

INSTRUCTIONS TO RENEW A RADON LAB CERTIFICATION

Use the following link to access the online licensing system:

<https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp>

These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account, go back to the IDPH Regulatory Programs - RADON Page and follow the "How to create an account" instructions.

NOTE: You must use either **Google Chrome** or **Safari** when applying online.

For assistance with finding a username or resetting a password, contact the **OICO Help Desk: 1-800-532-1174.**

If you need assistance navigating the licensing portal after reviewing these instructions, contact the **AMANDA Support Team: 1-855-824-4357.**

STEP 1: SIGN IN

If you are not already signed in, click **Sign In** on the portal home page.

Home >

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

STEP 2: SELECT THE LAB

On your profile page the facility will be listed on the left side under **Registered User's Memberships**. Click on the Facility's name so it appears highlighted, then click **Continue**.

If you do not see your company listed here, please call **855-824-4357** to be linked to your Lab. Do not Create a New Lab or perform a New Company Registration.

Home > My Profile

Home | Sign Off | Help

Registered User's Memberships

- Radon Lab**

Select a Membership for your Actions

Basic Profile Details PIN: 349246

Name: Dorothy Knight
Date of Birth: 08/04/1986
Email Address*: narayana.b@launchitco
Preferred Address: [Dropdown]

Physical Address Details

Address is: [Dropdown] ATTN: [Text]
Street Number*: 321 City*: Des Moines [Dropdown]
Street Prefix: [Dropdown] County: [Dropdown]
Street Name*: East 12th State*: Iowa [Dropdown]
Street Type*: Street [Dropdown] Country: [Dropdown]
Street Direction: [Dropdown] Zip Code*: 50319
Unit Type: [Dropdown] Phone 1*: 5157254147 [Work] [Dropdown]
Unit Number: [Text] Phone 2: [Text] [Dropdown]

Continue | Reset | Addresses

STEP 3: RENEW

Next, you will be directed to the **My Programs** page for your Lab. Click on the word **Renew**.

Home > My Programs Dorothy B Knight - IDPH Radon Lab

- Home
- Public Search
- My Profile
- Company Profile
- Member Management
- Apply for a Program
- Sign Off
- Help

Programs for IDPH Radon Lab

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
RNLAB10001	Dorothy Knight	Radon Laboratory	Active	01/31/2018	01/31/2018	Des Moines	Details	Online Services	Renew

[Make Payment](#)

A pop-up message will appear. Click **OK** to continue with the application.

elpdphptest.iowa.gov says:
Are you sure you really want to renew this program?

[OK](#) [Cancel](#)

STEP 4: APPLICATION FORM

The renewal application will appear on the next screen. Click **Expand All** on the right side of the **Application Form**. Questions with a red asterisk * or highlighted are mandatory.

Radon

Home > My Programs > Apply for Program > Application Form

Home **Radon Laboratory - Measurement Laboratory**

Sign Off Applicant Dorothy Knight

Help Facility IDPH Radon Lab

Application Form [Expand All](#)

- ▶ Radon Testing Methods
- ▶ Radon Affirmation Statements
- ▶ Radon Renewal Questions
- ▶ Affirmation

Attachment

Attachment Description

[Add New Attachment](#)

[Cancel](#) [Continue](#)

STEP 5: RADON TESTING METHODS

You existing testing method will appear here. You may adjust your testing method at this time if you wish, and upload a new QA/QC plan. (See step 11 to on how to add attachments.)

The proceeding question will be pre-filled as **Yes** and you may move on to the next section.

▼ Radon Testing Methods

Testing Methods Used *

- AT-Alpha-Track Detection
- CC-Activated Charcoal Adsorption
- CR-Continous Radon Monitor
- EL-Electret-Perm(Long-term)
- LS-Charcoal Liquid Scintillation
- Other

Other Description

I am attaching documentation based on my participation in NRPP or NRSB Laboratory certification? *

Yes No

STEP 7: RADON AFFIRMATION STATEMENTS

These questions will be pre-filled. Do not change the answers.

Answer the questions below by selecting **Yes** or **No**.

Note: you do not need to upload a new QA/QC plan **unless** you are making changes to your testing method, or other information.

▼ Radon Affirmation Statements

I will keep all records for a minimum of 5 years after the radon test is completed *

Yes No

I will submit any changes in procedures within 14 days to IDPH *

Yes No

I am uploading a QA/QC plan and standard operating procedures for each measurement method I am applying *

Yes No

I will upload Measurement details every month on Radon Data Tab *

Yes No

STEP 8: RADON RENEWAL QUESTIONS

Answer **Yes** or **No** and proceed to the next section. If you select **No** you will need to attach a QA/QC Plan – see Step 11 for instructions on how to add attachments.

▼ Radon Renewal Questions

Do you certify that there are no changes to the laboratory since the initial registration or the previous annual registration? *

Yes No

STEP 10: AFFIRMATION

Answer **Yes** or **No** to the following questions. If you answer **Yes** you must provide additional information in the text box proceeding the question. (Note: You may be asked to provide additional documentation in the form of an attachment.)

Click **Continue** at the bottom of the page when you are finished. (If you need to add attachments first, see Step 11.)

▼ Affirmation

During the previous licensing period, did any state or other jurisdiction of the United States or any other nation limit, restrict, warn, censure, place on probation, suspend, revoke, or otherwise discipline a professional license, permit, registration, or certification issued to you or the organization? *

Yes No

If yes, include the date, location, reason, and resolution.

During the previous licensing period, were there judgments or settlements paid on your or the organization's behalf as a result of a professional liability case? *

Yes No

If yes, include the date, location, reason, and resolution.

During the previous licensing period, did you or the organization have a license, permit, registration, or certification denied, suspended, revoked, or otherwise disciplined by a certification body? *

Yes No

If yes, provide a description of the circumstances.

Attachment
Attachment Description

STEP 11: ADD ATTACHMENTS & CONTINUE

To add any required documentation, you will need to click **Add New Attachment**. Skip this step if you do not have any attachments to add.

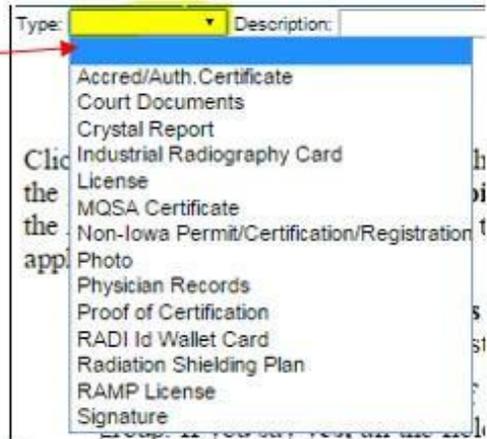


The screenshot shows the top portion of the 'Attachment' form. It includes a header bar with 'Attachment' and 'Attachment Description'. Below the header, there is a text input field for 'Description' and a yellow button labeled 'Add New Attachment'.



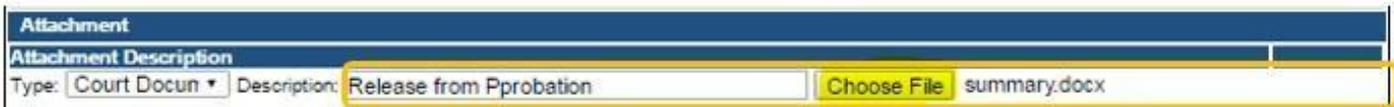
The screenshot shows the 'Attachment' form with the 'Type' dropdown menu open. The 'Choose File' button is highlighted, and the text 'No file chosen' is visible next to it. The 'Add New Attachment' button is also present.

- Click to select the **Type** of attachment and Select one of the following from the list:
- Enter a description of the file, and then Click
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to attach it.



The screenshot shows the dropdown menu for the 'Type' field. The menu is open, displaying a list of attachment types: Accred/Auth. Certificate, Court Documents, Crystal Report, Industrial Radiography Card, License, MQSA Certificate, Non-Iowa Permit/Certification/Registration, Photo, Physician Records, Proof of Certification, RADI Id Wallet Card, Radiation Shielding Plan, RAMP License, and Signature.

The name of the document should appear next to the button.



The screenshot shows the 'Attachment' form with the 'Type' dropdown set to 'Court Docum' and the 'Description' field containing 'Release from Pprobation'. The 'Choose File' button now displays the filename 'summary.docx' next to it.

Continue this process for each document needing to be attached.

NOTE: If you attach a document in error, it cannot be removed by you. You will need to contact the IDPH Program staff to have it removed.

If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue.

DO NOT CLICK CANCEL – this will void your entire application.

You must attach all supporting information before completing the application, or your application could be delayed or denied.

WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK CONTINUE.

STEP 13: RDNL CONTACT LIST

Expand this section to see the pre-filled information IDPH has on file. If the information that appears does not match, click “[Removed thru Web](#)” and then add a new information.

To add new contact information, click **Add** and enter the contact details, then click **Save**.

When you have finished reviewing/editing, click **Continue** at the bottom of the screen.

Process Free Form Description - Radon Laboratory Application Review Collapse All

▼ RDNL Contact List

Removed thru Web	Contact type	Salutation	Contact First Name	Contact Last Name	Contact Ph
<input type="checkbox"/>	Owner ▼	▼	John	Smith	515725414

Use the scroll bar to see additional fields.

• Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more.
• Just clean all fields if you do not need a specific row or new added row.

Attachment

Attachment Description

STEP 13: TERMS AND CONDITIONS

Check the box as show to agree to Terms and Conditions and click **Continue**.

Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions

Home **Terms and Conditions**
Sign Off
Help

Terms and Conditions

I am authorized to complete this application on behalf of the organization.

As representative of the organization, I hereby certify and declare under penalty of perjury that the information I provided in this document, including any attachments, is true and correct. As said representative of the organization, I am responsible for the accuracy of the information provided regardless of who completes and submits the application. I understand that providing false and misleading information in or concerning this application may be cause for disciplinary action, denial, revocation, and/or criminal prosecution. I also understand that a representative of the organization is responsible to update information submitted herewith if the response or the information changes.

In submitting this application, the organization agrees to any reasonable inquiry that may be necessary to verify or clarify the information provided on or in conjunction with this application.

I understand this information is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law.

I have read the Administrative Rules governing this license, permit, registration, or certification and will make employees aware as required and will comply with those provisions.

I agree with the terms and conditions.

STEP 14: PAYMENT

How does the system determine in-state vs out-of-state fees?

Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions > Make Payment

Home
Sign Off
Help

Thank you for completing your Application or Request. You may now select the **Pay Now** button to continue for Payment. If you have additional Licenses to Apply for, Renew, or Reactivate you can select the **Pay Later** button.

Note: An application is not considered submitted until payment is made. You may check the status of your License(s) by signing into the website at a Later Date and reviewing on the **My Programs** page. Application fees are non-refundable.

License Details						
Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
189071	Radon Laboratory	Measurement Laboratory	Renewal	Laboratory Renewal Fee	\$500.00	No
Total						
Fee Amount: \$500.00			Paid Amount: \$0.00		Fee Due: \$500.00	

Click **OK** to proceed to the online payment system.

dphregprograms.iowa.gov says:

Are you sure you really want to pay your program(s) online ?