

Ecosense RadonEye Pro Initial/Renewal Calibration Service Checklist

The participant must send or deliver to KSU Radon Chamber:

A completed "KSU Radon Chamber Application for Ecosense RadonEye Pro Calibration

Name, phone number, and email address of your contact person and, if available your NRPP ID #

The continuous radon monitor(s) and power cord(s)

All necessary instructions and/or passwords to access the monitor(s) to be calibrated

A partially completed "KSU Ecosense RadonEye Pro Reporting Form," which will be returned to you completed, along with the completed calibration certificate

Pre-paid return shipping costs (and insurance, if desired)

Return shipping (mailing) address label.

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

When shipping your package, it **MUST be delivered to us BEFORE 12 NOON on weekdays.**

Also, **PLEASE EMAIL your TRACKING NUMBER to radonchamber@ksu.edu.** Otherwise delivery may be unsuccessful, adding significant delays to completing your Radon Chamber order. When possible, please send via FedEx or USPS instead of UPS to ensure timely delivery.

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 U.S. Postal Service 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.

Therefore, **to purchase pre-paid shipping labels you can print at home or the office**, visit FedEx (www.fedex.com), the U.S. Postal Service (www.usps.com), or the UPS Store (www.ups.com) online to create an account and get started.