



SECTION 3 REQUIRED REPORTING

3.1 45-DAY REPORTING TO DEP

3.1.1 General Guidelines for Reporting

- All primary testers (i.e. tester who place/retrieve and read/analyze their own devices), laboratories and mitigators must report within 45-days via Greenport (DEP's web based interface). See Section 3.1.2 below. If no radon related services have been provided during a 45-day period, you are required to inform the Department via the web-based GreenPort interface.
- There are two methods for 45-day reporting
 - 1.) Uploading TXT (comma delimited) or CSV (comma separated values) files via web-based GreenPort (allows multiple reports to be uploaded) See Section 3.2 (Page 45)
 - 2.) Entering reports one at a time via web-based GreenPort
- Instructions for first time GreenPort users. See Section 3.3 (Page 48)
- Instructions for returners to the GreenPort. See Section 3.3.1 (Page 53)
- Reporting must be submitted via the DEP GreenPort interface.

3.1.2 Determining Timeliness of Required Reporting to DEP

A late reporting fee letter assessing a \$100 fee will be sent if there is a lapse in required reporting greater than 90 calendar days from:

- The latest **test end date** received for testing/laboratory reporting
- The latest **mitigation completion date** received for mitigation reporting the date of the mitigation system initial fan activation OR date of any repair(s)/alteration(s) to an existing mitigation system you completed.
- The last date a report of "no radon activities performed" was submitted

(**NOT** the date the testing/laboratory and/or mitigation reports were submitted and/or received by the Department)

If no reportable radon-related activity is performed for more than a 45-day period it is the certified individual's responsibility to report this via the main menu on the DEP Greenport interface.

If both the \$100 fee **and** updated reporting are not received within the required 30 calendar day period, the department may suspend the applicable radon certification until both items are received.

3.1.3 What Certification Number To Use When Submitting 45-Day Reporting.

- Always submit your reporting under your DEP **INDIVIDUAL** Certification Number. (If there is a certified firm, submit ALL of that firm's reporting under that firm's certified **INDIVIDUAL's** certification number.)
- Never submit any reporting under a DEP **FIRM** Certification Number.

3.1.4 Useful Terms

File A collection of reports uploaded in electronic form via the GreenPort.

Report Complete documentation of a job. Includes all information about the building, mitigation system, and all test results.

Record One row in the file. Contains specific information on one test result.

3.2 FORMATS FOR UPLOADING FILES VIA DEP GREENPORT

DEP accepts electronic reporting of radon test results and mitigation reports that are submitted in these two formats:

1. **Text – Comma Delimited** (tab delimited no longer acceptable) formatting uses commas (delimiters) to separate each field from the other fields. All fields in a comma delimited radon data submission are text fields and are enclosed by quotation marks, except the test_sample_result field, which is a number field and is not enclosed by quotation marks. The file should be saved with a .txt extension.

There are 17 fields in a complete comma delimited radon data submission. These fields are described on the next page. A complete radon data submission using all 17 fields would look like this:

"1234", "Joe Smith", "123 Main St.", "Apt. 3", "Harrisburg", "PA", "17123", " ", "22", "501", "801", "07122008", "07152008", "604", 3.5, "701", "N"

2. **CSV – Comma separated values all field are separated by commas.**

1234, Joe Smith, 123 Main St., Apt 3, Harrisburg, PA, 17123, , 22, 501, 801, 07122008, 07152008, 604, 3.5, 701, N

There are 17 fields in a comma delimited data submission. All of the 17 fields must be present, even if data is not contained in the field.

The fields are described on the next two pages (Pages 46 and 47).

- See Page 46 for detailed information on submitting testing reporting via txt or csv file.
- See Page 47 for detailed information on submitting mitigation reporting via txt or csv file.

DATA FIELDS FOR TEST REPORTING VIA TXT (COMMA DELIMITED) OR CSV FILE

You may report multiple radon testing activities by uploading a file that contains your radon test results. The file must match the format listed below. The upload process is a multi-step process in which the file data is automatically validated. If invalid data is found, you will be presented with an error report that you can save or print. A file that contains invalid data will not be accepted by the system. Once a file successfully passes the validation process, you will be given a final view of the file and will be asked to confirm that you want to submit the data to DEP.

File Format: The system accepts files in which each field value is separated by a comma. This format is commonly referred to as Comma Separated Values (CSV). The system only accepts files that have a file extension of TXT (ONLY comma delimited (.txt) or CSV (.csv)).

Record Layout: Each file record is made up of 17 fields which are described below. Each field value must be separated by a comma. All of the 17 fields need to be present, even if data is not contained in the field. For best results, each field value should be enclosed by quotation marks.

*Please note: Fields 2, 4 & 8 must exist in your report even if you don't have any information to fill in these fields. The **field** is mandatory while the **information** is not.

* DO NOT USE HEADERS to label your fields.

* Do not include any EXTRANEIOUS INFORMATION in your reporting (e.g. your name, firm's name, addresses, phone numbers etc.).

| <u>Fields</u> | <u>Example of Data</u> | <u>Description of Data</u> |
|--|---------------------------|---|
| 1.) DEP CERT # | 1234 | The four digit DEP Cert. # All firms should report under their firm's Cert #'s |
| 2.) Occupant's Name | Mary Smith | The name of the individual for whom the test was conducted Maximum 60 characters Not Mandatory to fill w/ information but the field must exist |
| 3.) Location Address | 120 S. Main Street | The street address where the test was conducted Maximum 45 characters |
| 4.) Additional Address Information | Apt. # 3 | Additional address identifiers Maximum 45 characters Not Mandatory to fill w/ information but the field must exist |
| 5.) Location City | Pittsburgh | The city where the test was conducted Maximum 30 characters |
| 6.) Location State | PA | Will always be "PA" (Only report tests performed in PA) |
| 7.) Location Zip Code | 17871 | The five digit Zip Code |
| 8.) Location Zip Code Extension | 5432 | The four digit Zip Code extension (e.g. the four numbers that follow after the main Zip Code) Not Mandatory to fill w/ information but the field must exist |
| 9.) Location County | 03 | The two digit PA county code for the location tested See Section 3.6 (Page 59) |
| 10.) House Type Code | 550 | The three digit code for house/building type See Section 3.6 (Page 59) |
| 11.) Test Location Code | 808 | The three digit code identifying the location in the building where the test was performed See Section 3.6 (Page 59) |
| 12.) Test Begin Date | 07082009 OR 07/08/2009 | The date the test began. Format must be: MMDDYYYY or MM/DD/YYYY |
| 13.) Test End Date | 07102009 OR 07/10/2009 | The date the test ended. Format must be: MMDDYYYY or MM/DD/YYYY |
| 14.) Test Measurement Method Code | 601 | The three digit code for the test measurement method See Section 3.6 (Page 59) |
| 15.) Test Results | 0.5 | Test result (the test result taken to 1 decimal place, e.g. 11.3) |
| 16.) Test Results Unit of Measure Code | 701 | The 3 digit code for the measurement units (Value will always be "701") |
| 17.) Active Mitigation System | Y | Use "Y" "N" "U" to indicate if active radon mitigation system operating during test. Y – Active System Operating N – No Active System Operating U – Unknown If There is An Active System Operating |

DATA FIELDS FOR MITIGATION REPORTING VIA TXT (COMMA DELIMITED) OR CSV FILE

*** Regardless of the format you choose, each reported address must contain one row of these 17 fields for the Pre-test and one row for the Post-test. Fields 1-13 must be identical for all Pre & Post Test results reported at the same address**

Useful Terms:

File A collection of reports uploaded in electronic form via the GreenPort
Report Complete documentation of a job. Includes all information about the building, mitigation system, and all test results
Record One row in the file. Contains specific information on one test result.

Example of one mitigation report

*** Each reported address must contain one row of these 17 fields for the Pre-test and one row for the Post-test. Fields 1-13 must be identical for all Pre & Post Test results reported at the same address**

| Fields | Example of one record | | Description of Data |
|------------------------------------|-------------------------|-------------------------|--|
| | PRE -TEST | POST-TEST | |
| 1.) DEP CERT # | 1234 | 1234 | The four digit DEP Cert. # All firms should report under their firm's Cert #'s |
| 2.) Occupant's Name | Joe Smith | Joe Smith | The name of the individual for whom the test was conducted Maximum 60 characters Not Mandatory to fill w/ information but the field must exist |
| 3.) Location Address | 1 Elm St | 1 Elm St | The street address where the test was conducted Maximum 45 characters |
| 4.) Additional Address Information | Apt. # 3 | Apt # 3 | Additional address identifiers Maximum 45 characters Not Mandatory to fill w/ information but the field must exist |
| 5.) Location City | Pittsburgh | Pittsburgh | The city where the test was conducted Maximum 30 characters |
| 6.) Location State | PA | PA | Will always be "PA" (Only report systems installed in PA) |
| 7.) Location Zip Code | 17871 | 17871 | The five digit Zip Code |
| 8.) Location Zip Code Extension | 5432 | 5432 | The four digit Zip Code extension (e.g. the four numbers that follow after the main Zip Code) Not Mandatory to fill w/ information but the field must exist |
| 9.) Location County | 03 | 03 | The two digit PA county code for the location tested See Section 3.6 (Page 59) |
| 10.) House Type Code | 550 | 550 | The three digit code for house/building type See Section 3.6 (Page 59) |
| 11.) Remediation System Code | 900 | 900 | The three digit code identifying the type of Mitigation System Installed See Section 3.6 (Page 59) |
| 12.) System Cost | 1100.99 | 1100.99 | This is a numeric field; only numbers may be entered NO dollar signs (i.e. \$) NO commas (i.e. ,) NO words to describe the amount (i.e. dollars and/or cents) |
| 13.) Completion Date | 07032009 OR 7/3/2009 | 07032009 OR 7/3/2009 | The date the mitigation fan was activated. Format must be: MMDDYYYY or MM/DD/YYYY |
| 14.) Indicate Radon Test Type | PRE | POST | Indicate if this is a PRE test or POST test. You MUST have a minimum of one PRE-test and one POST-test |
| 15.) Results | 8.5 | 1.5 | If there are several test results, enter this data in a new 17 field row (the test result taken to 1 decimal place, e.g. 11.3) |
| 16.) Results Unit of Measure Code | 701 | 701 | The 3 digit code for the measurement units (Value will always be "701") |
| 17.) Building Location | 801 | 801 | The three digit code identifying the location in the building where the test was performed. |

*Please note: Fields 2, 4 & 8 must exist in your report even if you don't have any information to fill in these fields. The **field** is mandatory while the **information** is not.

* DO NOT USE HEADERS to label your fields. The **Fields & Description** is just to help organize your fields.

* Do not include any EXTRANEIOUS INFORMATION in your reporting (e.g. your name, firm's name, addresses, phone numbers etc.)

3.3 GreenPort instructions for FIRST time users How to log on and get started

1. Log onto www.depgreenport.state.pa.us

2. Then click

3. Enter your name
The First and Last Name that you enter will be used to automatically create your Username.

First Name

Last Name

Then click

4. Your User Name and Your Full Name will automatically appear.
Remember your User Name. You will need to enter your User Name each time you log onto the GreenPort.
- Portal Page – the email/contact information displayed on this page is where all automatically generated emails about the reporting submitted via DEP’s Greenport will be sent. This includes emails confirming submittal of reporting and corrections to submitted reporting.

User Name XXXXXXXX
Full Name XXXXXXXX

E-mail

Phone

Street

City

State

Zip

Password Hint

Password Hint Answer

*Password

*Confirm Password

* Passwords must be at least 7 characters long
* Passwords must contain at least 1 number
* Passwords must contain at least 1 upper case letter
* Passwords must contain at least 1 lower case letter

Then click:

Your username and password are sent to the email address you just provided.
Record your user name and password and keep it with your records
Remember - the password **is** case sensitive
the user name **is not** case sensitive

5. This message will appear, then allowing you to log onto the GreenPort

Your DEPGreenPort account has been created with the username XXXXXXXX.
An e-mail with your username and password has also been set to e-mail address xxxxx@xxxx.com.
You may log into the DEPGreenPort using that username and the password you chose for yourself when you registered.

- Type in your Username and Password
- Your User name is usually your last name followed by the first initial of your first name
- If you forgot your password you have the option to click below and reset your password but you must know your User Name
- If you can't remember your user name and password you can click self-register and start over like a first time user

Username

Password

Then Click

Log into the DEPGreenPort

6. Click on the "Enroll" button to obtain a listing of available self-registered applications.



* Take note on this page

- There is a box called APPLICATIONS: This box is to be used once you are finished registering for the first time IF you will be working in another area besides radon. It will allow you to see what other areas you have access to.
 - Click on ACCOUNT ADMINISTRATION: This box is used to obtain a new password or to enter any information about yourself that has changed (i.e. address, name, phone, email etc).
7. The email/contact information displayed on this page is where all automatically generated emails about the reporting submitted via DEP's Greenport will be sent. This includes emails confirming submittal of reporting and corrections to submitted reporting

Radon Report
Radon Reporting

8. This message will appear:

You have been successfully enrolled into the RADONREP application.

Then Click on:

Return to Applications

9. Then Click on:

Radon Report
Radon Reporting

10. After reading the DEPARTMENT OF ENVIRONMENTAL PROTECTION TRADING PARTNER AGREEMENT

Then click I Agree

I Agree I Don't Agree

11. Please verify that your portal information below is correct. (The email/contact information displayed on this page is where all automatically generated emails about the reporting submitted via DEP's Greenport will be sent. This includes emails confirming submittal of reporting and corrections to submitted reporting.) If there is any information that needs to be corrected, click on DEP GreenPort BEFORE PROCEEDING.


| MY PORTAL INFORMATION | |
|---|----------------------|
| Name: | <input type="text"/> |
| Address: | <input type="text"/> |
| Phone: | <input type="text"/> |
| Email: | <input type="text"/> |
| After reviewing click <input type="button" value="Submit"/> | |

12. This page allows you to enter you DEP Certification # and the Pin #. You should have received a Pin # in the Mail from DEP. The DEP Certification # below must always be **THE CERTIFIED INDIVIDUAL'S** certification number (Never enter firm certification numbers).

| PIN Entry | |
|--|----------------------|
| DEP Individual Certification #: | <input type="text"/> |
| PIN: | <input type="text"/> |
| Then click Enter <input type="button" value="Enter"/> <input type="button" value="Portal Info"/> | |

* For lost PIN numbers please call DEP's Radon Division at (717) 783-3594

13. This is the Main Menu which allows you to choose what you would like to do.



Commonwealth Of Pennsylvania
Department Of Environmental Protection
Bureau Of Radiation Protection

[Return to DEP GreenPort](#)

Radon Reporting

Main Menu

**It is required that laboratories, mitigators, and primary testers report to DEP every 45 days even if no radon activities have been performed.*

| | | | | | | | | | | | | | | | | | | | |
|--|---|------------------------------|----------------------|-------------|----------------------|--------|----------------------|----------|----------------------|----------------------|----------------------|--------|----------------------|---|--|--|--|---|--|
| <p>Testing and Laboratory Analysis Reporting</p> <ul style="list-style-type: none"> • Enter a New Testing Report • Upload a TXT or CSV File of Testing Reports <p>Mitigation Reporting</p> <ul style="list-style-type: none"> • Enter a New Mitigation Report • Upload a TXT or CSV File of Mitigation Reports <p>No Radon Activities Performed</p> <ul style="list-style-type: none"> • Reporting - No Testing Activities • Reporting - No Mitigation Installed <p>Radon In Water Reporting</p> <ul style="list-style-type: none"> • Enter a New Water Test Report <p>Other Options</p> <ul style="list-style-type: none"> • Change PIN • Switch to Another Certified Individual • Logout of the Application | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Individual Certification ID:</td><td><input type="text"/></td></tr> <tr><td>Individual:</td><td><input type="text"/></td></tr> <tr><td>Email:</td><td><input type="text"/></td></tr> <tr><td>Address:</td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>Phone:</td><td><input type="text"/></td></tr> <tr><td colspan="2" style="text-align: center;">Certified Individual must notify DEP of changes in writing within 10 days</td></tr> <tr><td colspan="2">Last Testing Reported Date :04/10/2011</td></tr> <tr><td colspan="2">Last Mitigation Reported Date :08/05/2009</td></tr> </table> <p style="color: red; font-weight: bold;">Your next Test Report is due by 05/25/2011</p> <p style="color: red; font-weight: bold;">Your next Mitigation Report is due by 09/19/2009</p> | Individual Certification ID: | <input type="text"/> | Individual: | <input type="text"/> | Email: | <input type="text"/> | Address: | <input type="text"/> | <input type="text"/> | <input type="text"/> | Phone: | <input type="text"/> | Certified Individual must notify DEP of changes in writing within 10 days | | Last Testing Reported Date :04/10/2011 | | Last Mitigation Reported Date :08/05/2009 | |
| Individual Certification ID: | <input type="text"/> | | | | | | | | | | | | | | | | | | |
| Individual: | <input type="text"/> | | | | | | | | | | | | | | | | | | |
| Email: | <input type="text"/> | | | | | | | | | | | | | | | | | | |
| Address: | <input type="text"/> | | | | | | | | | | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | |
| Phone: | <input type="text"/> | | | | | | | | | | | | | | | | | | |
| Certified Individual must notify DEP of changes in writing within 10 days | | | | | | | | | | | | | | | | | | | |
| Last Testing Reported Date :04/10/2011 | | | | | | | | | | | | | | | | | | | |
| Last Mitigation Reported Date :08/05/2009 | | | | | | | | | | | | | | | | | | | |

For technical assistance, please call the DEP Help Desk at (717) 705-3768 between the hours of 8:00 am and 4:30 pm or send an e-mail to dep@greenporthelpdesk@state.pa.us

Main Menu Page – the email information submitted here is where all DEP Radon Certification related emails will be sent and should always be the **certified individual's** email address.

The following snapshot shows a final report for someone who has manually entered a report before submission to the GreenPort. In order to submit your report you MUST click the I AGREE button at the bottom of the screen.

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF RADIATION PROTECTION

3.2.2 PADEP Radon
Mitigation Report Form

ADDRESS OF PROPERTY MITIGATED CERTIFICATION ID# 4321

Name: DENNIS EAGLESON
Street: 1025 STAFFORD AVE

City: SCRANTON State: PA Zip: 18505-2531
County: Lackawanna Remediation System: SUB-SLAB VENTILATION - GENERIC
Cost: 935 Completion Date: 08/01/2010 House Type: RANCH

| Test Type | Unit Code | Result | Location |
|-----------|-----------|--------|----------|
| PRE | pCi/l | 28.6 | BASEMENT |
| POST | pCi/l | 1.5 | BASEMENT |

This Summary View page gives you with an overall final look at the reporting information that you will be **submitting to DEP** if you select the ***I Agree** button below. The Summary View page also gave you the opportunity to revise and make modifications to data on any part of the Radon Reporting. Please note that once you click the ***I Agree** button, your report becomes an official DEP record and you will not be able to change the information submitted. If you would like to re-edit your report, click **Edit**.

Please Note: If after selecting the ***I Agree** button you discover that your information is incorrect, notify DEP immediately.

*Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. Any false statement is subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn falsification to authorities).

I Agree Edit

Once you have clicked the I AGREE button, your report will have been accepted by the GreenPort, and you will see this confirmation page. This page allows you to:

1. Enter another report
or
2. Return to the Main Menu where you can see your next due date for 45-day reporting.

Commonwealth Of Pennsylvania
Department Of Environmental Protection
Bureau Of Radiation Protection

[Return to DEP GreenPort](#)

Radon Reporting

Thank You

Your report has been submitted to DEP. You should receive a confirmation email from DEP.

In order to reduce the number of confirmation emails that you receive, a single email will be sent at the end of each day that lists all of the Radon Testing reports that you submitted during that day. Routine system maintenance may occasionally delay this email by a day. In this case, the email may include reports submitted on consecutive days. If you do not receive a confirmation email that includes this report, please notify DEP's Help Desk.

[Add More Mitigation Reports](#)
[Main Menu](#)

For technical assistance, please call the DEP Help Desk at (717) 705-3760 between the hours of 8:00 am and 4:30 pm or send an e-mail to deprespon@helddesk@state.pa.us

The following snapshot shows a final report for someone who has UPLOADED a report before submission to the GreenPort. In order to submit you MUST click the I AGREE button at the bottom of the screen.

COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF ENVIRONMENTAL PROTECTION
 BUREAU OF RADIATION PROTECTION

3.2.2 PADEP Radon
 Testing and Laboratory Analysis Report File

| Ref ID | NAME | ADDR1 | ADDR2 | CITY | ST | ZIP | ZPH-4 | CNTY | HTYP | BLD | TEST | TEST END | MEAS | TEST | UNIT | MIT |
|--------|--------|------------------------|-------|------------|----|-------|-------|------|------|-----|------------|-----------|------|-------|------|-----|
| 1 | SMITH | 14 SOUTH SECOND STREET | APT 1 | CLARION | PA | 16214 | 1111 | 16 | 801 | 804 | 12/28/2010 | 1/23/2010 | 801 | 3.6 | 701 | N |
| 2 | JONES | 133 MAIN STREET | | HARRISBURG | PA | 17103 | | 22 | 802 | 801 | 3/31/2010 | 4/6/2010 | 801 | 10.1 | 701 | Y |
| 3 | PETERS | 111 MOCKINGBIRD LANE | | ERE | PA | 16801 | | 25 | 803 | 802 | 6/10/2010 | 6/6/2010 | 801 | 1.9 | 701 | Y |
| 4 | FRANK | 721 SPENGLUCK DRIVE | | CAMP HILL | PA | 17101 | | 21 | 801 | 801 | 4/10/2011 | 4/3/2011 | 801 | 106.8 | 701 | N |
| 6 | BROWN | 718 NINETEEN ROAD | | KNOK | PA | 16232 | | 16 | 805 | 802 | 4/12/2011 | 4/14/2011 | 801 | 7.8 | 701 | Y |

This Summary View page gives you with an overall final look at the reporting information that you will be submitting to DEP if you select the *I Agree button below. Please note that once you click the *I Agree button, your report becomes an official DEP record and you will not be able to change the information submitted. If you would like to modify any information contained in your file, click Cancel.

You will be sent a confirmation email notifying you that DEP has received your file submission.

Please Note: If after selecting the *I Agree button you discover that your information is incorrect, notify DEP immediately.

*Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. Any false statements are subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn fabrication to authorities).

Cancel I Agree

Adobe Acrobat Reader (Free Download)

Once you have clicked the I AGREE button, your report will have been accepted by the GreenPort, and you will see this confirmation page. This page allows you to go back to the Main Menu where you can see your next due date for 45-day reporting.

Commonwealth Of Pennsylvania
 Department Of Environmental Protection
 Bureau Of Radiation Protection

[Return to DEP GreenPort](#)

Radon Reporting

Thank You

Your file has been submitted to DEP. You should receive a confirmation email from DEP.

In order to reduce the number of confirmation emails that you receive, a single email will be sent at the end of each day that lists all of the Radon Testing report files that you submitted during that day. Routine system maintenance may occasionally delay this email by a day. In this case, the email may include files submitted on consecutive days. If you do not receive a confirmation email that includes this file, please notify DEP's Help Desk.

[Main Menu](#)

For technical assistance, please call the DEP Help Desk at (717) 705-3768 between the hours of 8:00 am and 4:30 pm or send an e-mail to depgreenport@dep.state.pa.us

3.3.1 GREENPORT INSTRUCTIONS FOR RETURNERS

1. Log onto www.depgreenport.state.pa.us

2. Enter your Username and Password

- Your User name is usually your last name followed by the first initial of your first name
- If you forgot your password you have the option to click below and reset your password but you must know your User Name
- If you can't remember your user name and password you can click self-register and start over like a first time user

| | |
|----------|--------------------------|
| Username | <input type="text"/> |
| Password | <input type="password"/> |

Then Click

Log into the DEPGreenPort

3. Then Click on:

Radon Report
Radon Reporting

* Take note on this page

- There is a box called APPLICATIONS: This box is to be used once you are finished registering for the first time IF you will be working in another area besides radon. It will allow you to see what other areas you have access to.
- Click on ACCOUNT ADMINISTRATION to obtain a new password or to enter any information about yourself that has changed (i.e. address, name, phone, email etc).

The email/contact information displayed on this page is where all automatically generated emails about the reporting submitted via DEP's Greenport will be sent. This includes emails confirming submittal of reporting and corrections to submitted reporting.

4. After reading the:

DEPARTMENT OF ENVIRONMENTAL PROTECTION
TRADING PARTNER AGREEMENT

You will be asked to Agree to this each time you log on

Then click I Agree

I Agree I Don't Agree

5. Please verify that your information is correct. It will be inserted as the official record of the Report Preparer. If there is any information that needs to be corrected, click on DEP GreenPort BEFORE PROCEEDING.

- Portal Page – the email/contact information displayed on this page is where all automatically generated emails about the reporting submitted via DEP’s Greenport will be sent.

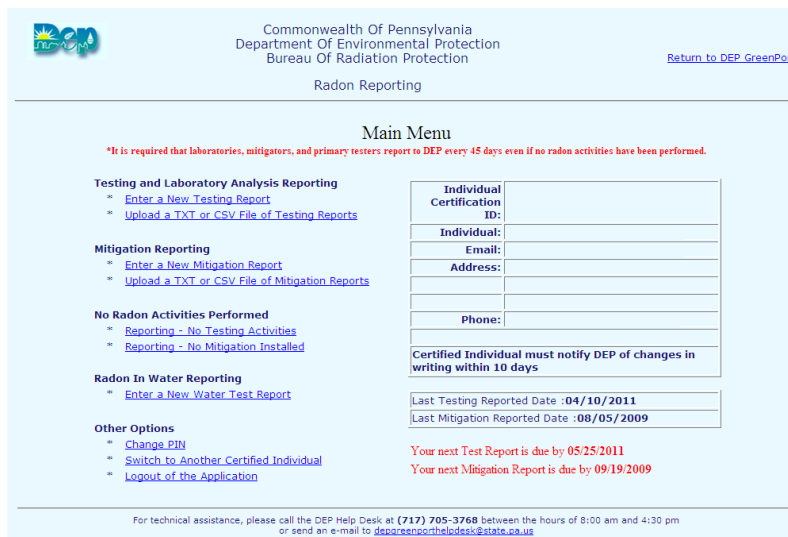
| MY PORTAL INFORMATION | |
|---|----------------------|
| Name: | <input type="text"/> |
| Address: | <input type="text"/> |
| Phone: | <input type="text"/> |
| Email: | <input type="text"/> |
| After reviewing click <input type="button" value="Submit"/> | |

6. Enter your DEP Certification # and the Pin #. The DEP Certification # below must always be **THE CERTIFIED INDIVIDUAL’S** certification number. (Never enter firm certification numbers). You should have received a Pin # in the Mail from DEP.

| PIN Entry | |
|--|----------------------|
| DEP Individual Certification #: | <input type="text"/> |
| PIN: | <input type="text"/> |
| Then click Enter <input type="button" value="Enter"/> <input type="button" value="Portal Info"/> | |

* For lost PIN numbers please call DEP’s Radon Division at (717) 783-3594

7. This is the Main Menu which allows you to choose what you would like to do



- Main Menu Page – the email information submitted here is where all DEP Radon Certification related emails will be sent and should always be the **certified individual’s** email address.

** Multiple formatting errors may cause GreenPort to stop processing your data until corrections have been made. If this should occur, please see the HELP button on GreenPort for detailed information.

The following snapshot shows a final report for someone who has manually entered a report before submission to the GreenPort. In order to submit your report you MUST click the I AGREE button at the bottom of the screen.

COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF ENVIRONMENTAL PROTECTION
 BUREAU OF RADIATION PROTECTION

3.2.2 PADEP Radon
 Mitigation Report Form

ADDRESS OF PROPERTY MITIGATED CERTIFICATION ID# 4321

Name: DENNIS EAGLESON
 Street: 1025 STAFFORD AVE

City: SCRANTON State: PA Zip: 18505-2531
 County: Lackawanna Remediation SUB-SLAB VENTILATION - GENERIC
 System:
 Cost: 935 Completion 08/01/2010 House Type: RANCH
 Date:

| Test Type | Unit Code | Result | Location |
|-----------|-----------|--------|----------|
| PRE | pCi/l | 28.6 | BASEMENT |
| POST | pCi/l | 1.5 | BASEMENT |

This Summary View page gives you with an overall final look at the reporting information that you will be submitting to DEP if you select the ***I Agree** button below. The Summary View page also gave you the opportunity to revise and make modifications to data on any part of the Radon Reporting. Please note that once you click the ***I Agree** button, your report becomes an official DEP record and you will not be able to change the information submitted. If you would like to re-edit your report, click **Edit**.

Please Note: If after selecting the ***I Agree** button you discover that your information is incorrect, notify DEP immediately.

*Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. Any false statement is subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to sworn falsification to authorities).

I Agree Edit

Commonwealth Of Pennsylvania
 Department Of Environmental Protection
 Bureau Of Radiation Protection

[Return to DEP GreenPort](#)

Radon Reporting

Thank You

Your report has been submitted to DEP. You should receive a confirmation email from DEP.

In order to reduce the number of confirmation emails that you receive, a single email will be sent at the end of each day that lists all of the Radon Testing reports that you submitted during that day. Routine system maintenance may occasionally delay this email by a day. In this case, the email may include reports submitted on consecutive days. If you do not receive a confirmation email that includes this report, please notify DEP's Help Desk.

[Add More Mitigation Reports](#)
[Main Menu](#)

For technical assistance, please call the DEP Help Desk at (717) 705-3768 between the hours of 8:00 am and 4:30 pm or send an e-mail to depgreenport@dep.state.pa.us

The following snapshot shows a final report for someone who has UPLOADED a report before submission to the GreenPort. In order to submit you MUST click the I AGREE button at the bottom of the screen.

COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF ENVIRONMENTAL PROTECTION
 BUREAU OF RADIATION PROTECTION

3.2.2 PADEP Radon
 Testing and Laboratory Analysis Report File

| RPT# NO | NAME | ADDR1 | ADDR2 | CITY | ST | ZIP | ZIP-4 | CNTY | HTYP | BLD LOC | TEST BEGN | TEST END | MEAS CODE | TEST RELT | UNIT | MIT NO |
|---------|-------------|------------------------|-------|------------|----|-------|-------|------|------|---------|------------|------------|-----------|-----------|------|--------|
| 1 | 4321 SMTH | 14 SOUTH APT 1 | | CLARION | PA | 16214 | 1111 | 16 | 501 | 804 | 12/22/2010 | 12/23/2010 | 601 | 3.5 | 701 | N |
| 2 | 4321 JONES | 123 MAIN STREET | | HARRISBURG | PA | 17103 | | 22 | 502 | 801 | 3/31/2010 | 4/5/2010 | 601 | 10.1 | 701 | Y |
| 3 | 4321 PETERS | 111 MOCKINGBIRD LANE | | ERIE | PA | 16501 | | 25 | 503 | 802 | 6/1/2010 | 6/4/2010 | 601 | 1.9 | 701 | Y |
| 4 | 4321 FRANK | 721 SPENCERBLUCK DRIVE | | CAMP HILL | PA | 17101 | | 21 | 501 | 801 | 4/1/2011 | 4/3/2011 | 601 | 106.8 | 701 | N |
| 6 | 4321 BROWN | 27 S NINEVEH ROAD | | KNOX | PA | 16232 | | 16 | 505 | 802 | 4/12/2011 | 4/14/2011 | 601 | 7.8 | 701 | Y |

This Summary View page gives you with an overall final look at the reporting information that you will be submitting to DEP if you select the ***I Agree** button below. Please note that once you click the ***I Agree** button, your report becomes an official DEP record and you will not be able to change the information submitted. If you would like to modify any information contained in your file, click **Cancel**.

You will receive a confirmation email notifying you that DEP has received your file submission.

Please Note: If after selecting the ***I Agree** button you discover that your information is incorrect, notify DEP immediately.

*Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. Any false statement is subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn fabrication to authorities).

Cancel **I Agree**

Adobe Acrobat Reader (Free Download)

Commonwealth Of Pennsylvania
 Department Of Environmental Protection
 Bureau Of Radiation Protection

[Return to DEP GreenPort](#)

Radon Reporting

Thank You

Your file has been submitted to DEP. You should receive a confirmation email from DEP.

In order to reduce the number of confirmation emails that you receive, a single email will be sent at the end of each day that lists all of the Radon Testing report files that you submitted during that day. Routine system maintenance may occasionally delay this email by a day. In this case, the email may include files submitted on consecutive days. If you do not receive a confirmation email that includes this file, please notify DEP's Help Desk.

[Main Menu](#)

For technical assistance, please call the DEP Help Desk at (717) 705-3768 between the hours of 8:00 am and 4:30 pm or send an e-mail to depgreenport@state.pa.us



3.4 PADEP Radon Testing and Laboratory Analysis Report Form

CERTIFICATION ID# _____

- All reporting must be done via GreenPort (unless specifically directed by DEP).

ADDRESS OF PROPERTY TESTED

NAME: _____

STREET: _____
(include house number)

CITY: _____ STATE: _____ ZIP: _____

COUNTY: _____ HOUSE TYPE: _____

MITIGATION SYSTEM –OPERATING DURING TEST (Y for Yes, N for No and U for Unknown): _____

DATE: BEGIN _____ END _____

RESULT: (1) _____ (2) _____ (3) _____

METHOD: (1) _____ (2) _____ (3) _____

LOCATION: (1) _____ (2) _____ (3) _____

COMMENTS: _____

| |
|--|
| |
| |
| |
| |
| Certified Firm/Individual Name and Address |
| Phone No. _____ |



3.5 PADEP Radon Mitigation Report Form

CERTIFICATION ID# _____

- All reporting must be done via GreenPort (unless specifically directed by DEP).

ADDRESS OF PROPERTY MITIGATED

NAME: _____

STREET: _____
(include house number)

CITY: _____ STATE: _____ ZIP: _____ - _____

COUNTY: _____ HOUSE TYPE: _____

COST: \$ _____ COMPLETION DATE: _____ REMEDIATION SYSTEM: _____

PREMEASUREMENT

RESULT: (1) _____ (2) _____

LOCATION: (1) _____ (2) _____

COMMENTS: _____

POSTMEASUREMENT

RESULT: (1) _____ (2) _____

LOCATION: (1) _____ (2) _____

COMMENTS: _____

| |
|--|
| |
| |
| |
| |
| Certified Firm/Individual Name and Address |
| Phone No. _____ |

3.7 REPORTING RESULTS TO THE CLIENT

Example in Section 3.7.1 (Page 61)

The following must be included on any radon result given to the public.

- name/address/DEP certification number of the testing company
- name/DEP certification number of the laboratory (if other than the tester)
- name/address of the customer
- name/address of the test site (if different than the customers)
- name/DEP certification number of the person placing/retrieving the device
- serial number of the device used
- start/stop date and time of the test
- DEP's Notice to Clients
- radon level in pCi/L or WL (if converting units from WL to pCi/L, the equilibrium ratio must be given)
- the average of the two passive short-term test devices placed for a real estate transaction (if applicable)
- a statement concerning any observed tampering or deviation from required test conditions
- health risk information
- exact building location of each measurement device (i.e. basement, 1st floor, slab on grade, etc.)

3.7.1 EXAMPLE OF RADON TEST RESULT REPORTING FORM TO CLIENTS

Test Company
Street Address
City, State, Zip Code

Customer Name
Street Address
City, State, Zip Code

Test Location <street, city, state, zip code> (if different from the customers as written above)

Detector placed by <Technician's name and DEP certification number>
 Detector retrieved by <Technician's name and DEP certification number>
 Comments <Include any observed tampering or deviation from required test conditions.>

The following measurements were made with: <detector type and model number> Analysis of these measurements was performed by: <name of laboratory and their DEP certification number> (This is required only for devices that you do not read/analyze.)

| Dectector ID# | Level Tested | Start Date | Start Time | Stop Date | Stop Time | Radon level pCi/L/(WL)* | +/- pCi/L/(WL)* |
|--------------------|--------------|------------------|------------|------------|-----------|-------------------------|-----------------|
| 5475 | bsmt | 02/21/2009 | 0940 | 02/23/2009 | 1030 | 5.6 | 0.3 |
| 5085 | bsmt | 02/21/2009 | 0940 | 02/23/2009 | 1030 | 5.2 | 0.3 |
| Basement Average = | | <level in pCi/L> | | | | | |
| 6027 | 1st fl | 02/21/2009 | 0940 | 02/23/2009 | 1030 | 1.8 | 0.2 |

Radon Health Risk Information

Radon is the second leading cause of lung cancer, after smoking. The U.S. Environmental Protection Agency (EPA) and the Surgeon General strongly recommend taking further action when the home's radon test results are 4.0 pCi/L (.02 WL)* or greater. The national average indoor radon level is about 1.3 pCi/L. The higher the home's radon level the greater the health risk to you and your family. Reducing your radon levels can be done easily, effectively and fairly inexpensively. Even homes with very high radon levels can be reduced below 4.0 pCi/L. For further information about reducing elevated radon levels please refer to the "Pennsylvania's Consumer's Guide to Radon Reduction."

NOTICE

THE RADON CERTIFICATION ACT REQUIRES THAT ANYONE WHO PROVIDES ANY RADON-RELATED SERVICE OR PRODUCT TO THE GENERAL PUBLIC MUST BE CERTIFIED BY THE PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION. YOU ARE ENTITLED TO EVIDENCE OF CERTIFICATION FROM ANY PERSON WHO PROVIDES SUCH SERVICES OR PRODUCTS. YOU ARE ALSO ENTITLED TO A PRICE LIST OF SERVICES OR PRODUCTS OFFERED. ALL RADON MEASUREMENTS DATA WILL BE SENT TO THE DEPARTMENT AS REQUIRED IN THE ACT AND WILL BE KEPT CONFIDENTIAL. IF YOU HAVE ANY QUESTIONS, COMMENTS OR COMPLAINTS CONCERNING PERSONS WHO PROVIDE RADON-RELATED SERVICES, PLEASE CONTACT THE DEPARTMENT AT THE BUREAU OF RADIATION PROTECTION, DEPARTMENT OF ENVIRONMENTAL PROTECTION, P.O. BOX 8469, HARRISBURG, PA., 17105-8469, (717) 783-3594 OR (800) 237-2366.

**Include if your measurement device reads in WL and you are reporting the results in WL.*