# Memo Template #3 – Radon Testing Conclusion

**[EXAMPLE of memo to school staff and guardians that CONCLUDES radon activities]**

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From Principal or Superintendent

Re: Radon Monitoring and Reduction Efforts Complete

This is to notify you that radon testing is complete and radon reducing measures are in place as of [insert date].

Radon test results are reported on [insert web link]. In [insert year] school year, radon levels were [below the 4 pCi/L action level in **all** rooms OR above the action level in **X** rooms]. [Additional testing was conducted in rooms that were elevated, to verify levels]. [All radon levels that exceeded 4 pCi/L have been reduced to below 4 pCi/L, which was verified with additional testing].

Radon risk reduction is also known as mitigation. [Further describe your school’s or district’s mitigation procedures if applicable]. Ex. *Initial and interim mitigation involved running the HVAC system 24/7 to reduce radon levels. Further testing was also performed by the mitigation contractors with active radon monitors in order to confirm reduced levels. This was followed by an investigation of the specific room(s) and building by the contractor to design and install permanent remediation equipment.*

Radon testing will be conducted again every [X, 5 is recommended, 10 is required] years or when there are major changes to the building. Information on the radon testing and mitigation actions taken at [insert school or district name] is located at [insert web link].

Radon is a naturally occurring radioactive gas that you cannot see, smell or taste. It is the number-one cause of lung cancer among non-smokers, according to the Environmental Protection Agency (EPA) estimates. Elevated radon can be found across the country and in all different types of buildings, including homes and schools.

Radon exposure does not cause any immediate health effects. Not everyone who breathes air with high radon levels will develop lung cancer. Lung cancer usually occurs years after exposure. Individuals who are exposed to elevated radon levels over extended periods of time are at the most risk. Because students and staff of school buildings spend much of their time at home, the home may be the most significant source of radon exposure. The EPA recommends that **all** homes and schools be tested for radon.

Please see [insert school or district name]’s Frequently Asked Questions (FAQs) about radon, and visit Oregon Health Authority’s (OHA) radon website to learn more: [www.healthoregon.org/radon](http://www.healthoregon.org/radon). Information on how to test your home is also found on OHA’s webpage. You can contact OHA’s Radon Awareness Program at 971-673-0440 or [radon.program@state.or.us](mailto:radon.program@state.or.us).

If you have any questions or concerns about radon testing at [insert school or district name], please feel free to contact [name, such as health and safety coordinator] at [phone and/or email].

Thank you,