

INSTRUCTIONS TO ATTACH RADON MEASUREMENT DATA

- 1) Go to <https://dphregprograms.iowa.gov> and click **Sign In**.

IDPH REGULATORY PROGRAMS
Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home >

- Public Search
- Sign In**
- New User Registration
- Help

WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN:

- 2) a) If you are an individual reporting for yourself, click **Continue** from the profile page.
 b) If you are reporting for a **Lab**, select your company FIRST on the left-hand side under "Registered User's Memberships" by clicking on it, and then click **Continue**.

IDPH REGULATORY PROGRAMS
Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Profile

Home | Sign Off | Help

Basic Profile Details PIN: 349246

Name: Dorothy Knight
 Date of Birth: 08/04/1988
 Email Address*: narayana.b@launchitcorp.
 Preferred Address: [Dropdown]

Registered User's Memberships

Physical Address Details

Address is: [Dropdown] ATTN: [Dropdown]
 Street Number*: 21781 City*: Monticello [Dropdown]
 Street Prefix: [Dropdown] County: Jones [Dropdown]
 Street Name*: Business Hwy 151 State*: Iowa [Dropdown]
 Street Type*: Highway [Dropdown] Country: [Dropdown]
 Street Direction: [Dropdown] Zip Code*: 52610
 Unit Type: POBOX [Dropdown] Phone 1*: 3194653941 [Work [Dropdown]]
 Unit Number: 634 Phone 2: 3194800045 [Mobile [Dropdown]]

Select a Membership for your Actions

Continue | Reset | Addresses

WELCOME TO YOUR PROFILE PAGE!

- c) On your program page, click **Details** on your active license.

IDPH REGULATORY PROGRAMS
Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Programs Dorothy Knight

Home | Public Search | My Profile | New Company Registration | Apply for a Program | Sign Off | Help

Programs for Dorothy Knight

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
RNMIT10078	Dorothy Knight	Radon Individual	Active	10/10/2018	10/31/2019	Monticello	Details	Online Services	Make Payment

d) In the program details for the license, click **Radon Measurement Specialist Application Review**.

IDPH REGULATORY PROGRAMS
Radiological Health

Radon

Home > My Programs > Program Details

Radon Individual - Measurements Specialist						
License #	Application Date	Issue Date	Expiry Date	Status	Description	
RNMIT10078	10/10/2018	10/10/2018	10/31/2019	Active	Initial Folder	

People Details

Role	Name
Applicant	Dorothy Knight

Application Form Expand All

- ▶ Radon Testing Methods
- ▶ Radon Training and Testing
- ▶ Radon Work and Education
- ▶ Radon Affirmation Statements
- ▶ Radon Biennium Date
- ▶ Radon Renewal Questions
- ▶ Affirmation

Application Form Details Collapse All

- ▶ Education
- ▶ Experience

License Processes Expand All

Description	Status	Requested Date	Expiry Date	Action
▶ Application Review				
Radon Measurement Specialist Application Review	Complete	10/10/2018		

Fees

e) Click **Expand All** to open up the tabs.

IDPH REGULATORY PROGRAMS
Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Programs > Program Details > Process Details

Radon Individual - Measurements Specialist	
Role	Name
Applicant	Knight Dorothy

Process Free Form Description - Radon Measurement Specialist Application Review Expand All

- ▶ Radon Data
- ▶ RDNI Contact List

Back

- f) Under the **Radon Data** tab, click **Add**.
- g) Make selections from the information fields about the data you will be uploading.
- h) Click **Save**.

IDPH REGULATORY PROGRAMS
Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Programs > Program Details > Process Details

Home	Radon Individual - Measurements Specialist	
Sign Off	Role	Name
Help	Applicant	Knight Dorothy

Process Description - Radon Measurement Specialist Application Review Expand All

Process Free Form Description - Radon Measurement Specialist Application Review Collapse All

▼ Radon Data

Year	Month	Test performed	IDPH Status	Comments
▼	▼	▼		

• Please click Save after entering each row.

▼ RDNI Contact List

Removed thru Web	Contact type	Salutation	Contact First Name	Contact Last Name	Contact Phone Number
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- i) Once you have saved the information about your data upload, click **Back**.
 - a. If you reported no testing, you may skip the attachment steps.

IDPH REGULATORY PROGRAMS
Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Programs > Program Details > Process Details

Home	Radon Individual - Measurements Specialist	
Sign Off	Role	Name
Help	Applicant	Knight Dorothy

Process Free Form Description - Radon Measurement Specialist Application Review Expand All

▶ Radon Data

▶ RDNI Contact List

j) Scroll to the bottom of the page and click **Add Attachment**.

Radon

Home > My Programs > Program Details

Home | Radon Individual - Measurements Specialist

License #	Application Date	Issue Date	Expiry Date	Status	Description
RNMIT10078	10/10/2018	10/10/2018	10/31/2018	Active	Initial Folder

People Details

Role: Applicant | Name: Knight Dorothy

Radon Training and Testing

Radon Work and Education

Radon Affirmation Statements

Continuing Education

Radon Renewal Questions

Affirmation

Application Form Details | Collapse All

Education

Experience

License Processes | Expand All

Description	Status	Requested Date	Expiry Date	Action
Radon Measurement Specialist Application Review	Complete	10/10/2018		

Fees

Fee List | Payment

No fee to be displayed. | No payment to be displayed. | Total Due: \$0.00

Attachments

Attachment Description

Online Services | **Add New Attachment** | Upload Attachments | Back

- k) Select the **Type** of attachment as “Monthly Radon Test Data.”
- l) In the **Description** box, enter the YEAR followed by the MONTH for the data you are uploading.
- m) Click **Choose File** to select a document.
(Repeat the above process to attach additional documents.)
- n) When you have added all of your attachments, click **Upload Attachments**.”

License

Fee: Monthly Radon Test Data

Photo

No fee: Proof of Age

Proof of Certification

Public Discipline Document

Receipt

Type: [v] | Description: 2019, August | Choose File | No file chosen

Online Services | **Add New Attachment** | **Upload Attachments** | Back

o) When you have finished uploading all attachments, click **Back** to be taken to you program page, or click **Sign Out**.