

Administered by:



## **Radon Measurement Services Registration Form and Guidelines**

### **1. Background**

This registration scheme is open to both radon measurement laboratories and suppliers of radon detectors for the measurement of radon in homes and workplaces. The purpose of the scheme is to:

- meet the requirements of [S. I. No. 30 of 2019](#).
- promote quality and expertise in radon measurement services
- ensure the consistency and quality of radon measurements
- help to enhance public confidence in the results produced by services in Ireland and
- support research into indoor radon gas in Ireland

Details of radon measurement laboratories and suppliers listed on the EPA register are published on the EPA website [www.radon.ie](http://www.radon.ie) to facilitate easy access for the public and employers to a range of radon measurement services. It is important to note that the Environmental Protection Agency does not guarantee the services provided by any of the companies registered in this scheme.

This document should be read in conjunction with the “EPA Protocol for the Measurement of Radon in Homes and Workplaces”.

### **2. Guidance notes**

#### **(a) Initial Registration**

All registering services must complete this form and provide the information set out for initial registration. Please note incomplete forms will result in your registration being rejected and all documents being returned to you for resolution. Please ensure all sections of the form are completed as appropriate and that the form is signed and dated.

**Please note that for initial registration all laboratories and suppliers must:**

1. Complete this application form
2. Provide evidence of current tax compliance
3. Provide evidence of appropriate public and employers liability insurance <sup>1</sup>
4. Provide evidence of successful proficiency testing (see Appendix A) OR evidence of current validation OR evidence of current accreditation

(b) On-going Registration

**To maintain registration all laboratories and suppliers must:**

1. Complete this application form annually
2. Provide evidence of tax compliance annually
3. Provide evidence of appropriate public and employers liability insurance annually <sup>1</sup>
4. Provide evidence of successful proficiency testing (see Appendix A) OR evidence of current validation annually OR evidence of current accreditation annually
5. Provide anonymized data to the EPA annually (see Appendix B)

**The above must be provided annually by 31<sup>st</sup> July of each year to the Environmental Protection Agency to maintain registration.**

(c) De-registration

De-registration will result from one or more of the following:

- Failure to provide the documents and data required annually
- Where the annual proficiency test is failed, it must be repeated within 4 months. Where it is failed a second time, the Radon Measurement Service will be de-registered until the matter is resolved
- Findings of an audit that cast doubt over the quality of results provided to customers

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<sup>1</sup> Typically local authorities require €13.5 million public liability insurance and €6.5 million employer's liability insurance

The decision to de-register a Radon Measurement Services will be made by the Programme Manager of the EPA Radon Advice Service. The decision of the EPA may be appealed to the EPA Director with responsibility for this service.

During the de-registration period, the Radon Measurement Service issuing and/ or processing the detectors must do so in a way that clearly specifies that the Radon Measurement Service is not registered.

A request for re-registration should include evidence that the basis for the de-registration has been addressed and that the Radon Measurement Service has incorporated the necessary steps to ensure that it will not occur again.

(d) General

- The EPA reserves the right to audit a Radon Measurement Service for consistency with the agreed procedures from time to time.
- The EPA reserves the right to de-register a Radon Measurement Service where the conditions of this Registration Scheme are not met.
- The EPA reserves the right to update the measurement protocol as required; registrants will be notified of updates.
- The EPA reserves the right to review this scheme periodically; registrants will be notified of updates.

(e) Terms

*Laboratory:* any organization or part of an organization that provides and analyses detectors used for the measurement of radon in air.

*Radon Measurement Service:* Any organization or part of an organization that offers a three month radon in air measurement and interpretation service to customers in Ireland. This includes both laboratories and suppliers.

*Registration:* registration is formal recognition by the Environmental Protection Agency that a supplier or laboratory has demonstrated a level of competency in relation to carrying out three month measurements of radon in air, interpreting those results and advising customers accordingly.

*Proficiency testing:* Proficiency testing is used to both establish the Radon Measurement Service's performance and monitor it on an on-going basis. Proficiency testing may take the form of a "blind test" or an "inter-laboratory comparison". During proficiency testing a number of radon detectors that have been pre-exposed to controlled concentrations of radon are distributed by the organiser to the participating Radon Measurement Services.

Each laboratory or supplier measures the detectors (suppliers will forward detectors to the laboratory that normally analyses the detectors on their behalf) and returns the results to the organiser. The results are then compared to the reference values. Successful participation in proficiency testing requires the results to be within 20% of the reference value. This provides independent verification of laboratory competence and provides confidence to the consumer in the service provided.

*Seasonally adjusted radon concentration:* An individual radon measurement result of at least three months that has been adjusted for the time of year that the measurement was carried out. See Appendix 1 of “EPA Protocol for the Measurement of Homes and Workplaces” for worked examples of this.

*Seasonally adjusted average radon concentration:* The average of the two seasonally adjusted radon concentrations measured in a home. See Appendix 1 of “EPA Protocol for the Measurement of Homes and Workplaces” for worked examples of this. (Note that radon measurements in schools and workplaces are not averaged).

*Supplier:* any organization or part of an organization that offers a radon in air measurement and interpretation service to customers. A supplier may offer detectors sourced from a third party.

For further information regarding the Radon Measurement Services Registration Scheme:

**Web:** [www.radon.ie](http://www.radon.ie)  
**Email:** [radon@epa.ie](mailto:radon@epa.ie)  
**Free Phone:** 1800 300 600

Please use Block Capitals when completing this form and complete all sections

**1. Name of Service:**

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**2. Key Contact Details:**

<b>Title:</b>	
<b>Forename:</b>	
<b>Surname:</b>	
<b>Address:</b>	
<b>County:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Website:</b>	

**3. Tax Clearance:**

<b>Tax Clearance Certificate Enclosed</b>	<input type="checkbox"/>
Company/ Sole Trader name matches name on registration form	<input type="checkbox"/>
Tax Clearance Certificate is in date	<input type="checkbox"/>

**Note:**

1. Where you have moved to eTax Clearance, please print a copy of your certificate
2. A current tax clearance certificate must be provided annually by 31<sup>st</sup> January of each year to maintain registration.

**4. Public and Employers Liability Insurance**

Written confirmation from insurer that the service has appropriate Public and Employers Liability Insurance <sup>1</sup>	<input type="checkbox"/>
1. Typically local authorities require €13.5 million public liability insurance and €6.5 million employer's liability insurance	

**5. Confirmation Regarding Source of Detectors (suppliers only)**

I confirm that the detectors used are sourced from a laboratory that is accredited to the appropriate ISO standard, or validated by the relevant authorities	<input type="checkbox"/>
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## 6. Technical Procedures and Data Reporting

<p>I confirm that the services provided by me will be carried out in accordance with the 2018 “EPA Protocol for the Measurement of Radon in Homes and Workplaces”. Specifically:</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Detector handling procedures for the measurement of radon in homes (EPA Protocol for the Measurement of Radon in Homes and Workplaces - Section 2 of Measurement of Radon in Homes)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Procedure for the measurement of radon in homes (EPA Protocol for the Measurement of Radon in Homes and Workplaces - Section 3 of Measurement of Radon in Homes)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Communicating the results of a radon in homes measurement (EPA Protocol for the Measurement of Radon in Homes and Workplaces - Section 4 of Measurement of Radon in Homes). <b><u>Please note that the information provided in the template in Appendix 2 of the Protocol is the minimum that must be provided to customers.</u></b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Legislative requirements for radon measurements in workplaces (EPA Protocol for the Measurement of Radon in Homes and Workplaces - Section 1 of Measurement of Radon in Workplaces)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Detector handling procedures for the measurement of radon in workplaces (EPA Protocol for the Measurement of Radon in Homes and Workplaces - Section 2 of Measurement of Radon in Workplaces)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Procedure for the measurement of radon in workplaces (EPA Protocol for the Measurement of Radon in Homes and Workplaces - Section 3 of Measurement of Radon in Workplaces)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Communicating the results of a radon in workplaces measurement (EPA Protocol for the Measurement of Radon in Homes and Workplaces - Section 4 of Measurement of Radon in Workplaces). <b><u>Please note that the information provided in the template in Appendix 3 of the Protocol is the minimum that must be provided to customers.</u></b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The use of seasonal adjustment factors (EPA Protocol for the Measurement of Radon in Homes and Workplaces – Appendix 1)</li> </ul>	<input type="checkbox"/>

## 7. Data Handling and Protection

<b>I confirm that in delivery of this service I have given due consideration to:</b>	
<ul style="list-style-type: none"><li>Retention of customer records</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Backing up of electronic data</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Protection of data– as a data controller (someone who collects, stores or processes any data about living people) I understand that I have a responsibility to comply with the requirements of the General Data Protection Regulations.</li></ul>	<input type="checkbox"/>

## 8. Provision of Data to EPA

<b>I confirm that I will provide measurement data to the EPA annually as set out in Appendix B.</b>	<input type="checkbox"/>
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**Note:** Measurement data must be provided annually by 31<sup>st</sup> January of each year to maintain registration.

## 9. Audits of Radon Measurement Services

<b>I agree to the EPA carrying out, from time to time, an audit of my Radon Measurement Service to assess compliance with the requirements of this scheme.</b>	<input type="checkbox"/>
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**NOTE THAT one of 10. OR 11. OR 12. MUST BE COMPLETED**

## 10. Confirmation that Proficiency Testing Requirements have been met

(a) Initial Proficiency Testing - to be completed at initial registration only

<b>I confirm that I have successfully undertaken initial proficiency testing and enclose evidence of this (as set out in Appendix A)</b>	<input type="checkbox"/>
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(b) Annual Proficiency Testing - to be completed annually

<b>I confirm that I have successfully undertaken proficiency testing in the last 12 months and enclose evidence of this (as set out in Appendix A)</b>	<input type="checkbox"/>
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**Note:** The above must be provided annually by 31<sup>st</sup> July of each year to maintain registration **OR**

**11. Confirmation of Accreditation to the Appropriate ISO Standard** -to be completed annually

<b>I confirm that my measurement service is accredited to the appropriate ISO Standard and enclose evidence of this</b>	<input type="checkbox"/>
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**OR**

**12. Confirmation of Validation by the Relevant Authorities in another Member State** - to be completed annually

<b>I confirm that my measurement service is validated by the Relevant Authorities in another Member State and enclose evidence of this</b>	<input type="checkbox"/>
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**Note: validation schemes require approval by EPA to ensure that proficiency testing requirements are equivalent to this scheme**

**I have read, understood and agree to adhere to the Radon Measurement Services Registration Scheme requirements. I understand that failure to comply with these requirements may result in my removal from the Registered List.**

Service name:

Service Provider's signature:

Service Provider's name (BLOCK CAPITALS):

Date:

**Please send all completed documentation to:**

**The Environmental Protection Agency  
McCumiskey House  
Richview  
Clonskeagh  
Dublin 14  
D14 YR62**



## **Appendix A. Proficiency Testing Requirements**

### **1. Initial proficiency testing**

Written proof of successful participation in a radon in air proficiency test is required for initial registration. Proficiency testing can take the form of a “blind test” or an inter-laboratory comparison. The EPA recommends that the “blind test” service offered by the German Federal Office for Radiation Protection (BfS) is the most practical service to avail of. This service may be summarized as follows:

- Twenty radon detectors will be supplied by the Radon Measurement Service to BfS
- Ten of these will be exposed to one calibration point (close to the Reference Levels of 200 Bq/m<sup>3</sup> and 300 Bq/m<sup>3</sup>)
- The ten additional detectors will be used to assess exposure during transit
- On completion of the “blind test” BfS will forward a certificate to the Radon Measurement Service
- The Radon Measurement Service will forward a copy of the BfS certificate to the EPA as evidence of successful participation in the proficiency testing
- Further information is available on the [BfS website](#).
- Successful participation requires results to be within 20% of the reference level

For further details of this service please contact [BfS](#) directly.

Alternatively, the Radon Measurement Service may show proficiency by successfully participating in an inter-laboratory comparison. These are arranged periodically (usually every 2 years) by radiological protection organisations and technical institutes in a number of countries including Japan (<http://www.nirs.go.jp/ENG/>), Switzerland (<https://www.psi.ch/>), the UK (<http://www.ukradon.org/>), Germany ([http://www.bfs.de/EN/home/home\\_node.html](http://www.bfs.de/EN/home/home_node.html)) and Spain (<http://web.unican.es/en/Pages/default.aspx>). The Radon Measurement Service should make arrangements directly with the laboratory providing the inter-laboratory comparison.

### **2. Annual proficiency testing**

Written proof of successful participation in a radon in air proficiency test is required annually by 31<sup>st</sup> July for on-going registration. The details of this requirement are as required for the initial proficiency testing as set out above.

## Appendix B. Annual Provision of Home, School and Workplace Radon Measurements to the EPA

Data should be provided annually to the EPA in electronic format and include the fields below. The previous years' data should be provided by 31<sup>st</sup> July of each year. **Please note that any data that does not match this format will be returned to the measurement service for editing.** A spreadsheet is available from the EPA in this format to facilitate data reporting in this format.

Building Type <sup>1</sup>	Townland OR Village OR Town <sup>2</sup>	County	Start Date	End Date	Room Type	Seasonally Adjusted Radon Concentration <sup>3</sup> (Bq/m <sup>3</sup> )	Seasonally Adjusted Average <sup>4</sup> Concentration (Bq/m <sup>3</sup> )	Measurement Type <sup>5</sup>

**Notes:**

1. Please indicate in this column whether the measurement applies to one (or more) of the following:
  - A home measurement
  - A workplace measurement
  - A school measurement
2. Please include only one of Townland OR Village OR Town. Please ensure that this data is anonymized, i.e., that no names or detailed addresses are included.
3. See Appendix 1 of “EPA Protocol for the Measurement of Homes and Workplaces” for worked examples of this. This applies to school and workplace measurements only.
4. This applies to home measurements only.
5. Where possible, please indicate in this column whether the measurement applies to one (or more) of the following:
  - An initial radon measurement
  - A post-remediation measurement
  - A measurement before the sale of a building
  - A measurement after the sale of a building
  - Other (please specify)