Measurement Data Reporting Format

The Measurement Data collected should be reported in a file containing the following elements:

Field	Description
Address	Street Address where the measurements were taken
City	City Name
State	State abbreviation. Please use two letter postal abbreviations (i.e. IL, MO, IA)
Zip	5-digit zip code. Please do not include the Plus 4 extension.
Start Date/Time	The date and time the test began. Please use the format: MM/DD/YYYY HH:MM. Example: 11/21/2005 09:20 AM.
End Date/Time	The date and time the test was completed. Please use the format: MM/DD/YYYY HH:MM. Example: 11/23/2005 09:20 AM.
Location	Location where test was performed. Please use one of the following codes: B for basement, C for above crawlspace, S for above slab, and O for other.
Location Other Description	If the location specified was O for other, please describe the location. Otherwise enter N for Not Applicable.
Room Use	List the primary function of the room (i.e. Living, Family, Bedroom)
Mitigation System Indicator	If a mitigation system is currently in use enter Y for Yes, N for No.
Measurements Results	Result of the measurements taken in pCi/L. Enter only the number. The results should be formatted as x.x, do NOT show more that one decimal place. (i.e. 4.0 not 4.01)
Test Type	Indicate the type of test performed using D for Duplicate and S for Simultaneous. If this field does not apply enter N for Not Applicable.
Device Used	Enter the two letter code for the type of device used for this test (i.e. AC, AT, CR, LS, ES, etc.). Please refer to Appendix C of the Adopted Rule for a complete list of the device types and their associated codes.
Serial Number	Enter the serial number of the device used.
Lab or Manufacturer	List the lab used or manufacturer of the device (i.e. Sun Nuclear, Landauer, Radalink)
Vents	List the type of permanent vents at this location (i.e. Crawlspace, Fireplace, Fresh air intake) or None.
Vent Status	Enter a code specifying the status of the permanent vents during the test. Use O for Open, C for Closed and N for Not Applicable.
Valid Test Indicator	Y for Yes, N for No.
Invalid Reason	Brief description of why the test was invalid (i.e. Closed house conditions violated, Test tampered with, etc.). If the test was valid enter N for Not Applicable.

Each measurement taken must be listed as a separate item; do not combine results. The file submitted to the Agency should be an ASCII, comma delimited file. In general, this type of file can be generated by most spreadsheet and database software using the Export or Save As functions. For example, if you were using Microsoft Excel, you would select File | Save As, and then choose CSV as the file type.

Address	City	State	Zip	Start Date	End Date	Location	Location Other Description	Room Use	Mitigation System	Result	Test Type	Device Used	Serial #	Lab or Manufacturer	Vents	Vent Status	Valid Test	Invalid Reason