Agree Agree Disagree Strongly Disagree

12. If you or your company do business outside of Pennsylvania, how does DEP's service compare with that of other regulatory bodies?
 Better Roughly Equal Slightly Worse Much Worse

13. Do you have suggestions for improvements to the radon certification application process? If yes, please attach them to this survey.