

Device Performance Test Checklist

The client must send or deliver to KSU Radon Chamber:

- A completed “KSU Radon Chamber Application for NRPP Performance Test”
- Name, phone number, and email address of your contact person and, if available your NRPP ID #
- The continuous radon monitor or passive devices to be exposed in the chamber
- Instructions on how to start the device and stop the device to make the measurement. These are the steps you follow to operate your device. We will follow your directions explicitly
- A partially completed “KSU DPT Reporting Form,” which will be returned to you to fill out your results and return to us by email to determine whether you passed or not
- Pre-paid return shipping costs (and insurance, if desired) - **SEE SHIPPING NOTICE BELOW**
- Return shipping (mailing) address label - **SEE SHIPPING NOTICE BELOW**
- Confirmation of payment online (MasterCard, VISA or American Express) or check in the amount specified on the work agreement

Ship to :

KSU Radon Chamber
2323 Anderson Ave. Suite 300
Manhattan, KS 66502

Phone: 785-532-6026
RadonChamber@ksu.edu

Shipping Notice – Please go online to buy pre-paid shipping labels vs. attempting to do so in-person at the store. We have found that certain UPS Stores and branches do not allow customers to pre-pay for shipping labels due to liability concerns, creating challenges in getting your devices where they need to go. We **ONLY** accept Fedex **OR** UPS pre-paid shipping labels.

Therefore, **to purchase pre-paid shipping labels you can print off at home**, visit the UPS Store (www.ups.com), OR FedEx (www.fedex.com), online to create an account and get started.