

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Bradley Safemaster  
 11 W. Wisconsin Ave  
 Cedar Grove WI 53013



9590 9403 0856 5215 3352 97

2. Article-Number (Transfer from service label)

7016 1970 0000 5367 1094

PS Form 3811, April 2015 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

*Brad Safemaster*

- Agent
- Addressee

B. Received by (Printed Name)

*Brad Safemaster*

C. Date of Delivery

*12-8-17*

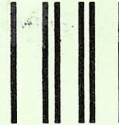
D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

*(262) 476-5036*  
*(927) 668-5029*

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Mail Restricted Delivery
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

UNITED STATES POSTAL SERVICE



First-Class Mail  
 Postage & Fees Paid  
 USPS  
 Permit No. G-10

• Sender: Please print your name, address, and ZIP+4® in this box•

*Emiraforensics*  
*116 W 23390 Stone Ridge Dr. Ste G*  
*Waukesha, WI 53188*

USPS TRACKING#



58-115575

9590 9403 0856 5215 3352 97

Access request for: 11 W. Wisconsin Ave  
Cedar Grove, WI



January 17, 2018

Bradley Safemaster  
11 West Wisconsin Avenue  
Cedar Grove, WI 53013-1318

**Subject: Access Agreement for Sampling Activities 2<sup>nd</sup> Attempt  
11 West Wisconsin Avenue, Cedar Grove, Wisconsin**

Dear Mr. Safemaster:

Attached to this letter you will find an access request letter to conduct a vapor intrusion assessment at your property located at 11 West Wisconsin Avenue in Cedar Grove, Wisconsin. This is the second letter request. The first letter request was sent certified mail and received by you on December 8, 2018; however, we did not receive a signed access agreement and you have not contacted us with any questions you may have. Additionally, multiple attempts have been made to try and contact you directly via telephone.

Please do not feel you are being singled out for this vapor intrusion sampling. We have also been directed to sample all properties adjacent to, and within approximately 100 feet of, the former Dutch Cleaners. The sampling is required by the Wisconsin Department of Natural Resources (WDNR) to ensure that occupants of these buildings are not being exposed to harmful vapors associated with the dry cleaning compounds that were accidentally released to the subsurface.

We are requesting that you contact us to discuss and schedule the required sampling. We are trying to coordinate this work with you and your neighbors to take place in January or early February. If we do not hear from you by January 25, 2018, then we will proceed in sampling the neighboring properties. We will be obligated to refer this matter to the Wisconsin Department of Natural Resources so that they can follow up with you.

To schedule, or for questions, please contact me at 414-982-3988 or by email at [wfassbender@enviroforensics.com](mailto:wfassbender@enviroforensics.com).

Sincerely,  
**EnviroForensics, LLC**

A handwritten signature in black ink that reads "Wayne P. Fassbender".

Wayne Fassbender, LPG  
*Senior Project Manager*



January 17, 2018

Bradley Safemaster  
11 West Wisconsin Avenue  
Cedar Grove, WI 53013-1318

**RE: Access Agreement for Sampling Activities  
11 West Wisconsin Avenue, Cedar Grove, Wisconsin**

Dear Bradley Safemaster:

EnviroForensics, LLC (EnviroForensics) is requesting your permission to access your property located at 11 West Wisconsin Avenue in Cedar Grove, Wisconsin to conduct some limited environmental sampling activities. These activities are part of an ongoing environmental investigation being performed at the former Dutch Cleaners facility located at 403 S. Main Street in Cedar Grove, Wisconsin (Site) at the direction of the Wisconsin Department of Natural Resources (WDNR). EnviroForensics is the environmental consultant for the former Dutch Cleaners.

The WDNR is requiring that the former Dutch Cleaners conduct some basic environmental testing at residential and commercial properties near the former Dutch Cleaners property to ensure that volatile dry cleaning compounds have not accumulated beneath nearby structures or entered the breathing zone within these structures. The WDNR has directed the former Dutch Cleaners to perform the aforementioned testing and sampling as a proactive, precautionary measure to ensure that the dry cleaning chemicals released at the Site have been contained to the area at and around the Site itself. As part of this process, we are requesting access to your property to collect indoor air and sub-slab vapor samples. We will be happy to work with you to collect the samples from mutually agreed upon locations within your building prior to conducting the sampling event.

There is no cost to you for us to complete the work. There will not be an attempt to charge you for the work or any future effort to sell you any goods or services. EnviroForensics is simply fulfilling the WDNR investigation requirements for the former Dutch Cleaners.

### **Testing Activities**

On the testing day, we will first conduct a building survey of your property in order to record general characteristics of your building. We have enclosed a copy of a building survey for your review. There is no need to complete this now; our trained technician will complete it on the day of testing. After completing the survey, indoor air testing will be conducted on the first floor and

*Document: 6420-0127*  
EnviroForensics, LLC  
N16 W23390 Stone Ridge Drive, Suite G, Waukesha WI, 53188  
Phone: 317-972-7870 • Fax 317-972-7875

basement (if applicable). The sampling containers are small metal canisters, similar in size/shape to a soccer ball. The canisters will be opened and left in place to collect an air sample over a period of 24 hours. You can see a picture of the canisters on the enclosed information sheet. It's as simple as placing the canisters in position, starting the 24-hour timer, then closing and removing the canisters approximately 24 hours later. These canisters make no noise and should not interfere with your normal, daily activities; however, the canisters should not be moved or disturbed during the sampling process. Upon completion of the indoor air sampling, we would then collect two (2) sub-slab vapor samples (spaced apart) from beneath the basement slab of your building.

To collect the sub-slab vapor samples, we will initially drill a 1 ½-inch diameter hole into the slab to a depth of approximately 1 ¾- inches at each sample location. A 5/8-inch diameter hole is then drilled through the center of the hole and advanced completely through the concrete slab. The holes will be drilled using a common hammer drill found at any hardware store. A sampling port is then installed to facilitate sample collection, which involves placing a stainless steel tube wrapped in silicone into the holes. The ports will be installed flush with the existing floor to not create a trip hazard in your home. A small, stainless steel cover would cap each sampling port and the ports would be left in place for one additional sampling event. The WDNR requires that one sampling event be performed in the heating months between November and March, and one sampling event be performed in the non-heating months (typically between April and October). After the sampling events are completed, the sampling ports will be removed and the hole in the concrete will be repaired with cement.

The sample ports will be located in a low-traffic area where possible, and where agreed upon with you prior to conducting sampling activities. We anticipate the sample port installations will take approximately one (1) hour. Additional details on indoor air and sub-slab vapor sampling procedures are provided in the enclosed information sheet. A brief video describing the procedures for collecting indoor air and sub-slab vapor is also available at our website: <http://www.enviroforensics.com/testing-indoor-air-vapor-intrusion/>.

EnviroForensics does not anticipate there would be damage to your property from the sampling activities. Nonetheless, EnviroForensics agrees to promptly repair damages to your property should damages occur as a result of our field activities.

### **Scheduling**

We would like to conduct the sampling during the upcoming month, so your prompt response is appreciated. If you agree to allow this testing, we will schedule the testing at a mutually agreeable time. Additionally, we will provide you with a copy of the sampling results after the data has been reviewed to ensure its accuracy. This reporting to you is required by the WDNR.

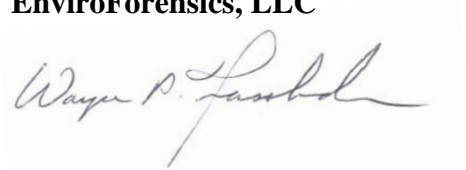
If you agree to site access, please sign the attached *Access Agreement* form and return a copy to our office using the enclosed self-addressed stamped envelope.

If you have any questions or concerns and would like to discuss these activities further, I will be happy to speak with you in person, over the phone or by email. I can be reached by phone at (414) 982-3988 or by e-mail at [wfassbender@enviroforensics.com](mailto:wfassbender@enviroforensics.com). In addition, the WDNR project manager for this Site is Richard Joslin. He can be contacted at (920) 424-7077 or by email at [richard.joslin@wisconsin.gov](mailto:richard.joslin@wisconsin.gov).

We greatly appreciate your cooperation and patience with this important matter.

Sincerely,

**EnviroForensics, LLC**

A handwritten signature in black ink that reads "Wayne P. Fassbender".

Wayne Fassbender, PG  
*Senior Project Manager*

**ENCLOSURES**

Access Agreement

Residential/Commercial Indoor Air and Sub-Slab Sampling Procedures

Wisconsin DNR Vapor Intrusion Quick Facts

Building Survey Form



## ACCESS AGREEMENT

This access agreement is made between EnviroForensics, LLC (“Consultant”) and Bradley Safemaster ("Owner"). The purpose of this agreement is to provide Consultant and its representatives access to certain property owned by Owner located at 11 Wisconsin Street in Cedar Grove, Wisconsin (“the Property”) in order for Consultant to conduct environmental investigatory activities. This agreement is subject to the conditions set forth below.

The parties agree as follows:

1. Owner, on his own behalf and on behalf of his successors, assigns, and tenants, hereby authorizes Consultant, its employees, agents, and subcontractors, permission to enter upon the Property for the purpose of conducting environmental investigatory activities (hereafter referred to as "the Work").
2. Consultant will notify Owner in advance of accessing the Property, which Owner will not unreasonably deny. Consultant will perform the Work at reasonable times of the day and in a manner which does not unreasonably interfere with Owner's or Owner's Tenants' activities at the Property. Before performing the Work, Consultant will obtain or cause to be obtained, and will maintain or cause to be maintained in full force at all times during the term of this agreement, all necessary permits, notifications, licenses, or certifications for itself and its agents and subcontractors.
3. Consultant promises and agrees that it will use its best efforts to perform the Work in a professional manner in accordance with generally accepted consulting practices and procedures in effect for such services at the time the services are rendered.
4. Consultant shall provide copies of environmental testing results to Owner.
5. Upon the conclusion of all Work required by Wisconsin Department of Natural Resources (WDNR) to obtain site closure under WDNR's System of Closure, Consultant shall restore the Property to substantially the same condition as it existed prior to access under the Access Agreement and any Consultant-installed wells or ports will be closed in accordance with applicable law. Consultant will remove debris and equipment following completion of the Work.
6. Consultant will defend and indemnify Owner from and against claims, damages, injuries, and/or liability caused by or arising from the Work performed by Consultant or its employees, agents, or subcontractors on or around the Property, e.g., slip & falls



and damages to Owner's Property. Owner does not assume any risk, liability, responsibility, or duty of care as to Consultant's employees, agents, or subcontractors when on the Property to perform the Work, except that Owner will cooperate with Consultant's reasonable health and safety protocols.

- 7. This agreement comprises the entire agreement between Owner and Consultant with respect to the Work. It may be amended only by a written agreement executed by Owner and Consultant.
- 8. This access agreement will be effective until WDNR declares the Work completed.
- 9. Each party to this agreement represents and warrants that the person executing the agreement on its behalf is duly authorized and has the requisite power and authority to bind that party.

The parties or their duly authorized representative have signed this Agreement on the date specified below.

**EnviroForensics, LLC**

.

**Bradley Safemaster  
11 West Wisconsin Avenue  
Cedar Grove, WI 53013**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

# Commercial Indoor Air and Sub-Slab Sampling Procedures

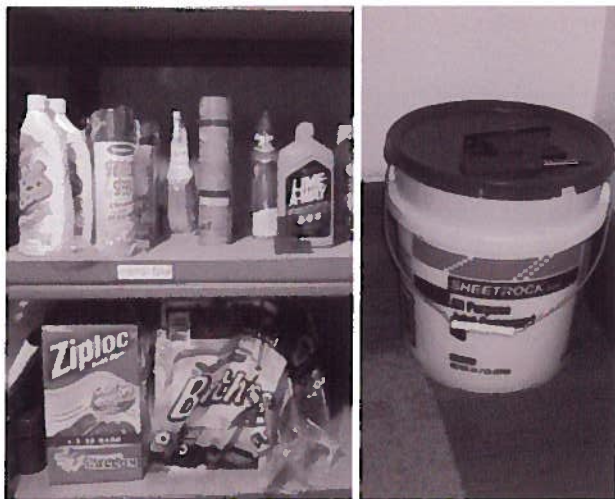
When certain contaminants containing volatile organic compounds (VOCs) mix in the subsurface soil and groundwater, they may form vapors that can travel through soil and enter buildings through cracks in the concrete slab, floor drains, sumps, and gaps around utility lines. This process is known as vapor intrusion. To ensure that property owners and residents are not being exposed to potential health risks from these vapors, it may be necessary to test the air quality in buildings near a contaminated property.

For commercial properties, we will need to enter the space, set up the sample, and come back 8 hours later to pick up the sample and collect a subsurface air sample from beneath the floor, or concrete slab, which will require at least two visits by EnviroForensics personnel. Each visit should take approximately one to two hours, and will be scheduled approximately 8 hours apart. The activities that will take place during the sampling event are outlined below.

## 1. Pre-Sampling Survey

Prior to sampling, an EnviroForensics representative will request your permission to conduct a brief background survey to determine important characteristics of the building. This may involve walking around inside the building to determine general structure and layout, HVAC characteristics, and potential vapor pathways such as floor drains, sumps, or utility entry points. Property owners or occupants will also be asked a series of questions to determine non-personal occupant information and identify potential background sources that might affect the sample results, such as stored paints, cleaning solvents, or other chemicals.

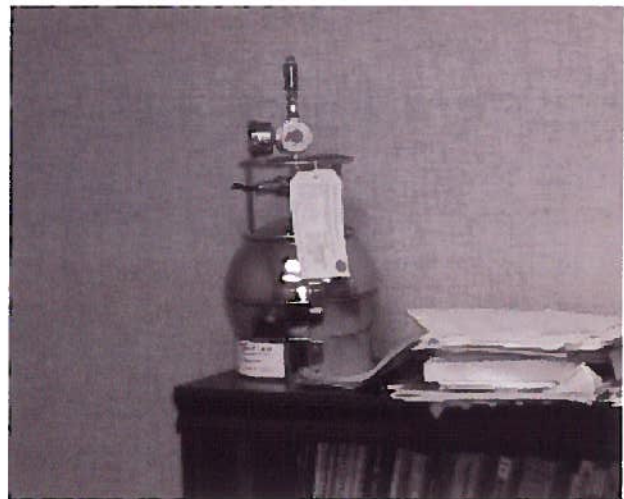
The EnviroForensics representative will request to take photographs of important building features, labels of any stored chemicals, and the locations of sampling canisters.



Stored paints and chemicals may influence the sampling results and should be removed prior to collecting air samples.

## 2. Indoor Air Sampling

Following the survey, one or more 6-liter sampling canisters will be left for a period of 8 hours. Generally, one canister is left on each occupied floor of the building, and in the basement, if one exists. For larger structures, multiple canisters per floor may be needed. Each canister is placed where an air sample can be drawn from the breathing zone, which is considered to be 3-5 feet above the floor. The EnviroForensics representative will work with the building owner or occupant to select locations that will not be an inconvenience to the occupants or impede any necessary work activities. On some occasions, the representative may return prior to the completion of the 8-hour sample to read the pressure gauges on the sampling canisters and ensure that sample collection is proceeding as expected.



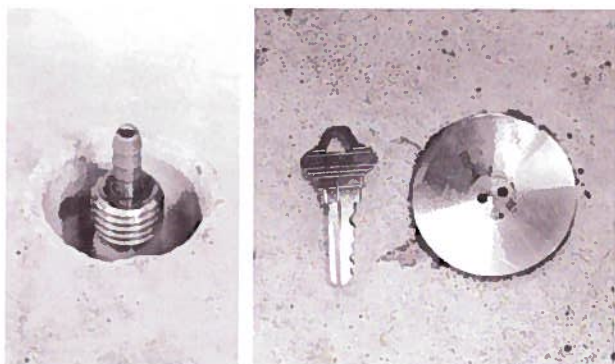
A 6 liter sampling canister, set up to collect air samples in the breathing zone.



### 3. Sub-Slab Sampling

VOC vapors may also collect in the space beneath a structure's concrete slab. When the EnviroForensics sampler returns to take a final pressure reading and remove the indoor air canisters, a sub-slab vapor sample may be collected, if the structure has a concrete floor or slab. Generally, 1 to 3 sub-slab vapor samples are needed for a typical commercial structure.

To collect a sub-slab sample, the EnviroForensics representative will initially drill a 1 1/2-inch diameter hole into the concrete floor to a depth of approximately 1 3/4- inches. A 5/8-inch diameter hole will then be drilled through the center of the previously drilled hole and advanced through the concrete slab. A sampling port will then be installed to facilitate sample collection. The vapor sample will be drawn from beneath the slab into a stainless steel 1 liter canister. Following sampling, a small, stainless steel, flush mount cover will be placed over the sampling port and the port will be left in place after the sampling to facilitate future activities as additional samplings may be necessary. Once the investigation is complete, the hole will be sealed with quick-drying cement to match the floor surface.



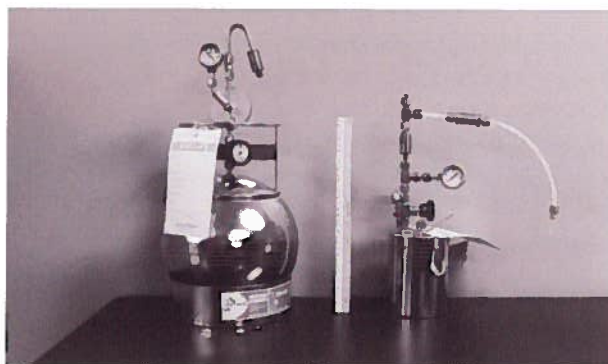
A permanent sampling port installed in a concrete slab. A permanent sampling port with a flush mount cover next to a standard size door key for scale.

### 4. Ambient Air Sampling

During the indoor air sampling event, an 8-hour sampling canister may be placed on or near the property to collect an ambient outdoor air sample for comparison with the indoor air results.



A 6 liter sampling canister collecting an ambient outdoor air sample.



Indoor air (left) and sub-slab vapor (right) sampling equipment. 12" ruler for scale.

View a video of the vapor intrusion sampling process on our website at:  
<http://www.enviroforensics.com/environmental-services/vapor-intrusion/>

Property owners are entitled to receive copies of the sampling results, which are generally available 3 to 4 weeks following a sampling event. Upon request, an EnviroForensics representative will meet personally with property owners to review the sampling results.



Environmental Forensic Investigations, Inc.  
602 North Capitol Avenue  
Indianapolis, IN 46204  
Phone: 317-972-7870 Fax: 317-972-7875

## What is Vapor Intrusion?



Chemicals used in commercial or industrial activities – dry cleaning chemicals, chemical degreasers and petroleum products such as gasoline – are sometimes spilled and leak into nearby soil or groundwater. When this happens, these chemicals may release gases or vapors, which travel from the contaminated groundwater or soil and move into nearby homes or businesses. This is called vapor intrusion.

*The process when chemical vapors from contaminated soil or groundwater enter a home or other structure is called vapor intrusion.*

### Why are these chemical vapors a problem?

The chemicals that cause vapor intrusion are known as volatile organic compounds, or VOCs. Even when spilled into soil or water, these chemicals easily evaporate. They don't cause human health problems when they evaporate into the outside air, but when their vapors move into homes or businesses, they may cause long-term health problems for the people who live or work in those buildings. These vapors are usually odorless and colorless and undetectable without special testing equipment.

### Why is vapor intrusion a concern?

Exposure to some chemical gases or vapors can cause an increased risk of adverse health effects. Whether or not a person experiences any health effects depends on several factors, including the amount and length of exposure, the toxicity of the chemical, and the individual's sensitivity to the chemical. When harmful chemical vapor intrusion is the result of environmental contamination, the Wisconsin Department of Natural Resources (DNR) requires that steps be taken to reduce or eliminate exposures which could be harmful to human health.

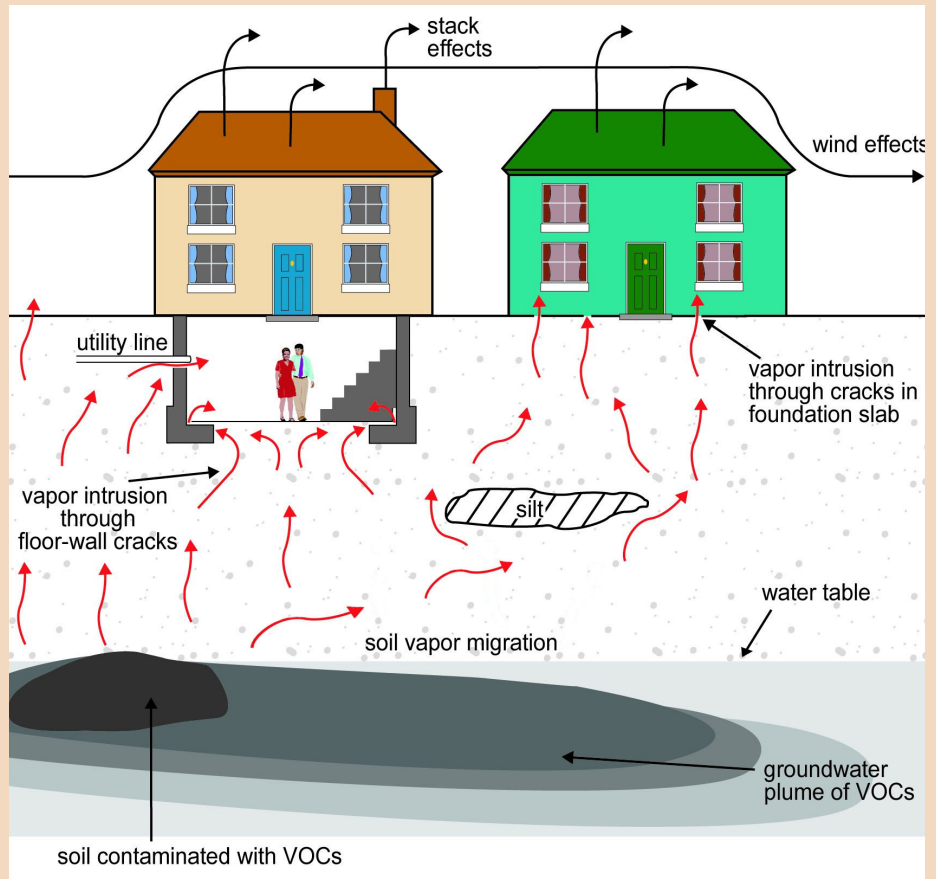
### What should I expect if vapor intrusion is suspected near my home or business?

For businesses or other locations where VOC contamination has been found, the DNR requires that the potential for vapor intrusion be investigated. If you live near a site being cleaned up, you may be contacted by the site owner or others working on the cleanup. Your cooperation and consent will be requested before any testing or sampling is conducted on your property. Ask the person contacting you any questions you have about the work being done, or contact the DNR for more information (see DNR contact information on reverse). For more information about testing for vapor intrusion, see DNR-Pub-RR-954, "What to Expect During Vapor Intrusion Sampling."



## How Vapors Enter a Building

If you live near a commercial or industrial facility or landfill where VOCs have entered either the soil or groundwater, there may be a potential for those chemicals to travel as vapors into your home or business. Vapors can enter buildings in various ways, including through cracks in the foundation and openings for utility lines. Building ventilation and weather can influence the extent of vapor intrusion.



Adapted from U.S. Environmental Protection Agency (EPA) graphic.  
[www.epa.gov/oswer/vaporintrusion/basic.html](http://www.epa.gov/oswer/vaporintrusion/basic.html)

## Where can I find more information?

Health and vapor-related information can be found at the Wisconsin Department of Health Services (DHS) website at [dhs.wisconsin.gov](http://dhs.wisconsin.gov), search "Vapor." For other health-related questions, please contact your local health department: [www.dhs.wisconsin.gov/localhealth](http://www.dhs.wisconsin.gov/localhealth).

For more DNR information, please visit the DNR's Remediation and Redevelopment (RR) Program's Vapor Intrusion page at [dnr.wi.gov/topic/Brownfields/Vapor.html](http://dnr.wi.gov/topic/Brownfields/Vapor.html).

Additional information can be obtained through the DNR field office in your region. To find the correct office, visit the RR Program Staff Contacts page at [dnr.wi.gov/topic/Brownfields/Contact.html](http://dnr.wi.gov/topic/Brownfields/Contact.html) or call the RR Program at (608) 266-2111.

This document contains information about certain state statutes and administrative rules but does not necessarily include all of the details found in the statutes and rules. Readers should consult the actual language of the statutes and rules to answer specific questions. The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240. This publication is available in alternative format upon request. Please call 608-267-3543 for more information.

## Why Test for Vapor Intrusion?



Vapor intrusion is likely an unfamiliar term to you, and hearing that your property should be tested for possible chemical vapor intrusion may cause you some concern. That is understandable, and this information sheet is designed to answer basic questions many people have. Please refer to DNR PUB-RR-892, “What is Vapor Intrusion?” for a summary discussion of the term “vapor intrusion.”

Most cases of vapor intrusion will pose no immediate threat to your health and safety. However, when other neighborhood properties are contaminated, it is wise to get your home or building tested to determine if there is any cause for concern. If potentially harmful chemical vapors are detected inside your home or building, the Department of Natural Resources (DNR), working in collaboration with other health and environmental professionals, will help you come up with a solution to protect you and your family.

Please consider the following factors when deciding whether to allow access for sampling:

### Peace of mind

If there’s a chance that chemical vapor or soil gas is seeping into your home or business, testing can determine whether it really is and to what extent. If testing reveals a problem, then steps can be taken to resolve it, making the indoor air you breathe safer for you and your family. Like radon gas, vapors from nearby soil or groundwater contamination can be diverted from beneath your home or office building and safely expelled into the outdoors, thus improving air quality inside your home or building.

***The goal of sampling a residence or business is to eliminate as many of the unknowns as possible and safely address any concerns.***

### Who pays for testing?

You didn’t cause this problem, so you don’t have to pay for testing just as long as you allow reasonable and timely access to have testing done. The cost of sampling at potentially impacted residences or workplaces, like yours, is covered by the responsible party (the person or business legally obligated to investigate and clean up the contamination). In some cases, it’s paid for directly by DNR, the Department of Health Services (DHS), or some other agency. Vapor sampling will be performed by a professional, and samples will be sent to a specialized lab for analysis.

### Trained professionals and experts oversee the process

Multiple state and local agencies often work together to determine if vapor intrusion is a potential health risk in an area. The DNR, DHS, local health officials, the responsible party and environmental consultants are working together to ensure that quality samples are taken and that all results are given extensive review. It is important to gather the information in order to adequately understand if or where there may be a risk of vapor intrusion in your neighborhood.

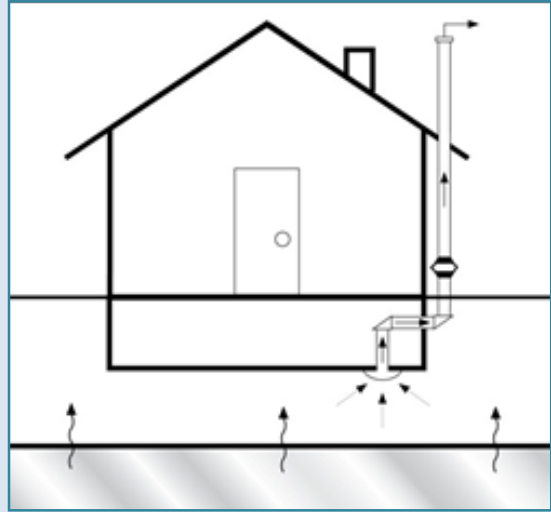


## A simple, cost effective solution exists

If vapor intrusion is a problem in a house or building, it can generally be solved by installing a vapor mitigation system. These sub-slab depressurizing systems are similar to those used to eliminate radon gas underneath homes, and have been used for years in a safe and effective manner. If the source of the vapor is tied to a responsible party, they will often pay to have a system installed at your home. The annual upkeep and operation of a typical system is generally less than \$100 per year, mostly for electricity. These annual costs are typically the responsibility of the homeowner.

## How will I know if the vapors have been eliminated?

After a vapor mitigation system is installed, follow-up testing of indoor air typically takes place three to six months later. The systems are usually considered permanent fixtures of the building. In cases where the source of the vapor is completely eliminated, the systems should no longer be needed.



If potentially harmful chemical vapor intrusion is detected in a home or business, the most common solution is to install a sub-slab depressurization system. This system captures and redirects soil vapors from below the building foundation before they enter the indoor air. Vapors are vented outside of the building where they disperse into the air and are rendered harmless.

Sub-slab depressurization systems also prevent radon from entering homes, which is an added health benefit in radon-prone areas.

## Where can I find more information?

Health and vapor-related information can be found at the Wisconsin Department of Health Services (DHS) website at [dhs.wisconsin.gov](http://dhs.wisconsin.gov), search “Vapor.” For other health-related questions, please contact your local health department: [www.dhs.wisconsin.gov/localhealth](http://www.dhs.wisconsin.gov/localhealth).

For more DNR information, please visit the DNR’s Remediation and Redevelopment (RR) Program’s Vapor Intrusion page at [dnr.wi.gov/topic/Brownfields/Vapor.html](http://dnr.wi.gov/topic/Brownfields/Vapor.html).

Additional information can be obtained through the DNR field office in your region. To find the correct office, visit the RR Program Staff Contacts page at [dnr.wi.gov/topic/Brownfields/Contact.html](http://dnr.wi.gov/topic/Brownfields/Contact.html) or call the RR Program at (608) 266-2111.

This document contains information about certain state statutes and administrative rules but does not necessarily include all of the details found in the statutes and rules. Readers should consult the actual language of the statutes and rules to answer specific questions. The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240. This publication is available in alternative format upon request. Please call 608-267-3543 for more information.



**INDOOR AIR BUILDING SURVEY FORM**

Date \_\_\_\_\_  
Site # \_\_\_\_\_  
Site Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**Occupant Information**

Owner Name \_\_\_\_\_  
Occupant Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No (\_\_\_\_) \_\_\_\_\_ Home/Work/Mobile  
(\_\_\_\_) \_\_\_\_\_ Home/Work/Mobile

Number and Age of Occupants \_\_\_\_\_

Does anyone smoke inside the building? \_\_\_\_\_

**Building Characteristics**

Type of building: (circle) Residential/Industrial/School/Commercial/Multi-use/Other? \_\_\_\_\_

If residential, what type (circle) Single family/Condo/Multi-family/Other? \_\_\_\_\_

If the property is commercial, indicate the business ? \_\_\_\_\_

How many floors does the building have? \_\_\_\_\_

Does the building have a (circle) Basement/Crawl space/Slab-on-grade/Other? \_\_\_\_\_

Is the basement used as a living/work space area? \_\_\_\_\_

What type of foundation does the building have (circle) Field stone/Poured concrete/Concrete block Other? \_\_\_\_\_

Is there an attached garage? \_\_\_\_\_ Is there a fuel tank? \_\_\_\_\_

Is there a wood stove? \_\_\_\_\_ Is there a fireplace? \_\_\_\_\_



Describe the heating system: (circle) Forced air furnace/ Boiler/ Window air conditioner/Other? \_\_\_\_\_

If forced air heating, answer the following questions:

Is there a fresh air exchange? If so, details: \_\_\_\_\_

Are air ducts located within the crawl space of the property? \_\_\_\_\_

Are there additional vents within the property? (Non-powered vent/ bathroom vent/etc.) \_\_\_\_\_

**Table 1:** Potential vapor migration entry point information

Potential Vapor Entry Points	Present (Yes/No)	Field Screening Results (ppm)	Picture	Comments
Foundation penetrations in floor or walls				
Cracks in foundation floor or walls				
Sump				
Floor drain				
Other				
Other				

Sampling Information

Sample Date \_\_\_\_\_

Sampler Type      Sorbent      SUMMA      Passive (Please circle one)

Analysis Method      Mass APH      TO-15Standard      TO-15LL      TO-15-SIM      TO-17      Other: (Please circle one)

Contact Person (Project Manager) \_\_\_\_\_

Telephone No      (\_\_\_\_) \_\_\_\_\_

Laboratory \_\_\_\_\_

Telephone No      (\_\_\_\_) \_\_\_\_\_



**Table 2:** Pre-Sampling Background Screening and Inspection Information

List products or items which may be considered potential sources of VOCs such as paint cans, gasoline cans, gasoline powered equipment, cleaning solvents, furniture polish, moth balls, etc.

Date and time of pre-sampling inspection \_\_\_\_\_

*Sampling Inspection Product Inventory*

<u>Potential Source/ Trade Name</u>	<u>Location (Floor/Room)</u>	<u>Active/Main Ingredient</u>	<u>Picture</u>	<u>Removed (Y/N)</u>





## Sampling Information

**Table 3:** Sorbent Tube Sampler Information

Sample ID#	Floor	Room	Tube ID#	Pump ID#	Volume (liters)	Duration (minutes)	Comments

**Table 4:** Canister Sampler Information

Sample ID#	Floor	Room	Canister ID#	Initial On-site Pressure*	Final On-Site Pressure*

\*Indicate pressure in units of inches of mercury.

Please provide a sketch of building and sample locations on the following page.

Was the building ventilated prior to sample collection? \_\_\_\_\_

How long was the ventilation process? \_\_\_\_\_

Were vapor control methods in effect while the samples were being collected?

Windows open? Yes / No      Ventilation fans? Yes / No      Vapor barriers? Yes / No

Vapor phase carbon treatment system? Yes / No      SSDS? Yes/No      Other site control measures \_\_\_\_\_

### Weather Conditions during Sampling

Outside temperature (°F) High: \_\_\_\_\_ Low: \_\_\_\_\_      Inside temperature (°F) \_\_\_\_\_

Prevailing wind speed and direction \_\_\_\_\_

Describe the general weather conditions (e.g. sunny, cloudy, rain) \_\_\_\_\_

Significant precipitation (1 inches or more) within 72 hours of the sampling event? \_\_\_\_\_



**General Comments and Sketch Area**

Is there any information you feel is important related to this site and the samples collected which would facilitate an accurate interpretation of the indoor air quality? Sketch floor plan, sample locations, location of background sources.

---

Comments: \_\_\_\_\_

---

---

---

---

---

Sketch: