

# **INDOOR AIR QUALITY PLAN**



## **DICKINSON COLLEGE**

Environmental Health & Safety Department  
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## I. Introduction

The Environmental Protection Agency (EPA) defines Indoor Air Quality (IAQ) as the quality of the air inside buildings as represented by concentrations of pollutants and thermal (temperature and relative humidity) conditions that affect the health, comfort, and performance of occupants.

Since the 1970s, efforts to conserve energy have created buildings that are sealed tighter than ever before. Couple this with the increase in consumer products and building materials containing hazardous pollutants, and its apparent why indoor air quality is a concern.

The goal of the Dickinson College Indoor Air Quality Plan is to provide a safe and healthy working environment by proactively identifying and controlling pollutants and thermal conditions that negatively impact indoor air quality.

The *IAQ Building Evaluation and Assessment Tool (I-BEAM)*, produced by the EPA was an invaluable resource for developing this program. References to I-BEAM protocols and forms appear in brackets throughout this document. You can download a copy of I-BEAM from the EPA website or contact the IAQ INFO Clearinghouse at 1-800-438-4318 for a free CD-ROM copy.

## II. Responsibility

IAQ complaints vary from basic comfort issues (too hot, too cold, too humid) to complex issues resulting in lost worker productivity and illness. Although it may be difficult to identify a single cause of poor IAQ, Dickinson College is committed to meeting or exceeding existing IAQ standards. The IAQ program is coordinated by the Director of Environmental Health & Safety. For college buildings the Facilities Management Department has designated the Assistant Director for Operations, as the primary contact for IAQ issues.

- A. The President of Dickinson College has ultimate responsibility for health and safety and the IAQ program. General oversight responsibility is assigned to the Vice President for Campus Operations.
- B. The Director of Environmental Health & Safety is responsible for coordinating the IAQ program and:
  - Communicating with all college personnel about occupant responsibilities for IAQ
  - Providing IAQ training to college personnel who could impact IAQ
  - Coordinating a building walkthrough and IAQ building profile
  - Conducting baseline and periodic testing of IAQ to identify ensure safe concentrations of pollutants and appropriate thermal conditions.

- Developing and maintaining an occupant complaint-response system
  - Assisting the Assistant Director for Operations in investigating occupant complaints
  - Maintaining results of monitoring and corrective actions taken.
  - Ensuring department supervisors are maintaining up-to-date M.S.D.S in accordance with the Dickinson College Hazard Communication Program
  - Contracting for mold testing and/or remediation if necessary.
- C. The Associate VP for Campus Operations is responsible for:
- Maintaining up-to-date building drawings and records
  - Developing/reviewing maintenance and housekeeping plans and procedures for IAQ
  - Reviewing contracts for IAQ related specifications (e.g. – renovation contracts, pest control contracts)
  - Communicating with college personnel about building activities that could impact IAQ
- D. The Assistant Director for Operations serves as the primary contact for IAQ complaints and is responsible for:
- Creating IAQ profiles for each college owned building
  - Conducting a baseline and periodic walkthroughs of college owned buildings to look for indicators of poor IAQ
  - Investigating occupant complaints
  - Maintaining up-to-date manufacturer’s operating instructions for HVAC system components
  - Scheduling maintenance for HVAC system components
  - Establishing HVAC control system set points/ranges and pressure relationships
  - Adjusting HVAC operation during remodeling/renovation to maintain building air quality
- E. The Safety Committee assists the Director of Environmental Health & Safety and:
- periodically reviews the Indoor Air Quality Program
  - conducts safety audits
- F. All Employees of the College are responsible for ensuring that they follow the procedures and faithfully implement the appropriate responsibilities put forth in the Indoor Air Quality Program. Failure to do so is a serious breach of college policy and subject to disciplinary action that might include termination of employment at the college. The procedures to be followed in the event of such action shall be in keeping with existing guidelines as stated in the appropriate handbook for faculty, administrators, and staff.

### III. Information and Training

All employees of the College will be made aware of the IAQ plan, the factors that contribute to poor IAQ, their role in minimizing the problem, and the process used to identify and resolve IAQ problems.

The Department of Environmental Health & Safety (EHS) provides additional training to college personnel who could impact IAQ (e.g. Housekeeping staff, HVAC technicians)

### IV. Hazard Identification

#### A. Building Profiles

The Facilities Management and EHS departments will create an IAQ profile for each college building. These profiles should include but not be limited to the following:

- “As built” blue-prints including modifications and renovations that reflect current conditions.
- Commissioning reports (including testing and balancing reports)
- Drawings of tenants’ build-outs or interior renovations.
- Records of major space use changes not reflected in original design. (e.g. office space changed to laboratory; significant increases in occupant density)
- Up-to-date manufacturer’s operating instructions for HVAC system components
- Maintenance schedules for HVAC system components
- Documentation of HVAC control system set points and ranges.
- Drawings of pressure relationships.
- Records of equipment modifications/replacement.
- IAQ History including complaints, results of monitoring, and corrective actions taken.
- M.S.D.S. for products used in the building.

#### B. Building Audits [I-BEAM Forms A1, A2, and A-3]

The Facilities Management and EHS departments will conduct a baseline and periodic whole building walkthroughs to record IAQ parameters and look for indicators of poor IAQ, including but not limited to:

- Odors
- Dirty or unsanitary conditions
- Visible mold growth
- Moisture

- Stained or discolored building material
- Presence of hazardous substances
- Cracks or holes where soil gas may enter
- Poorly maintained filters
- Uneven temperatures
- Overcrowding
- Personal air cleaners (e.g. – ozone generators) or fans
- Inadequate ventilation
- Blocked vents
- Dirty or full drain pans
- HVAC equipment in need of repair/maintenance
- Contaminate sources (combustion appliances, photocopiers/printers, chemical storage)

and conduct testing to ensure that concentrations of pollutants do not exceed safe limits and thermal conditions are maintained within an appropriate range of comfort as indicated in Table 1.

*TABLE 1: Physical and Chemical Parameters*

<b>Parameter</b>	<b>Limit/Range</b>	<b>References</b>	<b>Common Sources</b>
Temperature	73-79°F summer; 68-74.5°F winter	ASHRAE Standard 55-1992: Thermal Environmental Conditions for Human Occupancy	
Relative Humidity	30—60% (less than 50% if possible to control dust mites)	EPA “Mold, Moisture, and Your Home”	
Wood Moisture Equivalent (Pine)	Less than 20%		
CO <sub>2</sub>	700 ppm over ambient (equates to 15 cfm per person for sedentary persons)	ASHRAE Standard 62-1999: Ventilation for Acceptable Indoor Air Quality	Building Occupants
CO	9 ppm	US EPA, National Ambient Air Quality Standard for a Maximum Allowable Outdoor Average Over 8 hours.	Leaking Vented or Unvented Combustion Appliances; Parking Garages; Outdoor Air

O <sub>3</sub>	0.05 ppm	World Health Organization	Electrostatic appliances; office machines; ozone generators; outdoor air
SO <sub>2</sub>	0.03 ppm	US EPA, National Ambient Air Quality Standard Long Term	Unvented space heaters (kerosene); diesel combustion; outdoor air
NO <sub>2</sub>	0.05 ppm	US EPA, National Ambient Air Quality Standard Long Term	Leaking vented or unvented combustion appliances; outdoor air
NO	25 ppm	ACGIH TLV and NIOSH REL  NOTE: Rapidly converted in air to NO <sub>2</sub>	Combustion
H <sub>2</sub> S	0.001 ppm	Minimum odor threshold per NIH National Library of Medicine	Sewar Gas
NH <sub>3</sub>	0.04 ppm	Minimum odor threshold per NIH National Library of Medicine	Cleaning Supplies; Fertilizer
Cl <sub>2</sub>	0.02 ppm	Minimum odor threshold per NIH National Library of Medicine	Cleaning Supplies; Pool Chemicals
Total VOCs	0.64 ppm	Molhave, Institute of Environmental and Occupational Medicine, 1990	Paints and Solvents; Waxes, Adhesives; Cleaning Supplies; New Building Materials and Furnishings

Radon	4 picoCuries/liter	US EPA	Soil Gas
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When special equipment or laboratory analysis is necessary, outside contractors may be used to perform monitoring or to provide remediation.

### C. Complaint/Response Process [I-BEAM Forms D1 through D5]

#### 1. Reporting IAQ Complaints

The following emergency situations require immediate notification of Public Safety at ext. 1111:

- Hazardous material spill
- Flooding on porous materials
- Gray water (e.g. Sewer) spills
- Gas leak
- Sudden onset of headaches, dizziness, drowsiness, nausea, and/or combustion odors (could be carbon monoxide poisoning)
- Widespread breathing difficulties, chest tightness, or respiratory infection (potentially serious infectious or allergenic agent)
- Diagnosed Legionnaires disease or tuberculosis.

To report a non-emergent IAQ problem, contact the Facilities Management Department at ext. 1272 between the hours of 8:00am—5:00pm, Monday--Friday. Between 5:00pm—8:00am, Monday—Friday and on weekends, contact Public Safety at ext. 1111. Include the following information in your request:

- Nature of problem
- Where the problem occurs (one or more locations)
- When the problem was first experienced
- When the problem occurs or when it is the worst (time of day, day of week, during certain activities/events/seasons)

#### 2. Response to IAQ Complaints

- i. IAQ complaints will be assigned to the Assistant Director for Operations
- ii. The Assistant Director for Operations will notify the Director of Environmental Health & Safety
- iii. The EHS Director:
  - Will log the Complaint
  - Will provide the complainant(s) with additional IAQ information as needed

- Will schedule an interview with the complainant(s) to collect additional information
  - May ask the complainant(s) to keep a diary to record the time, place, and circumstances surrounding the occurrence of symptoms or problems
- iv. The Facilities Management and EHS departments will investigate the complaint promptly and track it through resolution. When special equipment or laboratory analysis is necessary, outside contractors may be used to perform monitoring or to provide remediation.
- v. The EHS Director will notify the complainant(s) of:
- Progress of the investigation
  - Factors that have been investigated and ruled out as causes or contributors
  - Expected length of the investigation
  - When they will receive further notification
  - What they can do to help
- vi. The Facilities Management and EHS departments will follow-up to insure that remediation is effective.

## D. Mold

### 1. Background

There are more than a million different fungi that could be described as mold, but less than a thousand of these are typically present in indoor environments. To survive mold needs oxygen, organic nutrients, the right temperature, and moisture. Oxygen is plentiful, most common building materials provide organic nutrients, and molds thrive at indoor temperatures, thus controlling moisture is the best way to prevent mold growth.

Molds reproduce and spread by producing spores which are dispersed in the air. A single spore can germinate and spread millions more spores in just days. The ubiquitous nature of molds in outdoor and indoor environments makes positive testing a sure bet. Finding indoor mold growth and favorable conditions for mold growth are the real keys to determining if mold problems exist or are likely to occur.

### 2. Health Effects of Mold

The complexity of molds can lead to a variety of health effects including: allergies, respiratory irritation, asthma attacks, and infections; however, since the effects of mold varies with each individual, Dickinson College recommends that any person who

believes they have health problems related to mold seek professional medical attention.

### 3. Testing for Mold

The main objective of any mold investigation should be to locate sites of indoor mold growth, in order to determine how to best control the underlying moisture problem and remove the contamination. Mold testing rarely answers the difficult question of “What is the health risk?”, and often leads to unrealistic expectations that can’t be met. The key to solving a mold problem will always be to correct the source of excess moisture and remove mold contamination and these can generally be achieved without mold testing.

If mold testing is performed, it must be done by experienced and competent investigators who have stated a hypothesis(es) and how the test results will be used in determining solutions to the problem. Investigators must describe the limitations of any testing method and the applicability of test results including uncertainties.

Testing should not delay corrective actions, or divert resources from moisture control and mold remediation.

### 4. Mold Remediation

From a public health perspective, there is no practical reason to test visible mold growth. Instead, the growth should be promptly removed by cleaning or disposal. However, testing may be appropriate to verify a suspected material is mold in order to justify expenditures or corrective steps.

**WARNING:** Mold cleanup will cause the release of spores into the air. Wear appropriate personal protective equipment, including but not limited to:

- Unvented goggles
- nitrile gloves
- N-95 filtering face piece respirator (N-100 is strongly recommended for large areas of contamination)

The following guidelines shall be followed when cleaning and removing mold covering an area of less than 10 square feet:

- i. identify the source of moisture and begin to remove excess moisture as soon as possible. NOTE: Dehumidification may take days or weeks to return to normal levels.
- ii. trap or capture as much surface mold growth as possible from accessible surfaces by vacuuming all visible mold with a HEPA vacuum or wet vacuum or carefully and systematically wipe up mold with a damp cloth (NOTE: damp not wet)
- iii. determine if the material(s) supporting mold growth can be cleaned or must be discarded;
  - discard porous materials (e.g. – processed wood, ceiling tiles, insulation) in sealed plastic bags.
  - clean non-porous materials (e.g. – solid wood) with an all-purpose cleaner or detergent)
- iv. Expand cleaning to areas and materials in the vicinity of the visible mold growth, where it is likely pedestrian traffic has carried contaminants from the primary growth site. Use HEPA vacuums and damp cleaning (do not sweep, dust, or brush)
- v. Determine if disinfection is needed. For example, when hard-surfaced porous materials (e.g. – concrete floors/walls; ceramic tiles, linoleum) are impractical to replace, they should be disinfected with a diluted bleach solution (10 parts water to 1 part bleach). The solution should be applied by light misting or wiping on to avoid runoff; treat the entire area that supported visible growth. The surfaces should be kept damp for at least 30 minutes, rinsed, and allowed to air dry. Facilitate drying with fans or dehumidifiers if needed. NOTE: It is critical to thoroughly clean off visible growth and soiling before disinfecting.
- vi. Monitor for signs of moisture return or mold growth before replacing building materials or furnishings. If growth reappears, repeat cleaning and disinfecting with a stronger bleach solution (e.g. -- 5:1) and allow a longer contact time. Consider that regrowth may indicate that the material supporting the growth should be removed and/or that excess moisture has not been controlled adequately.

When mold covers an area greater than 10 square feet, professional remediation services will be necessary due to increased containment and PPE requirements. These services will be coordinated by the Departments of Facilities Management and Environmental Health & Safety.

## V. Control Methods

### A. Source Management Protocols

The following protocols shall be followed to manage pollution sources with extremely high potential to cause IAQ problems

#### 1. Remodeling/Renovation

- notify employees of planned remodeling/renovation
- create a complete physical enclosure of the construction zone
- keep construction areas under negative pressure and occupant areas under positive pressure
- seal return ducts to insure contaminants do not enter HVAC system
- schedule work during periods of minimum occupancy
- provide increased ventilation before, during, and after construction
- choose building materials and work processes (e.g. – wet sanding of walls) that are low-emitting
- minimize emissions from new furnishings (request information on potential indoor air contaminant emissions from product suppliers, air out furnishings before installation)
- during clean-up use vacuums with HEPA filters
- change air filters more frequently, especially after work is completed

#### 2. Painting

- use low-emitting products (water based and fast-drying paints where feasible)
- paint during unoccupied hours
- provide increased ventilation before, during, and after painting
- avoid spraying when possible
- notify occupants

#### 3. Pest Control

- ensure that pesticides are stored, used, and disposed of according to the label and MSDS
- choose non-chemical pest control strategies where possible (e.g. -- control dirt, moisture, clutter, foodstuff that attract or harbor pests, and close building penetrations which allow pest access)

- use baits and traps rather than sprays where possible
- avoid periodic pesticide application for “prevention” of pests
- apply pesticides only where pests are located
- choose a pesticide that is specifically formulated for the targeted pest
- apply pesticides during unoccupied hours
- provide increased ventilation before, during, and after application
- if applying outside, avoid areas near air intakes
- notify occupants of planned pest control activities.

#### 4. Shipping/Receiving

- do not allow idling of vehicles at loading docks, post signs and enforce the ban
- maintain receiving area under positive pressure to insure contaminants from the loading area do not enter the building
- notify delivery companies of policy

#### 5. Smoking

Smoking in any form is prohibited inside all college-owned or leased buildings including both residential and non-residential buildings and all recognized student housing including fraternities. In addition, smoking is prohibited in any college-owned or rented vehicles. Individuals who choose to smoke must smoke outside and must stand at least 15 feet away from any campus building.

#### 6. Pets

With the exception of certified service animals and animals specially approved for the educational purposes of the College, the presence of animals in all college-owned or leased buildings, including residential and non-residential buildings is prohibited, with the possible exception of College rental housing. For rental properties, this issue will be addressed on a case-by-case basis. Dogs and other animals are permitted on campus roads, walks, and grounds, as they are in the local community, when they are on a leash and controlled by the owner. It is the owner's responsibility to clean up after the animal. All pets must be tagged, registered, and vaccinated in accordance with Pennsylvania State Law.

#### 7. Managing Moisture and Mold

- maintain relative humidity below 60% (50% if possible to control dust mites)

- insulate exterior walls and ceilings to avoid condensation on cold surfaces
- insulate cold water pipes to avoid sweating
- thoroughly clean and dry water from porous surfaces (such as carpet) within 24 hours or discard the material
- maintain proper drainage around the perimeter of buildings
- provide exhaust ventilation in showers and kitchens producing steam
- clean drain pans often and insure a proper slope to keep water draining
- insure proper maintenance of cooling towers and treat cooling water
- discard building materials and furniture having a persistent musty odor
- discard all ceiling tiles with visible water stains

#### B. HVAC Operations and Maintenance[Forms B-1, B-2]

The HVAC services department will perform or contract services to perform preventive and unscheduled maintenance to establish good indoor air quality, including but not limited to:

- Inspecting equipment for unusual conditions like excessive noise and heat
- Inspecting equipment for leaks, rust, dirt, and mechanical problems
- Performing mechanical and electrical adjustments (e.g. Adjusting belt tension, tightening bolts)
- Performing HVAC testing and balancing
- Inspecting outside air intakes for nearby sources of contaminants
- Maintaining air distribution dampers, diffusers, and grilles that are clear of obstructions and operating properly
- Changing filters per manufacturer's instructions
- Lubricating equipment per manufacturer's instructions
- Cleaning heating and cooling coils and inspecting for leaks
- Cleaning drain pans and inspecting for proper drainage
- Inspecting and cleaning the interior of air handling units
- Inspecting and replacing fan motors and belts
- Inspecting and cleaning air humidification systems
- Inspecting and cleaning cooling towers and treating water according to schedule
- Inspecting and cleaning air distribution pathways and CAV/VAV boxes as needed

- Cleaning boilers and performing combustion and flue gas tests
- Analyzing and adjusting chemicals for chiller
- Draining water from compressor tanks

### C. Housekeeping

The Custodial Services department will perform or contract services to perform preventive and unscheduled maintenance to establish good indoor air quality, including but not limited to:

- Preventing dirt from entering and removing it once there (e.g. – cleaning outside buildings, using walk off mats)
- Purchasing products (e.g.. avoid aerosols) and choosing cleaning methods that minimize the introduction of pollutants and maximize removal of pollutants (e.g.. vacuums with HEPA filters, lint free dust clothes, no feather dusters)
- Restricting smoking outside building entrances
- Deep cleaning carpet at regular intervals
- Minimize use of ammonia, chlorine, and volatile acid products
- Drying wet carpet or other porous materials within 24 hours or discarding material.
- Removing trash from building as soon as possible
- Following storage, use, and disposal guidelines on container labels and in MSDS.

### VI. Record Keeping

Records shall be kept in accordance with the Dickinson College Hazard Communication Program.



Appendix A:

I-BEAM Forms

Appendix B:

Pesticide Hypersensitivity Registry Application

## **Pesticide Hypersensitivity Registration Information**

### **What is the Pesticide Hypersensitivity Registry?**

The Pennsylvania Department of Agriculture (PDA) maintains a registry of individuals hypersensitive to pesticides. It is a listing of locations for people who have been verified by a physician to be excessively or abnormally sensitive to pesticides. These hypersensitive individuals may request to have listings of their home, place of employment, school (if a student), and vacation home placed in the Registry. A person will not be considered included in the Registry unless their name appears in the current published Registry.

The Registry is distributed to all commercial and public pesticide businesses 4 times per year. The pesticide application businesses are required to notify any person in the most recent registry if they will be making an outdoor above ground pesticide application within 500 feet of any listed location.

### **What are the Notification Requirements?**

Once you are listed in the Registry, pesticide businesses are required to make notifications to you 12 to 72 hours in advance of any covered type of application that they may make within 500 feet of any location that you have listed in the Registry. The notification may be made by speaking to an adult through personal contact, by telephone contact, leaving a message on your answering device, by certified mail, by posting a notice on the front door at the listed location or speaking to an adult at the alternate phone number you listed in the Registry.

The business must provide you their: business name, address, telephone number, the pesticide brand name and common name (if available), EPA Registration number of the pesticide, the location of the application and the proposed date and time of the application. The proposed application time may not exceed a 24-hour period.

***Remember: A listing in the Registry does not prevent the pesticide application from being made.***

### **How Do You Have Your Name Listed in the Hypersensitivity Registry?**

Obtain an application which is available online at: <http://www.agriculture.state.pa.us/plantindustry/>, from your local pesticide businesses, or by contacting any PDA Office (listed on the back). Make arrangements with someone to be your alternate contact point. This person must be willing to receive calls when applicators cannot contact you directly and forward the information on to you. Complete the application using your legal address as your primary residence, daytime, nighttime and alternate telephone numbers. You must complete all required blocks or the application will be returned.

See your Pennsylvania licensed physician to have Part II of the form completed and signed. You may also wish to discuss what protective measures you need to take to protect your health in the event an application is made near you. Review your application for completeness and return it to: PA Department of Agriculture, Bureau of Plant Industry, 2301 N. Cameron St., Harrisburg, PA 17110-9408.

Before your name appears in the Registry, the information as it will be published will be mailed to you for your review for completeness and accuracy and requires your final approval. Because the Registry is a public document, the information you provide is considered public information. By submitting the application for publication you are granting the Department the right to publish your information in printed or electronic media.

## What Can I Do Until My Listing Appears in the Registry?

You can contact your neighbors, explain your situation and ask them to voluntarily notify you of applications they might make (the Registry only applies to applications made by commercial and public applicators, not to persons making pesticide applications to their own property). If they employ a pesticide application business, ask the name of the company, so you could write the business with a request to be notified pending the next publication of the Registry.

## How Do You Stay Listed in the Registry?

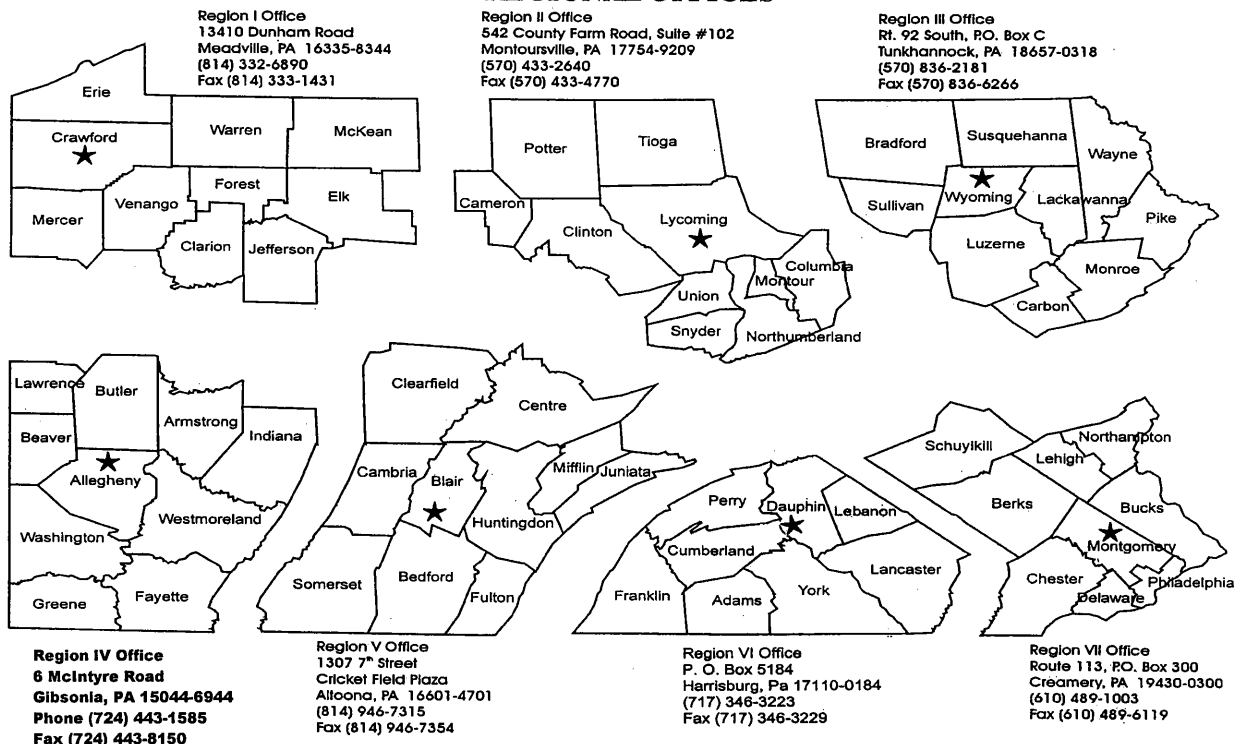
Once a year the PDA will mail you a renewal application. You must review the information for accuracy and completeness, sign and return the application to PDA. (You are not required to obtain a new medical verification for renewal.) **Should you not return the renewal application, your information will be removed from the Registry.** Should your information listed in the Registry change during the year you must notify PDA in writing of the changes to insure the accuracy in the next publication of the Registry.

## What if I am not Notified of a Pesticide Application After My Listing is in the Registry?

Once your listing is in the Registry, should a commercial or public pesticide applicator make pesticide application within 500 feet of your listing and fail to provide the required prior notification, we suggest the following:

Personally contact the applicator. Explain that you are listed in the Hypersensitivity Registry and need to be notified of pesticide applications. Contact the PDA Regional Office in your area and ask to speak to an Agronomics Products Inspector. They will record the information regarding your complaint and assist you in the appropriate manor. It is helpful if you can provide the company name and the "BU" number displayed on the side of the service vehicle along with the location of the application.

### PENNSYLVANIA DEPARTMENT OF AGRICULTURE REGIONAL OFFICES



**Pennsylvania Department of Agriculture  
Registry of Pesticide Hypersensitive Individuals  
Application**



For Office Use Only

\_\_\_\_ Initial Application (Parts I & II)

**Directions:** Part I & II of the application must be completed for the individual's name to be placed in the Registry. All information for each location you wish listed must be completed (all boxes) or the application will be returned. The "Alternate Telephone Number" is an individual willing to accept calls and forward information to you. Part II is not required for annual renewals.

**Part I – To be completed by the Hypersensitive Individual** \_\_\_\_\_ Renewal (Part 1 only)

I hereby request to have my name placed in the Pennsylvania Pesticide Hypersensitive Registry. I understand that the application information and the Hypersensitivity Registry are considered public documents and waive all rights to privacy pertaining to the information contained on this application or listed in the Pesticide Hypersensitivity Registry. I hereby give my permission to the Pennsylvania Department of Agriculture to publish this information and place it in full public view through printed and electronic media.

\_\_\_\_\_  
\*Signature (Parent or legal guardian must sign for minor child)

\_\_\_\_\_  
\*Date

**Please Print or Type Information**

*Name (Last)	(First)	(M.I.)	(Suffix)	Date of Birth ____/____/____	*Male ____ *Female ____
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*A. Primary Residence (Home) (Must be a street address)			*Mailing address if different		
*City (Post Office)	*Municipality (Twp. Boro or City)	*State PA	*Zip + 4		
*County	*Telephone Numbers (Include Area Codes) (*Night) (*Day)		(*Alternate)		
E-mail Address (Optional)	* Denotes Required Information			GPS Location (office use)	

**Please complete the following for secondary locations that you would like to have listed in the Registry. These locations are limited to: Vacation Home, School (where you are a student), and place of employment.**

B. Secondary Location – Street Address for Vacation Home			City (Post Office)		
Municipality (Twp. Boro or City)	State PA	Zip + 4	County		
Your Telephone Numbers (if Different than A. above. Include Area Codes) (Day) (Night) (Alternate)			GPS Location (office use)		

**The Medical Verification information on the back of this sheet must be completed for Initial applications only.**

<b>C. Secondary Location – Name and Street Address for School</b>			<b>City (Post Office)</b>
<b>Municipality (Twp. Boro or City)</b>	<b>State PA</b>	<b>Zip + 4</b>	<b>County</b>
<b>Your Telephone Numbers (If Different than A. above. Include Area Codes)</b> (Day) _____ (Night) _____ (Alternate) _____			<b>GPS Location (office use)</b>

<b>D. Secondary Location – Name and Street Address for Employer</b>			<b>City (Post Office)</b>
<b>Municipality (Twp. Boro or City)</b>	<b>State PA</b>	<b>Zip + 4</b>	<b>County</b>
<b>Your Telephone Numbers (If Different than A. above. Include Area Codes)</b> (Day) _____ (Night) _____ (Alternate) _____			<b>GPS Location (office use)</b>

<b>Part II – Medical Verification.</b> (Medical verification information must be completed by a Pennsylvania licensed medical doctor and is only required for <u>initial</u> application only.)			
I certify that I am licensed to practice medicine in the Commonwealth of Pennsylvania and the above named individual is a patient of mine and has been evaluated as being hypersensitive to pesticide exposure thereto. I recommend that their name be placed in the registry of pesticide hypersensitive individuals.			
<b>Physician's Signature</b>			<b>Date</b>
<b>Please Print or Type Information</b>			
Physician's Name (Last) _____ (First) _____ (M.I.) M.D/ D.O. _____		PA Medical License Number _____	
Office Address: City, State, Zip Code _____			
Telephone _____			

Return the completed form to: PA Department of Agriculture  
 Bureau of Plant Industry  
 Division of Health and Safety  
 2301 North Cameron St.  
 Harrisburg, PA 17110-9408  
 Phone 717-772-5231 Ext. 2