

Radon Test Placement Protocol Checklist

This document is to help multifamily building owners and property managers conduct radon measurements in multifamily buildings. The steps below will help owners and managers decide where to test, how many test kits they need, where to place test kits and how to document the process. This document is a general guideline, not a mandate. Each building will present a unique situation. If you have specific questions or issues while testing your building, contact the Oregon Radon Awareness Program at 971-673-0440 or email radon.program@dhsosha.state.or.us.

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

Test kit placement guide

Once you determine the number of test kits, they need to be placed in the units and common areas.

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.
 - The HVAC system is operating as it normally would when residents and staff are present.
 - Testing is being done during normal weather conditions.
2. Use the Test Kit Placement Log and Floor Plan Template to record the location of the detector, test kit serial number, and start time and date of test.

Protocol for all test kits include the following. Be sure that each detector 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, and
 - Four feet from the heat source.
3. Specific protocol for duplicate kits

If the test kit you are placing is a duplicate, also be sure to:

- Place the duplicate (side-by-side) test kit four to five inches away from the main test kit for that room.

4. Specific protocol for blank kits

If the test kit you are placing is a blank, also be sure to:

- Unwrap and open the blank, then immediately close and reseal it.
- Place the blank test kit four to five inches away from the detector kit(s) for the room.

5. Specific protocol for spiked test kits

- Arrange for the certified performance test chamber to return the spiked test kits to the testing team as close as possible to the day the kits are retrieved from the building.

6. Testing period

The test kits should be left out for at least 48 hours but no more than seven days. Four days is best. Follow manufacturer's instructions for your test kits.

Retrieving kits

Once the testing period is over, all test kits placed in the building (detectors, duplicates and blanks) must be retrieved. All detectors should be retrieved on the same date. Complete the data sheet when you retrieve detectors.

- Record the ending date and time that the kits were picked up on the Test Kit Placement Log.
- Record ending information on the test kit package (if needed).

7. Prepare and mail all kits

- Follow the manufacturer's instructions to seal and prepare the test kits to be mailed to the lab.
- Include the spiked kits in the same box(es) as other kit types. Do not identify them as spiked kits.
- Mail all test kits (detectors, duplicates, blanks and spikes) to the radon testing lab listed on the test kit. Use a mail service that guarantees delivery to the lab within two days, but preferably overnight.



PUBLIC HEALTH DIVISION
Phone: 971-673-0440

You can get this document in other languages, large print, braille or a format you prefer. Contact Oregon Radon Awareness Program at 971-673-0440 or email radon.program@dhsosha.state.or.us. We accept all relay calls or you can dial 711.

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