



Protecting and Improving
the Health of Iowans

**Bureau of Radiological Health
Radon Program**

**Guide for Application for Certification as
a Radon Laboratory**

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TABLE OF CONTENTS

<u>Section</u>		<u>Page</u>
1.	Introduction	1
1.1	Overview	1
1.2	Definitions	1
1.3	Regulations and Standards	2
1.4	Credentialing Fees	2
2.	Required information and Documentation for Application	2
2.1	Radon Affirmation Statements	2
2.2	Affirmation Questions	2
2.3	Radon Measurement Proficiency Program Participation ..	3
2.4	Testing Methods.....	3
2.5	QA\QC Plan and SOPs.....	3
2.6	List of Where Test Kits are Sold in Iowa.....	3
2.7	Applying for Certification.....	4
3.	After Certification Approval	4
3.1	Record Keeping.....	4
3.2	Application Changes	4
3.3	Certification Renewal	4

1. Introduction

1.1 Overview.

This guide explains the requirements and process for applying for the first time as a Radon Laboratory under IAC Chapter 43, “Minimum Requirements for Radon Testing and Analysis”.

In order to become certified in Iowa as a radon laboratory there are certain qualifications that must be met. This guide explains the qualifications needed to apply for certification.

Under 641-43.3(136B) General Provisions - A complete application must be filed on a form or other electronic document as prescribed by the department and shall contain complete and accurate information. An applicant must qualify under a certain set of conditions in order for the application to be acceptable. An application must show positive proof the applicant meets all of the certification requirements. You will be prompted to upload/submit, **all** of the following information and supporting documents outlined in Section 2 with your application.

Per IAC 641--43.4(2) in addition to the information outlined in this guide the department may require the applicant to submit supplementary statements containing additional information to enable the department to determine whether an application should be approved or denied, or whether a previously issued certification should be amended, suspended, or revoked.

This guide will also help you to prepare all the information and documentation you will need to have available when you are ready to apply for certification. The IDPH Radon Program uses the division’s online AMANDA licensing portal so you will need a computer, tablet, etc. with internet access. You should have all documents ready in electronic format when you begin the application process. If you cannot convert your documents to an electronic format or if you do not have access to a computer or the internet, please contact the Iowa Radon Program at (515) 281-4928. See Section 2.7 for further information.

NOTE: Since the last revision to Chapter 43 the National Environmental Health Association (NEHA) transferred the National Radon Proficiency Program (NRPP) to the American Association of Radon Scientists and Technologists (AARST). Therefore any reference in Chapter 43 to NEHA or NRPP now refers to AARST/NRPP.

1.2 Definitions.

“AARST/NRPP or NRPP” means American Association of Radon Scientists and Technologists/National Radon Proficiency Program; www.aarst-nrpp.com

“ANSI” means American National Standards Institute; www.ansi.org

“EPA” means the United States Environmental Protection Agency; www.epa.gov/radon

“NRSB” means National Radon Safety Board; www.nrsb.org

1.3 Regulations and Standards.

A copy of Iowa Administrative Code 641 Chapter 43 “MINIMUM REQUIREMENTS FOR RADON TESTING AND ANALYSIS” and information on current EPA standards of practice can be found at the department’s radon website: www.idph.iowa.gov/radon. The website also has other useful resources.

IAC 641—43.4(1) a. 6 requires that an individual acknowledge that they will follow all EPA radon measurement guidelines and protocols. The current list of EPA standards of practice are those published by ANSI/AARST and includes the following:

- ANSI/AARST *Radon Measurement Systems Quality Assurance* (MS-QA-2019)
- ANSI/AARST *Performance Specifications for Instrumentation Systems Designed to Measure Radon Gas in Air* (MS-PC-2015)
- ANSI/AARST *Protocols for Measuring Radon and Radon Decay Products in Homes* (MAH-2019)
- ANSI/AARST *Protocols for Measuring Radon and Radon Decay Products in Schools and Large Buildings* (MALB-2014)
- ANSI/AARST *Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings* (MAMF-2017)

These documents can be viewed for free from the above EPA website or by visiting;

www.epa.gov/radon/radon-standards-practice
<https://standards.aarst.org/>.

Hard copies and printable .pdf versions can be purchased from the above AARST website or from www.ansi.org.

1.4 Initial Certification Fees.

The following fees must be paid at time of application. These fees are non-refundable. An application will not be processed until the appropriate fees are paid.

- a. Initial application fee is \$25 for Iowa residents and \$100 for nonresidents.
- b. Certification fee is \$500.

Therefore the total initial certification fee for an Iowa resident is \$525 and nonresident \$600.

2. Required information and Documentation for Application

2.1 Radon Affirmation Statements

You must acknowledge that you agree to the following (these statements will be included in the online application process):

- 1) I will keep all records for a minimum of 5 years after a radon test is completed.
- 2) I will submit any changes in procedures within 14 days to IDPH.
- 3) I will submit radon test results every 30 days to the radon program within IDPH. The radon test results will be submitted on a form provided and in a manner approved by the department.

2.2 Affirmation Questions

The following questions are required to be answered as part of the application process and are included in online application. If a “Yes” answer is provided and additional documentation is required, please have the documentation ready for upload/submittal:

- 1) Has any state or other jurisdiction of the United States or any other nation ever limited, restricted, warned, censured, placed on probation, suspended, revoked, or otherwise disciplined a professional license, permit, registration, or certification issued to you or the organization?
If yes, include the date, location, reason, and resolution.
- 2) Have there ever been judgments or settlements paid on your behalf or on the organization’s behalf as a result of a professional liability case?
If yes, include the date, location, reason, and resolution.
- 3) Have you or the organization ever had a license, permit, registration, or certification denied, suspended, revoked, or otherwise disciplined by a certification body?
If yes, provide a description of the circumstances.

Per IAC 641--43.4(2), the department may require the applicant to submit supplementary statements containing additional information to enable the department to determine whether an application should be approved or denied, or whether a previously issued certification should be amended, suspended, or revoked.

2.3 Provide proof of successful participation in the AARST/NRPP or NRSB Radon/Radon Progeny Measurement Proficiency Program.

Information on the NRSB laboratory proficiency program can be found here:

<https://www.nrsb.org/for-professionals/types-of-certifications/> and <https://www.nrsb.org/for-professionals/laboratory-accreditation/>

For information on the AARST/NRPP program visit <https://nrpp.info/certification/how-to-become-certified/> and use the link to apply for certification or by emailing certification@nrpp.info.

2.4 Testing Methods

All measurement devices used must be NRPP or NRSB certified for radon and be listed on the associated website;

<https://nrpp.info/devices/approved-devices/>
<https://www.nrsb.org/devices/device-listings/>

You will need indicate each testing method you wish to be certified to analyze. Your choices are:

- Activated charcoal adsorption (CC)
- Alpha Track detectors (AT)
- Continuous radon monitor (CR or CRM)
- Charcoal liquid scintillation (LS)
- Electret (EL), includes short and long term

2.5 Quality Assurance/Quality Control (QA/QC) plans and Standard Operating Procedures (SOPs)

A separate QA/QC plan for each measurement method or equipment type to be used must be submitted. A QA\QC plan shall follow the requirements outlined in the ANSI/AARST standard, *Radon Measurement Systems Quality Assurance* (MS-QA-2019) or those as required by the NRPP or NRSB laboratory credentialing program. This can be the same QA\QC Plan and SOP you submit to NRPP or NRSB for their respective laboratory credentialing requirement.

2.6 You will need to provide a list of the names and addresses of any retail operations selling the laboratory's testing services/kits within Iowa.

2.7 Applying for Certification

The Radon Program within the Bureau of Radiological Health uses an online licensing portal called AMANDA. This system will need to be used to submit your initial application for certification, submit changes to your application and then complete required reporting, submit changes to your application and to renew your certification.

For instructions for using the new portal begin here: <http://www.idph.iowa.gov/regulatory-programs/radon> there will be link to the licensing portal where you can set up and view your account or renew your certification.

If you do not have access to a computer or internet or cannot convert your documents to an electronic format please call (515) 281-4928.

3. After Certification Approval

3.4 Record Keeping (IAC 641—43.6)

As a condition of certification you are required to report radon testing activity to the department every 30 days even if no testing is done, report test data within 30 days of completion of a test and maintain testing records for a minimum of 5 years. See for the testing records requirements.

Monthly logging of radon testing activity shall be performed via the AMNADA online licensing portal along with the upload of any testing data. The radon test results shall be submitted using the department provided Excel spreadsheet template. This template along with instructions on completing the template and using the AMANDA system to report monthly testing activity will be emailed to you after approval of your certification. The template and instructions can also be downloaded at the following website under "Resources for applicants and certified individuals"; <https://www.idph.iowa.gov/radon/get-certified>

3.5 Application Changes.

Any changes to your application such as change of employer or addition/deletions of testing method types shall be made to the department within 14 days of occurrence.

Additional testing method types can be added to your certification at any time with the submission of an appropriate QA\QC plan for that method. There is no charge for this.

If you need to add or remove individuals with rights to the lab's account, Instructions, "Instructions to Manage Online Administrators", can be found here; <https://www.idph.iowa.gov/regulatory-programs/radon> Under the **Apply for a New Radon Lab Certification** section towards the bottom of the page.

3.6 Certification Renewal.

Renewal is yearly based the last day of the month in which your certification was approved. The renewal fee is \$500.

Copies of any application documents updated or renewed from the last submission should be uploaded.