

**BOWSER-MORNER, INC.**  
**PROCEDURE FOR A NRSB PROFICIENCY TEST**

The following procedure should be used by participants in a Proficiency Test to satisfy the requirements of the National Radon Safety Board's (NRSB's) Proficiency Program:

1. The participant should contact Bowser-Morner personnel to schedule a proficiency test, and get copies of the application forms, before sending any devices to Bowser-Morner. This will minimize the time that the participant is without a CR monitor or a set of passive devices. The participant should call the Radon Reference Laboratory, at (937) 236-8805, Ext. 259, or Rebecca Turek at Ext. 249. The participant may also complete a work request form that can be found at: <http://www.bowser-morner.com/radon-reference-lab>
2. Bowser-Morner personnel will mail or email to the participant a work agreement and application which includes a description of the services to be performed, estimated dates of commencement and completion, the costs for the chamber exposure and shipping and handling, and the terms of the agreement.
3. The participant must send or deliver to Bowser-Morner (1) the monitor or passive devices to be exposed in the chamber, (2) a completed "Application for NRSB Proficiency Test," (3) the signed work agreement, and (4) a check in the amount specified on the work agreement or credit card information (MasterCard, VISA or American Express). Please note that payment information is not accepted via email. Bowser-Morner's shipping address appears on the work agreement. If passive devices, such as charcoal canisters or E-Perms, are being exposed, the participant must send five devices. If a CR monitor is being exposed, the client must include a brief set of instructions for the operation of the CR monitor.
4. Bowser-Morner personnel will expose the monitor or devices in the radon calibration chamber and will ship the monitor or devices to the client with the start and stop dates and times of the exposure. For passive devices, the start and stop dates and times will be the same for all five devices exposed.
5. The participant must report the measured radon concentration value(s) to Bowser-Morner in writing by mail, email, or FAX within two weeks of the end of the chamber exposure. If passive devices were exposed, five measured values must be reported. If a monitor was exposed, only one measured value must be reported. For example, for a Honeywell or Sun Nuclear monitor do not report both the "overall average" and the "EPA average." Also, do not merely send a copy of the printout from the monitor. Units of measurement must be indicated on the reporting form.
6. Bowser-Morner will email a report of the results of the proficiency test to the participant. If the test is passed, the original results will be mailed to the participant. This is usually done within one week of receiving the measured value(s) from the participant. The test is passed if each of the reported values is within 25% of Bowser-Morner's chamber value.
7. If the test is failed, the participant may schedule one retest with Bowser-Morner at no charge except for the return shipment. The participant is encouraged to determine the cause of the failure of the test and to take corrective action, if necessary.