# Memo Template #1 – Before Radon Testing Begins

**[EXAMPLE of memo to be sent to school staff and parents BEFORE TESTING BEGINS]**

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

From: Principal or Superintendent

Re: Radon Testing

An important step is being taken to ensure that the buildings of [insert school or district name] are healthy and safe.

This is to notify you that initial testing for elevated radon at [insert school or district name] will be conducted starting [insert date]. Under a 2015 Oregon law (ORS 332.166-167), Oregon schools must be initially tested for elevated radon on or before Jan. 1, 2021.

The radioactive gas, radon, is the number-one cause of lung cancer among non-smokers, according to EPA estimates. Elevated radon is found naturally in soil across the country and under all types of structures (including homes).

To test for elevated radon at [insert school or district name], small devices will be placed in each of the occupied rooms that are in contact with the ground starting [insert date]. These devices will be picked up on [insert date]. Test results will be available at the district office on or around [approximate dates].

The test devices look like [describe: 1) for example, a small black cylinder (also known as an alpha track) about 1-1/2 to 2 inches across; 2) for charcoal absorption: cardboard envelope packet; 3) etc. A picture can be inserted here]. Devices may be placed in somewhat hidden locations, where possible. Please do not tamper with or move test kits, and keep exterior windows and doors closed (except for normal entry/exit) during the testing period.

While occupants may be exposed to elevated levels of radon in schools, current data from the United States Environmental Protection Agency (EPA) suggests radon exposure at home is the number-one source of radon exposure for more people. The EPA and the Oregon Health Authority (OHA) recommend that **all** homes, regardless of location and type, be tested.

Please see OHA’s Frequently Asked Questions about radon, including information on the health effects, at [www.healthoregon.org/radon](http://www.healthoregon.org/radon). Information on how homes can be tested easily and inexpensively is also found at this website. You can request printed information on radon by contacting OHA’s Radon Awareness Program at 971-673-0440 or radon.program@state.or.us.

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

Thank you, in advance, for your cooperation.