

BEFORE YOU SHIP, REVIEW THE CHECKLIST.

Did you follow all instructions and submit the test information on the AccuStar portal - See *Section 3*

- Time Sensitive: The laboratory must receive the dosimeter **before the expiry date and within 30 days of the test end date.**
- **KEEP A RECORD OF YOUR DEVICE NUMBER.** This is critical for searching and accessing your report. Without it, we cannot confirm delivery or retrieve your report.
- **Take a photo of the top label** to ensure you have it on hand.
- Paper datasheet users, Send your test kit with the completed datasheet.
- **Create a customs declaration:** Visit accustarcanada.com/shipme for instructions on completing your declaration and obtaining your **13-character Declaration ID** and/or **QR code**
- If the envelope was misplaced, visit accustarcanada.com/shipme
- Use tracked shipping services and follow its delivery as the lab does not send confirmation of receipt.
- Keep your tracking information until you obtain your report.

REPORT STATUS

Upon receipt, your device(s) will be analyzed, and measurement reports are typically available within 30 days, but may take longer during times of increased volume during late spring and summer months.

NOTE: The laboratory does not send confirmation of receipt. We recommend using your shipment tracking number to confirm when your package has been delivered.

- Go to **VIEW TEST RESULTS** at accustarcanada.com to check status, download your report, and read how the process works. You'll need your **device number** and **tested postal code**.
- Paper users with no email will get a mailed report (slower).
- Need changes to the report? Email radonlab@accustarlabs.com and provide the device number and full tested address.

 Questions. Visit our FAQ section at accustarcanada.com



LONG TERM RADON TEST KIT FOR RADON IN AIR

INSTRUCTIONS

AccuStarCanada.com
☎ 1-855-85-RADON
✉ info@accustarcanada.ca

v1.8

Thank you for choosing AccuStar Canada

WHAT YOUR TEST KIT CONTAINS:

Dosimeter · Return Envelope · Instructions · Online Portal Access

These instructions are for single units only. For projects (e.g. schools, group studies, etc.), use the *Large Project Testing Guide* and *Large Project Excel Data Sheet* available in the Manuals section of accustarcanada.com

1. CHOOSING A LOCATION

Health Canada recommends placing the device in a normally occupied room in the basement or main floor of a house. Do not test the 2nd floor. In apartments or condos, test the bedroom.

A **normally occupied room** is any area where someone spends **more than 4 hours per day**, or averages that time across the year. Areas expected to become regularly used, such as future bedrooms or offices, also qualify.

If you can, prioritize bedrooms or an office. Other suitable locations include living rooms, family rooms, dens, or playrooms.

DO NOT test in kitchens, bathrooms, laundry rooms, closets, crawl spaces, furnace rooms, or any area with **humidity above 80%**.

The testing period must cover **at least three months during the heating season** (fall/winter), when indoor radon levels are typically highest.

2. DOSIMETER PLACEMENT GUIDELINES

- Position 3–6.5 ft (0.8–2 m) from the floor (breathing zone)
- Keep at least 20 in (50 cm) from the ceiling
- Keep at least 8 in (20 cm) from other objects to allow airflow
- Place about 16 in (40 cm) from an interior wall or 20 in (50 cm) from an exterior wall
- You may lay flat with the sticker facing up or suspend the dosimeter using a string.
- **Do NOT place on concrete or natural stone**

3. STARTING THE RADON TEST & COMPLETING THE FORM

OPTION 1 (recommended)

Go to accustarcanada.com and click **ONLINE PORTAL** in the top menu. When filling out the form, you will be asked to enter a **Reminder End Date**, this is when you want to receive a reminder email to finish your test.

OPTION 2

Download the **paper version** at accustarcanada.com, available in the **Manuals section**.

NOTE: We discourage using Option 2 as it increases the risk of **missing or incorrect information**.

 **Do not skip Step 3 of completing the form.** It provides the necessary identification to link the detector to the tested address.

- Testing duration is a minimum of 91 days and can last up to 1 year.
- Do not open the sealed bag until you're ready to begin.
- Once opened, place the device immediately in its testing location and leave it undisturbed for the entire duration.
- You can add up to two units per form, as long as they're for the same address. For different addresses or more than two dosimeters, submit additional forms.
- Ensure the dosimeter is returned to the laboratory **before the expiration date** printed on the top of the device. If it arrives late, the results will be **invalid**.

DO NOT tamper with the VOID sticker or open the black plastic housing or results will be invalid.

4. ENDING THE RADON TEST

When entering the **Reminder End Date** during registration of your device, an automated email will be sent to you on that date to remind you to end the test.

- If the email is not in your inbox, please check your **junk or spam folder**.
- If you did not receive it, you can manually enter your end date by following these steps:
 1. Visit accustarlabs.com
 2. In the **bottom-right corner**, enter your **7-digit device number** and **tested postal code**
 3. This will open the **Long-Term Test Info** form.
 4. Scroll down and enter your **test end date**, complete the math question at the bottom and click **Submit**

5. RETURN THE DEVICE TO THE LABORATORY IMMEDIATELY

Before mailing, confirm that the **test end date has been submitted through the online portal**. If using the paper form, ensure it is fully complete and place within the return envelope with the dosimeter.

- Up to **four devices** may be returned in a single envelope
- The dosimeter must arrive at the laboratory **before the expiry date** and **within 30 days of the test end date**
- **Retain your device number(s)** until your report is received. We do **not** keep this information
- Use the **return envelope** provided with your kit. Do **not** return it to our Canadian address.
- **Create a customs declaration:** Visit accustarcanada.com/shipme for instructions on completing your declaration and obtaining your **13-character Declaration ID** and/or **QR code**
- If the envelope was misplaced, visit accustarcanada.com/shipme

IMPORTANT: We strongly recommend **tracked shipping**, as the laboratory does not confirm receipt of reception.