

Maine DHHS, Radon Section
Application For Initial or Revised Company Radon Service Provider Registration

Section 1- Company Information (Include Maine radon ID only if revising an active registration)
Company Legal Name: _____

Maine Radon ID: _____

Name if doing business under a different name (a DBA)

Mailing address: _____

Street address: _____

Phone (primary) () - . (alternate) () - . Fax () - .

Email address (primary) _____ . (alternate) _____ .

Legal Status of the Applicant

____ Sole Proprietorship ____ Limited Partnership ____ Corporation ____ Limited Liability Partnership
____ Limited Liability Company ____ Partnership ____ Other (specify) _____

Company contact person (include address, phone, and email). _____

Parent company and contact information of company applying for Maine Radon Service Provider Registration:

Parent Company Name: _____

Address: _____

Telephone: () - . **Fax:** () - . **General E-mail:** _____

Officers: Provide name and title. Attach additional pages as needed. Attach contact information if different than parent company contact information.

Name: _____ **Title** _____ **Email** _____

Name: _____ **Title** _____ **Email** _____

Section 2- Radon Service History

List current or past company licenses, registrations, certifications or other credentials from any radon regulatory, certification, or oversight agency or organization. Include regulatory/certification/agency or organization name and contact information; and details of the radon license, etc. including initiation date, renewal date(s), and radon services:

For the period covered by the above noted credential(s), provide details of any customer complaints and/or agency enforcement actions initiated or concluded and the outcome of the complaint or enforcement action. Attach documents relevant to complaints and resolutions including but not limited to Better Business Bureau complaints and court documents

Did the company provide radon services in another state, territory or country where radon licensing, certification , etc. is not required? (Yes) (No) _____

If Yes, provide the name of the state, territory, or country and the address, phone number, email, and other contact information used while providing radon services there.

State/territory/country: _____

Company address and contact information while operating there: _____

If Yes, provide details of the radon services provided, numbers of customers that received radon services, numbers and reasons for complaints filed by customers or agencies or governments in that state, territory or country. Attach documents relevant to complaints and resolutions including but not limited to Better Business Bureau complaints and court documents. _____

Non-radon activities: Please provide a listing of company non-radon professional licenses or certifications currently held or held within the past five years. Include details of any customer complaints and/or licensing agency enforcement actions initiated or concluded and the outcome of the complaint or enforcement action. Attach documents relevant to complaints and resolutions including but not limited to Better Business Bureau complaints and court documents. _____

Maine radon services before registration: Often a company does not realize Maine radon registration is required before providing radon services. Did this company provide any radon services in Maine before receiving the appropriate Maine radon service provider registration? _____. If so, were they reported to the Radon Section? _____. If not reported, submit via email reports of **ALL** non-registered radon services on the spreadsheets currently in use for reporting (spreadsheets will be sent to you upon request). Please note: providing non-registered radon services is a violation of Maine law and radon regulations. Submitting reports of non-registered radon services will result in a written warning to never provide radon services without an active, appropriate Maine radon service provider registration; and may be used as part of any enforcement for future non-registered radon services. However, failure to report non-registered radon services, when discovered, will result in immediate suspension, non-renewal, or termination of radon registration; and all attempts by this company or its officers to obtain future radon service provider registration will be denied.

Section 3- Registrations Requested

Radon service provider registrations requested: (Note: no radon services can be requested without also requesting registration for an employee who can provide that service.)

We are requesting registration to provide (check only one)

_____ **Small Residential Services** (Attach proof of employee introductory training with employee application)

_____ **Specialist Services** (Attach proof of employee advanced training/experience with employee application)

NOTE: No company will be approved for Specialist level services unless at least one employee has proof of appropriate advanced training or experience in that service

And request the following radon service authorities (check all that apply):

_____ **Stationary Lab- Air**

. _____ **Stationary Lab- Water**

NOTE: A stationary lab does not send staff to collect radon samples. If a stationary lab will also send staff to collect radon samples (conduct testing), it must also register as a Testing Company.

_____ **Testing Company- Air**

. _____ **Testing Company – Water**

_____ **Portable Lab- Air**

(a Testing company that collects radon samples using a CRM or e-perm with reader)

_____ **Mitigation Company - Air**

. _____ **Mitigation Company - Water**

Service Area Declaration (all applicants):

Check the Maine counties where you will provide radon services.

<input type="checkbox"/> Androscoggin	<input type="checkbox"/> Aroostook	<input type="checkbox"/> Cumberland	<input type="checkbox"/> Franklin
<input type="checkbox"/> Hancock	<input type="checkbox"/> Kennebec	<input type="checkbox"/> Knox	<input type="checkbox"/> Lincoln
<input type="checkbox"/> Oxford	<input type="checkbox"/> Penobscot	<input type="checkbox"/> Piscataquis	<input type="checkbox"/> Sagadahoc
<input type="checkbox"/> Somerset	<input type="checkbox"/> Waldo	<input type="checkbox"/> Washington	<input type="checkbox"/> York

Section 4- Required Attachments

QA plan (required for all Stationary Labs, Portable Labs and Testing Companies)

Attach the current QA plan, which must address all measurement types, measurement devices which will or may be used; and all building types in which radon services will be offered. The QA plan must comply with US EPA device and measurement protocols, and with AARST-ANSI multifamily building protocols if appropriate; and must be in the format described in US EPA radon quality assurance plan guidance or a format prescribed in ISO or other comparable quality program requirements. *All Specialist testing companies* must submit a quality assurance plan and standard operating procedure specific to testing the all buildings for which you will provide services (schools, multi-family structures, commercial buildings, small residential, etc.).

Proficiency Check documentation (required for all Stationary Labs and Portable Labs):

Attach a copy of documentation to show proficiency testing within the last two years.
Date of most recent proficiency check: _____.

Calibration documentation (required for all Portable Labs):

Attach a copy of documentation showing calibration for every CRM or electret reader within the past year; or more recently if recommended by the manufacturer; and documentation of the most recent background check for each CRM or reference electret verification for electret readers.

Additional documentation required for Specialist-level mitigation companies:

Documentation outlining their building evaluation process for large or complicated buildings. The documentation submitted must include but not be limited to, specific information on building diagnostic measurements and their evaluation; a brief description of considerations when reviewing blue prints and mechanical systems, and how the mitigator will address situations where Maine professional licensing laws require review or approval by professional engineers or involvement of other licensed trades.

Employee applications for Maine radon service provider registration (required for all Testing Company, Portable Lab, and Mitigation Company applications): Attached are _____ (insert number) applications for employee Maine radon service provider registration.

Employee training and exam documentation (required for all employees who will be providing radon services at a remote job site owned or operated by a client)

Attach to each employee application for registration, all appropriate documentation required for the requested employee registration(s) including but not limited to proof of course attendance, proof of passing exams, and proof of advanced training or experience.

Non-refundable Application Fees: Required for all company and employee applications, covering new registrations or additions/changes to current registrations.

Total Non-refundable Company Radon Service Provider Registration Application Fees Enclosed: _____
(See Company fee schedule on page 6)

Total Non-refundable Employee Radon Service Provider Registration Application Fees Enclosed: _____
(for all individual employee registration applications submitted with the Company application.).

Total Non-refundable Fees Enclosed: _____ (your application fees must accompany your application).
If your application is approved, your application fees will cover your registration fees for the remainder of the Maine radon service provider registration year in which your application is approved.

Questions. Please submit questions to the radon section at 207-287-5698, or send your question via email to radon.dhhs@maine.gov.

Section 5- Applicant Certification/Attestation/Agreement

By submitting this application and all attached employee applications, the applicant is agreeing to abide by all Maine radon laws and regulations; all laws relating to or referenced in Maine radon laws and regulations; and all other Maine laws or regulations that may limit the applicant’s ability to undertake some actions related to radon services including but not limited to professional licensing laws.

Additionally, by submitting this application:

All Labs and Testing companies are agreeing to adhere to the requirements and procedures specified in the US EPA INDOOR RADON AND RADON DECAY PRODUCT MEASUREMENT DEVICE PROTOCOLS (EPA-402-R-92-004); and the US EPA Protocols For Radon And Radon Decay Product Measurements In Homes (EPA 402-R-92-003); and the US EPA Radon Measurement in Schools (EPA 402-R-92-014); and the AARST/ANSI Protocol for Conducting Radon and Radon Decay Product Measurements In Multifamily Buildings (ANSI/AARST MAMF 2010 or ANSI/AARST MAMF 2012) or other standards or protocols approved by the Radon Section prior to the applicant submitting this application.

Mitigation companies are agreeing to adhere to the requirements and procedures specified in ASTM E 2121–03 Standard Practice for Installing Radon Mitigation Systems in Existing Low-Rise Residential Buildings; and ASTM E 1465-08A Standard Practice for Radon Control Options for the Design and Construction of New Low-Rise Residential Buildings; and the EPA Radon Prevention in the Design and Construction of Schools and Other Large Buildings (EPA/625/R-92/016) or other standards or protocols approved by the Radon Section prior to the applicant submitting this application.

“I certify that the information contained in this application and all other attached information is accurate and correct, and understand that providing false or inaccurate information is grounds for denial of registration or of suspension, revocation, or non-renewal of a Maine radon service provider registration. I further certify that all employees and owners of this company will comply with all Maine radon laws and regulations; all other relevant Maine laws and regulations; and all protocols, standards, and procedures required or recommended by Maine laws, regulations, or official guidance. I understand that failure to comply with said laws, regulations or guidance is grounds for suspension, revocation, or non-renewal of Maine radon service provider registration.”

Printed Name

Title

Signature

Date

NOTICE: THIS APPLICATION AND ALL SUPPORTING DOCUMENTS MUST BE ATTACHED TO THE CHECK COVERING ALL FEES. ANY APPLICATION OR FEES RECEIVED SEPARATELY WILL BE RETURNED TO SENDER.

Non-Refundable Company Radon Service Provider Registration Application Fees:

Fees for Company INITIAL Registration:

Portable Lab-Air-

No fee- Must also register as a Testing Company and pay Testing Company fee

Small Residential or Specialist Mitigation Company (air, water, or both)

\$ 75 (air, water, or both) (Pro-rated fee after April 1 and before August 1: \$37.50)

Small Residential or Specialist Testing Company (air, water, or both)

\$150 (air, water, or both) (Pro-rated fee after April 1 and before August 1: \$75)

Stationary Lab (air, water, or both)

\$150 (air, water, or both) (Pro-rated fee after April 1 and before August 1: \$75)

Fees when adding a service to a current Company registration: (Note: you cannot add Specialist services to a Small Residential registration- you must apply for a Specialist registration with a separate registration ID; and you cannot add Small Residential services to a Specialist registration- you must apply for a Small Residential registration with a separate registration ID)

Adding Portable Lab- Air to an existing Small Residential or Specialist Testing Company Registration (except when being added at the same time as an Air Testing Company Registration):

\$ 75 if the company registration ends between 2 months and 6 months from the date this application is signed.

\$150 if the company registration ends between 6 months and 1 year from the date this application is signed.

\$225 if the company registration ends between 1 year and 18 months from the date this application is signed.

\$300 if the company registration ends between 18 months and 2 years from the date this application is signed.

Adding Small Residential or Specialist Air or Water Mitigation Company to an existing Small Residential or Specialist Mitigation Company Registration:

\$37.50 if the company registration ends between 2 and 6 months from the date this application is signed.

\$ 75 if the company registration ends between 6 months and 1 year from the date this application is signed.

\$112.50 if the company registration ends between 1 year and 18 months from the date this application is signed.

\$150 if the company registration ends between 18 months and 2 years from the date this application is signed.

Adding Small Residential or Specialist Air or Water Testing Company to an existing Small Residential or Specialist Testing company Registration:

\$ 75 if the company registration ends between 2 months and 6 months from the date this application is signed.

\$150 if the company registration ends between 6 months and 1 year from the date this application is signed.

\$225 if the company registration ends between 1 year and 18 months from the date this application is signed.

\$300 if the company registration ends between 18 months and 2 years from the date this application is signed.

Adding Air or Water Stationary Lab Registration to an existing Stationary Lab Registration:

\$ 75 if the company registration ends between 2 months and 6 months from the date this application is signed.

\$150 if the company registration ends between 6 months and 1 year from the date this application is signed.

\$225 if the company registration ends between 1 year and 18 months from the date this application is signed.

\$300 if the company registration ends between 18 months and 2 years from the date this application is signed.

PLEASE REMEMBER:

1) The Maine radon service provider registration “year” is from October 1 to September 30.

2) No applications for initial radon service provider registration or changes to existing/current radon service provider registrations will be processed during August or September. Any applications received during these two months will be held until the first business day after October 1 for initial review.

Company Fees Work sheet:

Stationary Lab fees enclosed: _____ (Pro-rated? Y/N _____)

Mitigation Company fees enclosed: _____ (Pro-rated? Y/N _____)

Testing Company fees enclosed _____ (Pro-rated? Y/N _____)

Total non-refundable fees enclosed for this application: _____

Your application fees must be attached to your application! No Exceptions!

For initial registration: If your application is approved, your application fees will cover your registration fees for the remainder of the Maine radon service provider registration year in which your application is approved.

Questions. Please submit questions to the radon section at 207-287-5698, or send your question via email to radon.dhhs@maine.gov.

SEND COMPLETED APPLICATION AND NON-REFUNDABLE APPLICATION FEES TO:

RADON SERVICE PROVIDER REGISTRATION
RADIATION CONTROL PROGRAM
#11 STATE HOUSE STATION
AUGUSTA, ME 04333-0011

MAKE CHECKS PAYABLE TO: **Treasurer, State of Maine**