

Radon test placement protocol checklist

Note: This document has been prepared to help schools and school districts conduct radon measurements in schools. The step-wise approach is aimed at helping school districts determine where to test, how many test kits are required, where to place test kits, and proper documentation of the process. This document is thus meant to be used as a general guideline, not a mandate. Each school will present a different situation. If specific questions or issues arise regarding testing in your school, contact the Oregon Radon Awareness Program at 971-673-0440 or email radon.program@state.or.us.

Important: Order all radon test kits for initial measurement at the same time. Kits should all be from the same manufacturing batch.

Test Kit Placement Guide

Once the number of test kits is determined, they need to be placed in the frequently occupied rooms as identified in the “What rooms should be tested?” section on page 17 of the “Testing for Elevated Radon in Oregon Schools” protocol and plan.

1. Be sure to check these items before placing the radon test kits:
 - Closed building conditions have been maintained in the building for 12 hours.
 - HVAC system is operating as it normally would when students and faculty are present.
 - Testing is being done during a time that students and faculty are present.
2. As detectors are placed in the rooms, determined thorough and accurate data needs to be recorded on the device log and floor plan (see samples in Appendix D of the “Testing for Elevated Radon in Oregon Schools” protocol and plan.)

Protocol for all test kits include the following. Be sure that each detector placed is:

- In a location where it will be undisturbed;
- Out of direct sunlight;
- Three feet from all doors and windows;
- Four inches from all other objects;
- At least one foot from all exterior walls;
- Between 20 inches and 6 feet from the floor;
- Out of direct air flow from vents;
- Four feet from the heat source.

School measurement teams in other states simply place the test kit on the teacher’s desk or out of the way of students on a bookshelf.

3. Specific protocol for duplicate measurements. If the test kit you are placing is a duplicate measurement also be sure to:
 - Place duplicate (side-by-side) test kit four to five inches away from test kit for that room.
4. Specific protocol for blank measurements. If the test kit you are placing is a blank measurement, also be sure to:
 - Unwrap blanks and open, but then immediately close and reseal them.
 - Place the test kit next to the detector kit(s) for the room four to five inches away.
5. Specific protocol for spiked test kits.
 - Arrange for the spiked test kits to arrive back from the Certified Performance Test Chamber to the School Measurement Team as close as possible to the day that kits are retrieved from the school. [See “Quality assurance procedures for a school radon measurement program” on page 31 of the “Testing for Elevated Radon in Oregon Schools” protocol and plan.]

6. Testing period.

The test kits should be left out no less than 48 hours but no more than seven days. [It's best to follow test kit manufacturer's instructions for more specific recommendations.] It's best if devices are left in place for four days to ensure optimum results.

Many schools place short-term kits on Monday morning and pick them up on Thursday morning.

Retrieving kits. Once the testing period has ended, all test kits placed at a school site (detectors, duplicates and blanks) need to be retrieved. This should be done on the same date. Complete the data sheet when retrieving detectors.

- Record the ending date and time that the kits were picked up per the “Sample Test Kit Placement Log” [Appendix D, page 54, of the [“Testing for Elevated Radon in Oregon Schools”](#) protocol and plan.]
- Record ending information on the test kit package (if required).

7. Prepare and mail all kits.

- Follow the manufacturer's instructions to seal and prepare test kits to be mailed to the lab.
- Include those spiked kits (not identified as such) in the same box(es) as other kit types.
- Mail all test kits (detectors, duplicates, blanks, spikes) to the radon measurement laboratory specified on the test kit. Use a mail service that guarantees delivery to the laboratory within two days at maximum, but **preferably overnight**.