

NJDEP VOLUNTARY PROGRAM

**INITIAL APPLICATION FOR RADON IN WATER
MITIGATION BUSINESS**

INSTRUCTIONS

Complete all items in the application; do not reference previously submitted documents filed with the State or any other government agency. Read each item carefully and answer as completely as possible. All attachments are to be appropriately labeled (e.g., first attachment for item 3 should read 3a, the second 3b, etc.) **Make a copy of the completed application and all attachments. Retain the copy for your records.** Changes in information must be reported to the DEP within 30 days. Mail the original application to:

NJDEP
RADIATION PROTECTION PROGRAMS
RADIOLOGICAL ASSESSMENT SECTION
P.O. BOX 415
TRENTON, NJ 08625-0415

1. **Date of Application:** Applicant will write in the date that the application is complete.
2. **Business Information:** Complete business name as registered with the Department of Taxation.
3. **Status of Business:**
 - a. Check the appropriate space indicating the type of business. If “Other” is checked, specify the type of business.
 - b. Write the appropriate State Tax I.D. or if you are an individual, your Social Security number. The DEP may reference this number to verify the status of your business.
 - c. List the names, addresses and titles of all individuals having an interest in this business. This includes all owners, partners, officers, directors and principal shareholders (holds at least 15% or more of stock.)
 - d. List the nature of any interests, financial or otherwise for persons listed in #3C.
 - e. If your business is incorporated, or if a firm has a parent corporation, list the state of domestic incorporation, and the name and address of the parent corporation.
 - f. If a firm has branch offices (branch office is an extension of the parent company,) list the addresses and phone numbers of the branches doing business in the state.
4. **Mitigation Professional:** Identify the individual(s) who will be installing the radon in water mitigation systems. List any training pertaining to water treatment that has been completed and the water treatment experience gained by this person(s). List all certifications and licenses including Master Plumber license which is required for any work done past the main valve of the house. For additional personnel, attach supplemental sheets which are labeled 4a, etc.
5. **Instrumentation:** List any radiological instruments used if applicable.
6. **Certified Laboratory:** List the labs certified for radon in water utilized by your firm to perform sample analysis after mitigation is complete. Include their state certification number.

7. **Mitigation Methods:** Check each radon in water mitigation method employed by your company. Please provide attachments that specify the system (manufacturer, model, etc.) and the installation procedure used by your firm. Refer to Guidance Documents as needed for clarification.

8. **Contract and Warranty Information:**

- a. Submit a copy of a sample contract provided to clients stating all terms and conditions.
- b. Submit sample copies of all warranty information on the reduction of the radon level, and proper functioning of the equipment installed. If a firm warrants a job, the warranty must be honored and the precise coverage shall be explicitly stated in the contract offered to the client. Label these attachments appropriately.

9. **Disclosure of all Forms and Information Provided to Clients:** Provide appropriately labeled copies of all information provided to the client regarding their system. This may include test results, safe operating instructions, energy costs and recommendations for disposal of activated carbon filters.

The approved radon mitigation business shall include the following statement in all radon in water mitigation contracts:

“This notice is provided to you by an organization or individual approved by the New Jersey Department of Environmental Protection to perform radon in water mitigation services. At some time in the near future, a representative of the Department of Environmental Protection may contact you to ask your permission to visit. The purpose of this visit would be to inspect the recently installed mitigation system.

Any questions, comments or complaints regarding the persons performing these mitigation services should be directed to the New Jersey Department of Environmental Protection, Attention: Radiological Assessment Section, Bureau of Environmental Radiation, CN 415, Trenton, New Jersey 08625-0415.”

10. **Reporting Requirements:** The Department, on or before the first day of each month, shall receive Monthly Radon in Water Mitigation Reports for work performed during the second previous month. For example, the report for mitigation systems installed during July is to be submitted by September 1. This monthly report is accompanied by instructions for your firm to follow. If you use a computer to store your data, contact the Radiation Assessment Section to discuss the possible electronic transfer of your reports.

11. **Signatories:** The individuals completing the application must sign his or her name below the first paragraph. For a corporation, the application must be signed by a principal executive officer of at least the level of vice president below the second paragraph. The application should be notarized and contain the corporate seal if applicable.