

Spike Checklist

The client must send or deliver to KSU Radon Chamber:

- Name, phone number, and email address of your contact person and NRPP ID # (if available).
- The monitor or passive devices to be exposed in the chamber,
- Directions for how you want us to expose your device(s). We will follow your directions explicitly.
- Pre-paid return shipping costs (and insurance, if desired) - **SEE SHIPPING NOTICE BELOW**
- Return shipping (mailing) address label. (or label to analytical lab who will read the devices) - **SEE SHIPPING NOTICE BELOW**
- A signed disclaimer (previous page)
- 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.