# Memo Template #2 – Radon Testing Update

**[EXAMPLE of a memo to UPDATE school staff and guardians AFTER INITIAL TESTING is completed and elevated radon is found]**

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

From: Principal or Superintendent

Re: Radon Testing Update – Initial Testing Completed

The health, safety, and well-being of our students and staff are top priorities at [insert school or district name].

This memo is to update you on the initial radon testing performed in [insert school or district name]. Under a 2015 Oregon law (ORS 332.166-167), Oregon schools must be tested for elevated radon on or before January 1, 2021.

[Insert school or district name] began testing for elevated radon levels in [insert date]; [insert radon company] was hired to help conduct monitoring and mitigation procedures.

Radon testing devices were placed in [insert # of rooms] frequently occupied. Of those rooms, [insert # of rooms] tested above the EPA recommended action level of 4.0 picocuries per liter (pCi/L). [Insert school or district name]’s response to elevated radon results has been prompt and comprehensive. The rooms that tested at or above 4.0 pCi/L are subject to longer confirmation testing and temporary mitigation systems. All testing results can be found at [insert web address].

[Briefly describe mitigation plan and/or next steps.]

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). Elevated radon can be found across the country and in all different types of buildings, including homes and schools.

Breathing air with radon gas does not cause any immediate health effects, and not everyone exposed to elevated levels will develop lung cancer. Lung cancer usually occurs many years after exposure. Individuals who are exposed to high radon levels over long periods of time are the most at risk. Because students and staff of school buildings spend much of their time at home, the home may be their 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.

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,