

**Mid-Atlantic Resource Guide
For Disaster Preparedness**

Compiled by the
Conservation Center *for Art and Historic Artifacts*

Preservation Services Office

April 2009

Mid-Atlantic Resource Guide for Disaster Preparedness
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Compiled by

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The **Conservation Center for Art and Historic Artifacts (CCAHA)** is a non-profit conservation laboratory serving other non-profit cultural, educational, and research institutions, as well as private individuals and organizations throughout the United States. Founded in 1977, CCAHA specializes in the treatment of works of art and historic artifacts on paper, such as prints, maps, posters, historic wallpaper, photographs, rare books, scrapbooks, and manuscripts, as well as parchment and papyrus. CCAHA also offers on-site consultation services, educational programs and seminars, emergency assistance, and internships and fellowships.

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Mid-Atlantic Resource Guide for Disaster Preparedness April 2009

Purpose

The purpose of the *Resource Guide for Disaster Preparedness* is to assist institutions in the preparation of their own Emergency Telephone List and in the selection of emergency supplies and equipment to have on-site. As part of every disaster preparedness and response plan, institutions should have an up-to-date **Emergency Telephone List** and should maintain a **Stockpile of Supplies and Equipment** to use in initial recovery efforts. Knowing whom to call and having some supplies on-hand helps save time and allows staff to respond as quickly as possible in an emergency.

How to use this document

This is a PDF file that can be printed for your reference. You may also save this document on your hard drive to enable you to search the document. By using the Edit menu and selecting Find, you can search for any word in the document.

Endorsement Statement

Inclusion on this list does not imply endorsement by the Conservation Center for Art and Historic Artifacts (CCAHA) nor does omission indicate censure.

Information to keep off-site

Along with having supplies on-site, key information resources need to be kept at the homes of relevant staff, including the disaster preparedness and response plan, an up-to-date staff and board member list with home telephone numbers, the emergency telephone list, building plans, a list of chemicals in the building (including the Material Safety Data Sheets), telephone books and catalogs of vendors.

Acknowledgements

In the process of developing this *Resources List* the following publications were used as references and guides: *Disaster Preparedness: A Resource Guide and Manual* by the Museum Council of Philadelphia and the Delaware Valley, *Disaster Resources Information Directory for Pennsylvania Libraries and Archives*, compiled by Jocelyn Sheppard. Pittsburgh, PA: Pittsburgh Library Regional Center and State Library of Pennsylvania, 1994, and the *Disaster Recovery Supplies and Suppliers* compiled by Caroline Gilerson-Duwe, Madison, WI: Wisconsin Preservation Program, 1995. In addition, resources were located by searching the Internet, especially Conservation OnLine, <http://palimpsest.stanford.edu>.

Questions

If you have questions or comments about this *Resources List*, please contact the Preservation Services Office of CCAHA, 215/545-0613.



***Be Prepared...** Before you have an emergency, have an up-to-date Emergency Telephone List and the appropriate supplies and equipment on-site to start a recovery effort.*

I. NATIONAL AND REGIONAL RESOURCES FOR INFORMATION

These national and regional organizations provide information on disaster preparedness, safety regulations, insurance information, salvage information and funding opportunities.

American Board of Industrial Hygiene

6015 West St. Joseph, Suite 102
Lansing, MI 48917-3980
517/321-2638 Fax: 517/321-4624
Email: abih@abih.org
<http://www.abih.org>

Maintains a listing of Certified Industrial Hygienists

American Institute for Conservation of Historic and Artistic Works (AIC)

1156 15th Street NW, Suite 320
Washington, DC 20005-1714
202/452-9545 Fax: 202/452-9328
Email: info@aic-faic.org
<http://conservation-us.org>

AIC is an organization of conservation professionals dedicated to preserving the art and historic artifacts of our cultural heritage. AIC provides free referral to conservators and various publications on collections care.

American Red Cross

National Headquarters:
2025 E Street, NW
Washington, DC 20006
Disaster Services & Emergency Assistance: 800/REDCROSS (800-733-2767)
P: 202-303-5000
<http://www.redcross.org>

Offers assistance, food and shelter for persons affected by a disaster. Conducts health and safety programs for the work place including first aid and CPR training programs.

Southeastern Pennsylvania Chapter:
23rd & Chestnut Streets
Philadelphia, PA 19103
Disaster Services 24hrs: 215/299-4889
Emergency Services direct Fax: 215/751-4021
215/299-4000 Fax: 215/299-4031
Email: info@redcross-philly.org
<http://www.redcross-philly.org>

Federal Emergency Management Agency (FEMA)

Federal Center Plaza
500 C Street, SW
Washington, DC 20472
Disaster Assistance: 800/621-FEMA (800/621-3362)
202/566-1600 Fax: 800/827-8112
Email on Website
<http://www.fema.gov>

Provides news releases, advisories, facts sheets and financial assistance information. Consult their website for this information. Floodplain data can be found at the FEMA Map Assistance Center, 1-800-427-4661 http://www.fema.gov/plan/prevent/fhm/fmc_main.shtm.

Regional Office, Region III
1 Independence Mall, Sixth Floor
615 Chestnut Street
Philadelphia, PA 19106-4404
215/931-5608 Fax: 215/931-5621
<http://www.fema.gov/about/contact/regioniii.shtm>

Heritage Preservation

1012 14th Street NW, Suite 1200
Washington, DC 20005
202/233-0800 Fax: 202/233-0807
Email: info@heritagepreservation.org
<http://www.heritagepreservation.org>
<http://heritageemergency.org>

The Heritage Emergency National Task Force promotes preparedness and mitigation and provides expert information on response and salvage to institutions and the public. Sponsored by the nonprofit, Heritage Preservation, and the Federal Emergency Management Agency (FEMA), the Task Force is a partnership of 40 federal agencies and national service organizations. Together its members constitute a nationwide resource of information, expertise and assistance. An excellent resource describing funding opportunities is *Before and After Disasters: Federal Funding for Cultural Institutions*, by the Heritage Emergency National Task Force, Summer 2005. It is available at the Heritage Preservation website as well as the *Salvage Wheel*.

Insurance Information Institute

110 William Street
New York, NY 10038
P: 212/346-5500 Fax: 212-791-1807
Email: on Website
<http://www.iii.org>

Provides facts and assistance free of charge to the media, individuals and organizations.

MARAC

Mid-Atlantic Regional Conference
604 Devonshire Drive
Carlisle, PA 17013
Phone: 717/422-8171
Fax: 717/245-1439
E-mail: marac.admin@gmail.com
<http://www.lib.umd.edu/MARAC/>

MARAC Disaster Assistance Fund provides up to \$2000 for the direct recovery of damaged or archival material caused by a sudden, unexpected event involving fire, water, man-made or natural phenomena where immediate response is necessary to prevent irretrievable loss. Any institution with archival holdings or special collections in DE, DC, MD, NJ, PA, VA and WV and with at least one MARAC member staff person can apply within 30 days of the disaster. Personal collections are not eligible for grants. For complete eligibility and reporting requirements and an application go to <http://www.lib.umd.edu/MARAC/committees/ad-hoc.html#disasterfundguidelines>.

National Archives & Records Administration at College Park (NARA)

Office of Regional Records Services
8601 Adelphi Road
College Park, MD 20740-6001
86-NARA-NARA (866-272-6272) 301/837-0482
Fax: 301-837-0483
<http://www.archives.gov/>

A resource available to Federal agencies for records recovery and salvage.

National Endowment for the Arts

1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001
202/682-5400
Email: webmgr@arts.endow.gov
<http://www.nea.gov/>

National Endowment for the Humanities (NEH)

Division of Preservation and Access
1100 Pennsylvania Avenue, NW.
Washington, DC 20506
800/NEH-1121 (800/634-1121) 202/606-8570
Email: info@neh.gov
<http://www.neh.gov>

While NEH does not have a special grant category for disaster recovery and response, the agency can provide some assistance to institutions to salvage or protect collections that have been damaged by a natural disaster. Contact NEH for additional information.

National Fire Protection Association (NFPA)

1 Battery March Park
Quincy, MA 02169 - 7471
800/344/3555 617-770-3000
Fax: 617-770-0700
Email: nfpajournal@nfpa.org
<http://www.nfpa.org>

Publishes National Fire Protection Association standards, codes and guidelines. Examples:

NFPA 10: Portable Fire Extinguishers

NFPA 232A: Fire Protection for Archives and Records Centers

NFPA 750: Water Mist Fire Protection System

NFPA 909: Standard for the Protection of Cultural Resources Including Museums, Libraries, Places of Worship, and Historic Properties

NFPA 914: Fire Protection in Historic Structures

National Flood Insurance Program

Building U, Suite 24
1930 E. Marlton Pike
Cherry Hill, NJ 08003-4219
P: 856-489-4003 Fax: 856-751-2817
Email: FEMA-MSCservice@dhs.gov
<http://www.fema.gov/about/programs/nfip/index.shtm>

National Institute for Occupational Safety and Health (NIOSH)

395 E. Street, SW
Suite 9200
Patriots Plaza Building
Washington, D.C. 20201
800-232-4636 Fax: 513-533-8347
Email: cdcinfo@cdc.gov
<http://www.cdc.gov/niosh/>

Conducts research in health and safety issues, tests, and certifies respirators for use in the work place.

News For weather updates, road conditions, evacuation procedures and emergency information, turn on radio or television to be directed to an Emergency Broadcast Station for instructions. Philadelphia's lead Emergency Broadcast Station is **KYW RADIO (1060 AM)**.

Occupational Safety and Health Administration (OSHA)

U.S. Department of Labor
OSHA
200 Constitution Avenue, NW
Washington, D.C. 20210
Emergency Response Line: 800/321-OSHA (800/321-6742)
Email: on Website
<http://www.osha.gov>

Publishes and enforces safety and health regulations.

Philadelphia Area Office:
US Custom House – Room 242
Second & Chestnut Street
Philadelphia, PA 19106-2902
215/597-4955 Fax: 215-597-1956

Pennsylvania Emergency Management Agency (PEMA)

2605 Interstate Drive
Harrisburg, PA 17110-9364
Emergency Line 24hrs 717/651-2001
717/615-2007 Fax: 717/651-2040
<http://www.pema.state.pa.us/>

Contact to determine if your organization would qualify for Federal Emergency Assistance and under what conditions.

Eastern Regional Office: Hamburg, PA 610/562-3003; fax: 610-562-7222
Delaware Emergency Management Agency 877/729-3362, 302/659-3362; fax: 302/659-6855
Maryland Emergency Management Agency 1-800 MEMA-USA
New Jersey Office of Emergency Management 609-882-2000

Regional Alliance for Preservation (RAP)

<http://www.preservecollections.org>

The Regional Alliance for Preservation (RAP) maintains a Website with links to each of its affiliated Preservation Services Programs and Regional Conservation Centers located throughout the country. These regional centers can provide information, disaster assistance, consultations and conservation treatment.

II. SERVICE PROVIDERS FOR EMERGENCY RESPONSE

The purpose of this list is to assist in identifying service providers for inclusion on an Emergency Telephone List.

Qualifications and references for the service providers should be investigated ahead of time to ensure proper selection. Many of the providers will come on-site to become familiar with your institution so they can respond efficiently in the event of an emergency.

All service providers who are handling collection materials, such as when moving or cleaning, should be informed about the appropriate precautions and handling procedures. Although most of the service providers on this list are familiar with historic and cultural collections, their services may not be primarily for the recovery of cultural and historic collections. Discuss the specific recovery needs for collection materials in storage and exhibitions areas, as well as non-collection items and spaces.

ART HANDLING AND MOVING

American Library Consultants

311 Manchester Road
Camp Hill, PA 17011
717/737-3274 Fax: 717/730-4466
Email: bookmover@mindspring.com
<http://www.libraryvendor.com>

Artex Fine Art Services

8712 Jericho City Drive
Landover, MD 20785-4761
301/350-5500 800/652-7839
Fax: 301/350-5505
<http://www.artexfas.com>
Contact: Tom Leith, General Manager, tleith@artexfas.com

Atelier Art Services, Inc.

103 East Sharpnack Street
Philadelphia, PA 19119
215/842-3500 Fax: 215/842-3501
<http://www.atelierartservices.com>
Contact: Hal Jones, President

Atlantic Fine Art Services

P.O. Box 933
Hanover, MD 21076
410/684-3737 Fax: 410/859-1333
Email: Ellsworth@atlanticfinearts.com
<http://atlanticfinearts.com>

Clancy-Cullen Moving and Storage Company, Inc.

2339 Cross Bronx Expressway
Bronx, NY 10462
877/252-6297
Email: info@clancy-cullen.com
<http://www.clancy-cullen.com>

Fine Art Service

2316 Aspen Street
Philadelphia, PA 19130
215/236-9619

National Library Relocations

70 Bridge Road
Islandia, NY 11749
800/486-6837 Fax: 631/232-2236
Email: info@nlrbookmovers.com
<http://www.nlrbookmovers.com>

AUDIO AND VISUAL MEDIA

See also "Film –Motion Picture"

Audio Restoration Sciences

Sonalysts, Inc.
215 Parkway North
P.O. Box 280
Waterford, CT 06385
860/442-4355 Toll Free: 800-526-8091
Email: inquiries@sonalysts.com
<http://www.sonalysts.com>

Cinema Arts, Inc.

P.O. Box 70
South Sterling, PA 18460
P: 717-676-4145
Email: jeainc@gmail.com
Contact: John Allen

Repairs and duplicates all types of motion picture film, including cellulose nitrate film, and video. Send only correspondence to the above address. Tapes and films should be mailed UPS or Federal Express to:
Art Building
Huckleberry Hill
Angels, PA 18445.

ColorLab

5708 Arundel Ave
Rockville, MD 20852
301/770-2128 Fax: 301/816-0798
Email: info@colorlab.com
<http://www.colorlab.com>

The Cutting Corporation**Archival Sound Labs**

4940 Hampden Lane, Suite 300
Bethesda, MD 20814
301/654-2887 Fax: 301-654-3271
Email: info@cuttingarchives.com
<http://www.cuttingarchives.com>

Document Reprocessors

East Coast Office
40 Railroad Avenue
Rushville, NY 14544
24-Hour Disaster Line 800/4DRYING (800/437-9464) 585/554-4500
Fax: 585/554-4114
Email: on Website
<http://www.documentreprocessors.com>
Vacuum drying, cleaning, respooling and duplication of videotapes

West Coast Office:
1384 Rollins Road
Burlingame, CA 94010
650/401-7711 Fax: 650/401-8711

Safe Sound Archive

21 West Highland Avenue
Philadelphia, PA 19118-3309
215/248-2100 Fax: 215/242-2177
Email: georgeblood@safesoundarchive.com
<http://www.safesoundarchive.com>
Contact: George Blood

Specs Brothers

P.O. Box 195
Lodi, NJ 07644
800/852-7732 973-777-5055
Fax: 973/777-5065
<http://www.specsbros.com>
Email: admin@specsbros.com
Archival restoration, disaster recovery and consulting services provided.

Smolian Sound Preservation Studios

1 Wormans Mill Court
Frederick, MD 21701
301/694-5134
Email: smolians@erols.com
<http://soundsaver.com>
Contact: Steven Smolian
Restores most types of audio media including records, dictating machine formats, cylinders, optical discs, reel-to-reel tapes and cassettes.

VidiPax

30-00 47th Avenue, 6th Floor
Long Island City, NY 11101
800/653-8434 Voicemail: 718/482-7111
Fax: 718/482-1370
Email: contact@vidipax.com
<http://www.vidipax.com>
Contact: Jim Lindner
Recovery of videotapes from fire and water damage on a consultation basis.

WRS Motion Picture & Video Laboratory

Main Office
213 Tech Road
Pittsburgh, PA 15205
412/937-1200 Fax: 412/922-1020
Email: jackn@wrslabs.com
<http://wrslabs.com>

Processes, transfers and restores all types of film, video and CD-ROMs. They also have a storage facility for film.

BOARDING-UP SERVICES Many glass companies have 24 hour emergency boarding up services. Look under "Glass - Automobile, Plate, Window, etc. Dealers."

COLD STORAGE FACILITIES If you cannot dry or treat some materials immediately, particularly books and archival records, blast freezing can be an appropriate stabilization measure in a recovery effort. Freezing allows time to make recovery decisions and arrests active mold growth. Blast freezing is a quick freezing method that reduces the formation of large ice crystals that can damage materials. The International Association of Refrigerated Warehouses publishes the *International Directory of Public Refrigerated Warehouses*, which lists member warehouses by state. The Association's telephone number is 703/373-4300. The *Directory* is also on their Website at <http://www.iarw.org>

The **Conservation Center for Art and Historic Artifacts** (CCAHA) has a small freezer with a capacity for freezing 45 cubic feet of books or records.

CSI Cold Storage Industries

6061 Harbour Park Drive
Suite B
Midlothian, VA 23112
804-744-0700x3 Fax: 804-744-3911
Email: kevin@csiinc.org
<http://www.csiinc.org>

Denver Cold Storage Company

555A Sandy Hill Road
Denver, PA 17517
717/336-3900 Fax: 717/336-5552
Email: info@denvercoldstorage.com
<http://www.denvercoldstorage.com>

Frigid Freeze Lockers

149 Walnut Lane
Riegelsville, PA 18077
610/749-2483

Orefield Cold Storage and Distribution Center, Inc.

3824 Route 309
Orefield, PA 18069-2007
610/395-8263 Fax: 610/395-6074

COMPUTER DATA In order to avoid the need to recover computer data, maintain regular tape or disk back-ups and store them off-site. If damage occurs, recovery companies will give instructions and packing information for shipping hard drives to the company for evaluation. After the evaluation, the prognosis for recovery and fee will be discussed.

Check with your computer representative for recommended computer recovery companies. The companies listed below recover hard drive data from fire and water damage.

Belfort Instrument Company

727 South Wolfe Street
Baltimore, MD 21231
800/937-2353 410/342-2626
Fax: 410/342-7028
Email: service@belfortinstrument.com
sales@belfortinstrument.com
<http://www.belfortinstrument.com>
Magnetic media recovery

Document Reprocessors

East Coast Office
40 Railroad Avenue
Rushville, NY 14544
24-Hour Disaster Line 800/4DRYING (800/437-9464) 585/554-4500
Fax: 585/554-4114
Email: on Website
<http://www.documentreprocessors.com>
Vacuum drying, cleaning, respooling and duplication of videotapes

West Coast Office:
1384 Rollins Road
Burlingame, CA 94010
650/401-7711 Fax: 650/401-8711

SunGard Availability Services, LP

680 East Swedesford Road
Wayne, PA 19087
800/468-7483
Email: on Website
<http://recovery.sungard.com>

Tesco, Inc.

9237 Roosevelt Boulevard
Philadelphia, PA 19114-2205
215/677-5000 Fax: 215/677-7500

CONSERVATORS can provide expertise through consultation, review of salvage procedures in your Emergency Plan, assessment of collection damage at the time of an emergency, assistance in developing salvage procedures, as well as provision of conservation treatment of damaged objects. Because of the highly technical skills needed in conservation, conservators tend to specialize in a particular type of object, such as works of art on paper, sculpture, ethnographic materials, decorative materials, textiles, paintings, photographs, furniture and books.

American Institute for Conservation of Historic and Artistic Works (AIC)

1156 15th Street N.W., Suite 320
Washington, DC 20005-1714
202/452-9545 Fax: 202/452-9328
Email: info@aic-faic.org
<http://aic.stanford.edu>

A list of conservators in your region can be provided through AIC's *Guide to Conservation Services*. Copies of the brochure "*Guidelines for Selecting a Conservator*" and *AIC Code of Ethics and Guidelines for Practice* can be obtained from the AIC office.

Conservation Center for Art and Historic Artifacts (CCAHA)

264 South 23rd Street
Philadelphia, PA 19103
215/545-0613 Fax: 215/735-9313
Email: ccaaha@ccaaha.org
<http://www.ccaaha.org>

Treatment services are available for drawings, prints, maps, posters, historic wallpaper, architectural drawings, musical scores, photographs, rare books, scrapbooks, manuscripts, and related materials such as parchment and papyrus. CCAHA has the ability to treat oversized materials and to handle a large volume of work.

Regional Alliance for Preservation (RAP)

<http://www.preservcollections.org>

The Regional Alliance for Preservation (RAP) maintains a Website with links to each of its affiliated Preservation Services Programs and Regional Conservation Centers located throughout the country. These regional centers can provide information, disaster assistance, consultations and conservation treatment.

DEHUMIDIFICATION

Belfort Instrument Company

727 South Wolfe Street
Baltimore, MD 21231
800/937-2353 410/342-2626
Fax: 410/342-7028
Email: service@belfortinstrument.com
sales@belfortinstrument.com
<http://www.belfortinstrument.com>

A variety of recovery services, including fire and water recovery, vacuum freeze-drying, dehumidification and cleaning.

Blackmon-Mooring-Steamatic Catastrophe, Inc. (BMS CAT)

303 Arthur Street
Fort Worth, TX 76107
24hrs: 800/433-2940
Fax: 817/332-6728
Email: info@bmscat.com
<http://www.bmscat.com>

A variety of recovery services for facility and contents, including desiccant and refrigerant dehumidification, vacuum freeze-drying, HVAC cleaning and decontamination, and data and media recovery. BMS CAT has a pre-registration form that helps them respond quickly in a disaster.

Munters Moisture Control Services

National Headquarters
79 Monroe Street, P.O. 640
Amesbury, MA 01913
978/241-1100 Fax: 978/241-1214
Email: info@munters.us
<http://www.munter.us>

Moisture Control has regional offices throughout the country. To obtain phone numbers for these offices, contact the District Office or the National Headquarters (800/686-8377), available 24 hours a day. A variety of recovery services from water damage, including structural drying, humidity control, disaster planning and consulting.

FILM -- MOTION PICTURE

See also "Audio and Visual Media."

Cinema Arts, Inc.

P.O. Box 70
South Sterling, PA 18460
717-676-4145
Email: jeainc@gmail.com
Contact: John Allen

Repairs and duplicates all types of motion picture film, including cellulose nitrate film and video. Send only correspondence to the above address. Tapes and films should be mailed UPS or Federal Express to:
Art Building
Huckleberry Hill
Angels, PA 18445.

ColorLab

5708 Arundel Ave
Rockville, MD 20852
301/770-2128 Fax: 301/816-0798
Email: info@colorlab.com
<http://www.colorlab.com>

The Cutting Corporation**Archival Sound Labs**

4940 Hampden Lane, Suite 300
Bethesda, MD 20814
301/654-2887 Fax: 301-654-3271
Email: info@cuttingarchives.com
<http://www.cuttingarchives.com>

Eastman Kodak Company

Disaster Recovery Lab, water damage
B65, Door G, Room 340
1700 Dewey Avenue
Rochester, NY 14650-1819
24hr Hotline: 800/352-8378
Contact: Howard Schwartz

Provides publications and information on care and recovery of film based materials. Contact the nearest office for information about reprocessing of Kodak film/microfilm.

Film Treat East Corporation

42-24 Orchard Street, 4th Floor
Long Island City, NY 11101
718/784-4040 Fax: 718/784-4766
Contact: Sam Borodinsky

Restoration of motion picture film, including washing and drying of film.

VidiPax

30-00 47th Avenue, 6th Floor
Long Island City, NY 11101
800/653-8434 Voicemail: 718/482-7111
Fax: 718/482-1370
Email: contact@vidipax.com
<http://www.vidipax.com>
Contact: Jim Lindner

Recovery of videotapes from fire and water damage on a consultation basis.

WRS Motion Picture & Video Laboratory

213 Tech Road
Pittsburgh, PA 15205
412/937-1200 Fax: 412/922-1200
Email: jackn@wrslabs.com
<http://www.wrslabs.com>

Processes, transfers and restores all types of film, video and CD-ROMs. They also have a storage facility for film.

FIRE & WATER DAMAGE SALVAGE Check local *Yellow Pages* under "Fire & Water Damage Restoration." Most of these service providers clean smoke and water-damaged buildings and their contents, such as carpets and office furniture and equipment. They usually are **not** sources for cleaning cultural and historic collections. Consult a conservator to review odor removal procedures, because some suppliers and procedures may not be appropriate for use with cultural and historical collections, such as use of ozone for smoke odor removal.

Astrocare Fire & Water Restoration, Inc.

6 Washington Avenue
Fairfield, NJ 07004
24hrs: 800/924-2890 973/575-0011
Fax: 973/575-7724
Email: office@astrocare.com
<http://www.astrocare.com>

Cleaning of walls, floors, carpets from fire, smoke, odor and chemical contamination; drying fan and dehumidification equipment, cleaning and decontamination of water and sewage damage.

Belfort Instrument Company

727 South Wolfe Street
Baltimore, MD 21231
800/937-2353 410/342-2626
Fax: 410/342-7028
Email: service@belfortinstrument.com
sales@belfortinstrument.com
<http://www.belfortinstrument.com>

A variety of recovery services, including fire and water recovery, vacuum freeze-drying, dehumidification and cleaning.

Mellon Certified Restoration

436 S. Lansdowne Avenue
Lower Lot
Yeadon, PA 19050
610/622-5860 Fax: 610/622-1208
Email: info@melloncr.net
<http://www.melloncr.com>

An insurance service organization providing soot, smoke and odor removal, cleaning services, boarding up and roofing.

Munters Moisture Control Services

National Headquarters
79 Monroe Street, P.O. 640
Amesbury, MA 01913
978/241-1100 Fax: 978/241-1214
Email: info@munters.us
<http://www.munters.us>

Moisture Control has regional offices throughout the country. To obtain phone numbers for these offices, contact the District Office or the National Headquarters (800/686-8377), available 24 hours a day. A variety of recovery services from water damage, including structural drying, humidity control, disaster planning and consulting.

SERVPRO® Industries, Inc.

801 Industrial Road
Gallatin, TN 37066
800/SERVPRO (800/737-8776) 615/451-0200
Fax: 615/451-0291
<http://www.servpro.com>
Contact: Don Kurdy

Fire and water damage restoration.

FOOD to feed staff and volunteers who are assisting in the recovery effort. A list of caterers or local restaurants with delivery services will provide welcome refreshment.

FREEZE-DRYING

Artifact Research Center

181 Main Street
Hackettstown, NJ 07840
908/684-9556

Belfor USA, Inc.

185 Oakland Avenue, Suite 300
Birmingham, MI 48009-3433
24hrs: 800/856-3333 248/594-1144
Fax: 248/594-1133
Email: info@us.belfor.com

<http://www.us.belfor.com>

A variety of recovery services, including fire and water recovery, vacuum freeze-drying, dehumidification and cleaning.

Philadelphia Belfor USA
608 Jeffers Circle
Exton, PA 19341
610/594-5566 Fax: 610/594-2116

Blackmon-Mooring-Steamatic Catastrophe, Inc. (BMS CAT)

303 Arthur Street
Fort Worth, TX 76107
24hrs: 800/433-2940
Fax: 817/332-6728
Email: info@bmscat.com
<http://www.bmscat.com>

A variety of recovery services for facility and contents, including desiccant and refrigerant dehumidification, vacuum freeze-drying, HVAC cleaning and decontamination, and data and media recovery. BMS CAT has a pre-registration form that helps them to respond quickly in a disaster.

Document Reprocessors

East Coast Office
40 Railroad Avenue
Rushville, NY 14544
24-Hour Disaster Line 800/4DRYING (800/437-9464) 585/554-4500
Fax: 585/554-4114
<http://www.documentreprocessors.com>

Vacuum drying, cleaning, respooling and duplication of videotapes

West Coast Office:
1384 Rollins Road
Burlingame, CA 94010
650/401-7711 Fax: 650/401-8711

Midwest Freeze-Dry Ltd.

7326 North Central Park Avenue
Skokie, IL 60076
847/679-4756 Fax: 847/679-4191
Email: mfd7326@sbcglobal.net
<http://www.midwestfreezedryltd.com>

Provides a variety of services, including freeze-drying of business records, bound volumes, art on paper, and textiles; biological decontamination; and anoxic treatments.

Munters Moisture Control Services

National Headquarters
79 Monroe Street, P.O. 640
Amesbury, MA 01913
978/241-1100 Fax: 978/241-1214
Email: info@munters.us
<http://www.munter.us>

HAZARDOUS MATERIAL To find an industrial hygienist or environmental consultant look in the *Yellow Pages* under “Lead Substance Removal & Abatement Service,” “Asbestos Removal & Abatement Service,” and “Environmental Conservation & Ecological Organizations.”

Arts, Crafts & Theater Safety, Inc. (ACTS)

181 Thompson Street, #23
New York, NY 10012-2586
212/777-0062

Email: ACTSNYC@cs.com

<http://www.artsandcraftstheatersafety.org>

Contact: Monona Rossol

Founded in 1987, ACTS is a not-for-profit corporation dedicated to providing health and safety services to the arts and publishes *ACTS FACTS*, the Monthly Newsletter for Arts, Crafts and Theater Safety, Inc. (ACTS). In addition to conducting lectures and workshops, staff members conduct OSHA compliance training sessions and inspections, provide technical assistance for building planning and renovation projects, as well as researches and edits safety materials.

Asbestos Information Association of North America

1235 Jefferson Davis Highway, Suite 509
Arlington, VA 22202
703/979-1150 Fax: 703/979-1152

Email: on Website

http://www.aecinfo.com/1/company/05/28/16/company_1.html

Contact for educational and scientific information about asbestos fibers.

Environmental Information Association

6935 Wisconsin Avenue, Suite 306
Chevy Chase, MD 20815-6112
888/343-4342 301/961-4999

Fax: 301/961-3094

Email: info@eia-usa.org

<http://www.eia-usa.org>

Contact for information about asbestos abatement.

National Institute of Environmental Health Sciences

P.O. Box 12233, MD K3-16
Research Triangle Park, NC 27709-2233
919/541-3345 Fax: 919-541-4395

<http://www.niehs.nih.gov>

Publications Website: <http://library-pubs.niehs.nih.gov/rmwp?&func=advSearch>

A clearinghouse on environmental health effects

National Lead Information Center

422 South Clinton Avenue
Rochester, NY 14620
800/424-LEAD (800/424-5323) Fax: 585/232-3111

Email: on Website

<http://www.epa.gov/oppt/lead/pubs/nlic.htm>

Provides information on lead hazards.

US Consumer Product Safety Commission

4330 East West Highway
Bethesda, MD 20814
800/638-CPSC (2772) Fax: 301/504-0124
Email: On Website
<http://www.cpsc.gov>

Call to request information about potential hazards of commercial products.

MICROFILM**Challenge Industries Inc.**

402 East State Street
Ithaca, New York 14850
607/272-8990 Fax: 607/277-7865
Email: info@aboutchallenge.org
<http://www.aboutchallenge.org>

Document Reprocessors

East Coast Office
40 Railroad Avenue
Rushville, NY 14544
24-Hour Disaster Line 800/4DRYING (800/437-9464) 585/554-4500
Fax: 585/554-4114
<http://www.documentreprocessors.com>

Vacuum drying, cleaning, respooling and duplication of videotapes

West Coast Office:
1384 Rollins Road
Burlingame, CA 94010
650/401-7711 Fax: 650/401-8711

Northeast Document Conservation Center (NEDCC)

100 Brickstone Square
Andover, MA 01810-1494
24hrs: 978/470-1010 Fax: 978/475-6021
Email: nedcc@nedcc.org
<http://www.nedcc.org>
Contact: Lori Foley, Director of Preservation Services

Preservation Services Center

6565 Kilgour Place
Dublin, OH 43017-3395
800/848-5878 614-764-6000
Fax: 614-764-6096
Email: oclc@oclc.org
<http://www.oclc.org/preservation>

Washing and duplicating of 16 mm, 35 mm and 105 mm silver roll microfilm.

MOLD RECOVERY

Cocciardi and Associates, Inc.

4 Kacey Court
Mechanicsburg, PA 17055-5596
24hrs: 800/377-3024 717/766-4500
Fax: 717/766-3999
Email: bpears@cocciardi.com
<http://www.cocciardi.com>

Conservation Center for Art and Historic Artifacts (CCAHA)

264 South 23rd Street
Philadelphia, PA 19103
215/545-0613 Fax: 215/735-9313
Email: ccaha@ccaha.org
<http://www.ccaha.org>

Provides recovery advice, assistance and conservation treatment of paper-based materials affected by mold.

Pest Control Services, Inc.

469 Mimosa Circle
Kennett Square, PA 19348
610/444-2277 Fax: 610/444-2615
Email: Bugman22@aol.com
<http://www.termitesonly.com>
Contact: Thomas A. Parker

Consultation on mold blooms. Identifies causes for blooms and provides cleaning of mold-affected materials and areas.

Spotts, Stevens and McCoy, Inc

P.O. Box 6307
1047 North Park Road
Reading, PA 19610-0307
610/621-2000 Fax: 610/621-2001
Email: information@ssmgroup.com
<http://www.ssmgroup.com>

Synertech Incorporated Environmental Consulting

2208 South Broad Street
Philadelphia, PA 19145
215/755-2305 Fax: 215/755-2405
Email: On Website
<http://www.gosynertech.com>

Contact: Brian M. Joseph, Industrial Hygienist

Contact for mold cleanup; also prepares libraries/archives/museums for a move, including plastic sheeting placement, removal, and clean up.

MYCOLOGIST Since some molds can cause serious illness, a mycologist to identify the species present should assess mold outbreaks. Contact your local hospital, university, or commercial testing lab that specializes in mold identification. They will provide the sampling procedures to follow. Companies that provide mold identification services may also be found in the *Yellow Pages* among the listings under headings such as “Environmental, Conservation & Ecological Associations,” “Lead Substance Removal & Abatement Service,” or “Asbestos Removal & Abatement Service.”

Micro Air, Inc.

6320 La Pas Trail
Indianapolis, IN 46268
800/486-1533 317/293-1533
Fax: 317/290-3566
Email: microair@microair.com
<http://www.microair.com>
Contact: Timothy Eaton, Industrial Hygienist

P & K Microbiology Services, Inc.

1936 Olney Avenue
Cherry Hill, NJ 08003
856/489-4455 Fax: 856/489-4085
Contact: Dr. Chin Yang

PEST CONTROL

Pest Control Services, Inc.

469 Mimosa Circle
Kennett Square, PA 19348
610/444-2277 Fax: 610/444-2615
Email: Bugman22@aol.com
<http://www.termitesonly.com>
Contact: Thomas A. Parker

Develops and implements integrated pest management programs for museums, historic structures, libraries and collections. Assists institutions with collections and buildings threatened by mold, insects, birds, bats, and rodents.

PHOTOGRAPHS -- NEGATIVES

Chicago Albumen Works

P.O. Box 805
174 Front Street
Housatonic, MA 01236
413/274-6901 Fax: 413/274-6934
Email: digital@albumenworks.com or collections@albumenworks.com
<http://www.albumenworks.com>

Conservation Center for Art and Historic Artifacts (CCAHA)

264 South 23rd Street
Philadelphia, PA 19103
215/545-0613 Fax: 215/735-9313
Email: ccaaha@ccaaha.org
<http://www.ccaaha.org>

Northeast Document Conservation Center (NEDCC)

100 Brickstone Square
Andover, MA 01810-1494
24hrs: 978/470-1010 Fax: 978/475-6021
Email: nedcc@nedcc.org
<http://www.nedcc.org>
Contact: Lori Foley, Director of Preservation Services

POISON

American Association of Poison Control Center

To locate your local Poison Control Center call 1-800-222-1222 or view <http://www.aapcc.org>

**The Poison Control Center
At the Children's Hospital of Philadelphia**
34th Street and Civic Center Boulevard
Philadelphia, PA 19104
800/222-1222 215/590-2003
Fax: 215/590-4419
<http://poisoncontrol.chop.edu>

SECURITY SERVICES If damage occurs to the building, it may be necessary to hire security services to safeguard the building and collections. Your security company may be able to provide twenty-four hour security guards or advise you on an appropriate service to contact.

Security procedures should be reviewed throughout the recovery effort to ensure the safety of staff and the collections. At a minimum, establish a list of authorized persons to enter the building, and maintain logs for sign-in and sign-out. If appropriate, provide identification tags, especially for volunteers.

Select one person to speak to the media for the institution. Inform all persons assisting in the recovery effort to whom they should refer all requests from the media.

STORAGE (Off-site) Check in the *Yellow Pages* under "Storage Household & Commercial."

Affiliated Warehouse Companies, Inc.

P.O. Box 295
Hazlet, NJ 07730-0295
732/739-2323 Fax: 732/739-4154
Email: sales@awco.com
<http://www.awco.com>

Can provide a list of regional sources for warehouses (storage, refrigerated and freezer spaces).

Artex Fine Art Services

8712 Jericho City Drive
Landover, MD 20785-4761
301/350-5500 800/652-7839
Fax: 301/350-5505
<http://www.artexfas.com>
Contact: Tom Leith, General Manager, tleith@artexfas.com

Philadelphia Area**Atelier Art Services, Inc.**

103 East Sharpnack Street
Philadelphia, PA 19119
215/842-3500 Fax: 215/842-3501
Email: admin@atelierartservices.com
<http://www.atelierartservices.com>
Contact: Hal Jones, President

Safe Sound Archive

21 West Highland Avenue
Philadelphia, PA 19118-3309
215/248-2100 Fax: 215/242-2177
Email: georgeblood@safesoundarchive.com
<http://www.safesoundarchive.com>
Contact: George Blood
Storage of magnetic tape only.

THEFT REPORTING significantly increases the likelihood of finding the missing objects. An emergency response plan should include procedures for theft response. Photographs and object documentation provide essential information for identifying and recovering stolen materials. If you have a theft, report the loss to the local law enforcement and your insurance company. Once the proper authorities have been notified, publicize your loss in local newspapers, collectors' trade journals, Internet listservs, etc. Local law enforcement and your insurance company can assist you in identifying places to register your loss. Local law enforcement will assist in contacting Interpol and the National Stolen Art File maintained by the FBI. For additional information on reporting of theft, see if your professional organization has published guidelines. Below are some national organizations, publications and list serves that publicize lost and stolen objects.

Antiquarian Booksellers Association of America

National Office
20 West 44th Street
New York, NY 10036-6604
212/944-8291 Fax: 212/944-8293
Email: sbenne@abaa.org
<http://www.abaa.org>
Contact: Susan Benne, Executive Director

Distributes lists of stolen materials (Pink Sheets) to members and the FBI. When notifying the Association about a loss, provide a description of item and note exact identifiable information.

Art Loss Register at the International Foundation for Art Research (IFAR)

108 W 39th Street, Suite 506
New York, NY 10018
212/297-0941 Fax: 212/354-9020

Toll Free: 877/ART LOSS (877/278-5677)
Email: lwaycott@almy.com
<http://www.artloss.com>

The Art Loss Register is headquartered in London. In 1991, IFAR joined partners with the Art Loss Register in London to maintain a database of lost objects with a value over \$500 that can be uniquely identified. Items in the database are checked regularly against catalogs of major auction houses. In addition, IFAR publishes a magazine, *IFARreports*, where one's loss can be reported. The magazine is circulated to dealers and auction houses. The Art Loss Register uses an *Object ID Checklist* that notes the types of information needed to document an object. For further information about the *Object ID Checklist*, contact Council for the Prevention of Art Theft (CoPAT), The Estate Office, Stourhead Park, Stourton, Warminster, Wiltshire, BA12 6QD, United Kingdom, <http://www.object-id.com>

Federal Bureau of Investigation

National Stolen Art File
Federal Bureau of Investigation
Major Theft Unit – Room 3247
935 Pennsylvania Avenue, NW
Washington, DC 20535
202/324-4192 Fax: 202/324-1504
<http://www.fbi.gov>

Philadelphia Office:
William J. Green Jr. FOB
600 Arch Street, 8th Floor
Philadelphia, PA 19106
24hrs: 215/418-4000
Email: philadelphia.complaints@ic.fbi.gov
<http://philadelphia.fbi.gov>

Ron Lieberman Antiquarian Bookseller

4887 Newport Road
Kinzers, PA 17535-9793
717/442-0220 Fax: 717/442-7904
Email: RareBooks@POBox.com

Consultant on thefts and security issues, also appraiser and intellectual evaluator of collections.

Professional Autograph Dealers Association (PADA)

P.O. Box 1729-W
Murray Hill Station
New York, NY 10016
888/338-4338 Fax: 866/639-1240
Email: On Website
<http://www.padaweb.org>

The Society of American Archivists (SAA)

17 North State Street, Suite 1425
Chicago, IL 60602-3315
312/606-0722 Fax: 312/606-0728
Email: info@archivists.org
<http://www.archivists.org>

In addition, the following Internet discussion lists announce thefts:

Archives Electronic Discussion List – <http://forums.archivists.org/read/?forum=archives>

DeRicci Project, for pre-1600 manuscripts only – dericci@aol.com

Exlibris Electronic Discussion List – <http://palimpsest.stanford.edu/byform/mailling-lists/exlibris/>

Library Security Officer Electronic Discussion List -- sallen@getty.edu

Museum Security Network – <http://www.museum-security.org>

III. EMERGENCY SUPPLY AND EQUIPMENT VENDORS

The purpose of this emergency supplies and equipment list is to assist in preparing a list of vendors and assemble a stock of supplies and equipment to have on-hand to start recovery efforts as quickly as possible.

Selecting supplies and equipment to have on-site An institution's expected needs for recovering from emergencies guides the selection and quantity of supplies and equipment. After determining all of the supplies that might be required, a decision can be made as to which supplies are needed on-site, or can be quickly purchased, rented or borrowed.

The essential supplies and equipment to have on-hand are those required to safeguard collections during times of potential danger or those needed for immediate recovery efforts. These supplies do not need to be of archival quality. For example, paper towels and unprinted newspaper can be used instead of the more expensive blotting papers. During an emergency, creative and practical use of supplies will be necessary for the success of the initial salvage effort.

In addition to supplies and equipment purchased specifically for emergency use, some useful items may already be on-site, such as fans, vacuum cleaners, furniture (tables, chairs), stepladders, and book trucks. Arrangements should be made in advance to ensure access to these items in an emergency.

Appropriate vendors should be identified in advance in order to save time during an emergency. The vendor's business hours, address, telephone number, and a contact person should be noted. Supplies and equipment that can be purchased quickly or rented from your local hardware and discount stores should be identified. It is also very important to list vendors from outside the local area in case local vendors are affected by the same emergency.

Arrangements for pick-up or delivery and payment should be made in advance, so purchase or rental can be expedited. Special procedures may need to be developed in order to authorize the expenditure of funds quickly. It is very helpful to have available local telephone books and the catalogs from vendors and local hardware stores. Remember that some of the supplies will be needed in bulk.

Storing of supplies Careful consideration should be given to where supplies and equipment are stored. Multiple storage areas may be useful in the event that one section of the building is damaged. Consider storing supplies in waterproof containers to safeguard supplies from water damage and to assist in transporting supplies. Cooperative arrangements with local institutions for storing supplies may also be a useful option for some back-up supplies.

Supplies should be designated and labeled "For Use Only in an Emergency." An inventory list should be maintained and checked regularly. Keys to the storage locations should be accessible for appropriate access. Supplies with expiration dates should be noted and checked on a regular basis, such as camera film and batteries.

A. SUGGESTED LIST OF SUPPLIES AND EQUIPMENT TO HAVE ON-HAND

This list is provided to assist in the selection of supplies and equipment to have on-hand and accessible. The supplies and equipment noted below are typically needed to begin a recovery effort.

Cleaning

Brooms, large & whisk
Soft brushes
Buckets
Cloth, soft & lint-free
Disinfectant
Distilled water
Garbage bags
Garden hose, adjustable nozzle
Handy wipes
Mops
Paper towels
Rags/old towels
Sponges, various sizes
Wet/dry vacuum cleaners

Documentation

Camera & film and/or digital camera
Environmental monitoring equipment.
Marking & recording supplies
Tape recorder, voice alternative
to written documentation

Drying

Blotting paper
Clothesline & clothespins
Dehumidifiers
Drying racks (for wet paper)
Fans
Unprinted newsprint
Polyester web
Portable heaters

Information

Building plans
Emergency plan
Emergency telephone list
Salvage information
Staff list w/home phone numbers
Telephone books
Vendor catalogs

Electrical Devices

Adapters

Batteries
Drop lights
Extension cords
Flashlights

Packing & Moving

Book trucks/rolling carts
Boxes
Dollies
Freezer paper
Ladders
Moving pads
Pallets
Plastic bags, various sizes
Plastic sheeting
Scissors
String/twine/rope
Tables
Tapes (adhesive, duct, electrical,
masking, packing)

Safety

Chemical lightsticks
Chemical spill absorbing material
Dust masks
First aid kit
Gloves (latex, cotton, safety, nitrile)
Hard hats
Radios (two-way & battery operated)
Respirators
Safety glasses
Signage (barricade and hazard alert)

Tools

Crow bar
Hammer
Pliers
Screwdrivers
Shovel
Tape measure
Utility knives
Wire cutter
Wrenches

B. SUPPLY AND EQUIPMENT VENDORS

As you develop your list of emergency supplies, identify local stores that carry the needed supplies and equipment. If a large-scale disaster is a possibility, vendors outside the Philadelphia area should be located, such as national or regional hardware franchises.

BAGS (plastic) are available from grocery and discount stores. For long-term storage needs, inert plastic bags, such as polyethylene and polypropylene, are available from conservation supply companies.

Conservation Resources International, L.L.C.

5532 Port Royal Road
Springfield, VA 22151
800/634-6932 703/321-7730
Fax: 703/321-0629
Email: sales@conservationresources.com
<http://www.conservationresources.com>

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
800/962-9580 Fax: 800/272-3412
Email: On Website
<http://www.gaylord.com>

Metal Edge, Inc.

6340 Bandini Avenue
Commerce, CA 90040
800/862-2228 Fax: 888/822-6937
Email: info@metaledgeinc.com
<http://www.metaledgeinc.com>

National Bag Company, Inc.

4700 Prosper Drive
Stow, OH 44224
800/247-6000 Fax: 800/858-5001
Email: on Website
<http://www.nationalbag.com>

University Products, Inc.

517 Main Street
P.O. Box 101
Holyoke, MA 01041-0101
800/628-1912 Fax: 800/532-9281
Email: custserv@universityproducts.com
<http://www.universityproducts.com>

BLOTTING MATERIALS are available from art supply stores, conservation supply companies, cleaning industry, and hardware stores. Unprinted newsprint, which is less expensive, can be used instead of blotting paper in an emergency. Unprinted newsprint may be purchased at paper dealers, art supply stores and moving companies, such as U-Haul and Ryder. Roll ends are often available from local newspaper printers for a minimal charge. If blotting paper is used, be sure that it does not contain any dyes.

Archivart®

40 Eisenhower Drive
Paramus, NJ 07652
800/804-8428 Fax: 888-273-4824
Email: askarchivart@nbframing.com
<http://www.archivart.com>

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
800/962-9580 Fax: 800/272-3412
Email: On Website
<http://www.gaylord.com>

Hollinger Corporation

9401 Northeast Drive
Fredricksburg, VA 22408
800/634-0491 Fax: 800/947-8814
Email: hollingercorp@earthlink.net
<http://www.genealogicalstorageproducts.com>

Metal Edge, Inc.

6340 Bandini Avenue
Commerce, CA 90040
800/862-2228 Fax: 888/822-6937
Email: info@metaledgeinc.com
<http://www.metaledgeinc.com>

Quill Corporation

P.O. Box 94080
Palatine, IL 60094-4080
800/789-1331 Fax: 800/789-8955
Email: on Website
<http://www.quillcorp.com>

Springfield Papers Specialties

1754 Limekiln Pike at the Pennsylvania Turnpike
Fort Washington, PA 19025
215/643-2800 Fax: 215/643-0639
Email: springfieldcs@comcast.net
<http://www.springfieldpaperspecialties.com>

Talas, Division of Technical Library Service, Inc.

300 Morgan Avenue
Brooklyn, NY 11211
212/219-0770 Fax: 212/219-0735
Email: info@talasonline.com
<http://www.talas-nyc.com>

TEK Products

P.O. Box 547
2435 West Industrial Blvd
Long Lake, MN 55356-0547
800/783-4944 952/933-4444
Fax: 952/933-4448
Email: on Website
<http://www.tekproducts.com>

Texwipe Company, LLC

300B Route 17 South
Mahwah, NJ 07430
800/TEXWIPE (800/839-9473) Fax: 201/684-1801
Email: info@texwipe.com
<http://www.texwipe.com>

Unisource Worldwide, Inc.

6600 Governors Lake Parkway
Norcross, GA 30071
800/UNISOURCE (800/864-7687)
Email: on Website
www.unisourcelink.com
Only unprinted newsprint

University Products, Inc.

517 Main Street
P.O. Box 101
Holyoke, MA 01041-0101
Main Number: 800/336-4847 800/628-1912
Fax: 800/532-9281
Email: custserv@universityproducts.com
<http://www.universityproducts.com>

BOXES, corrugated cardboard can be purchased from moving companies. Look in the *Yellow Pages* under “Movers” and “Moving Supplies.”

BOXES, plastic

Global Equipment Company, Inc.

11 Harbor Park Dr.
Port Washington, NY 11050
888/978-7759
Email: service@globalindustrial.com sales@globalindustrial.com
<http://www.arrowstardiscount.com>

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
800/962-9580 Fax: 800/272-3412
Email: On Website
<http://www.gaylord.com>
“RESCUBES” (collapsible polyethylene boxes for transport of water-damaged materials).

National Bag Company, Inc.

4700 Prosper Drive
Stow, OH 44224
800/247-6000 Fax: 800/858-5001
Email: on website
<http://www.nationalbag.com>
A variety of plastic containers, including collapsible storage containers.

ProText, Inc.

P.O. Box 30423

Bethesda, MD 20824

301/320-7231 Fax: 301/320-7232

E-mail: ProText@protext.net

<http://www.protext.net>

“RESCUBES” (collapsible polyethylene boxes for transport of water-damaged materials).

University Products, Inc.

517 Main Street

P.O. Box 101

Holyoke, MA 01041-0101

800/336-4847 800/628-1912

Fax: 800/532-9281

Email: custserv@universityproducts.com

<http://www.universityproducts.com>

“RESCUBES” (collapsible polyethylene boxes for transport of water-damaged materials); Storage/Tote Baskets, collapsible polypropylene boxes.

BRUSHES, SOFT are available from hardware, paint and art supply stores.

CHEMICAL LIGHTSTICKS are often available in camping and hardware stores, but availability may be seasonal. If stored in a cool, dry environment, lightsticks last approximately four years.

Chemical lightsticks are a source of light when there is no electricity. They are non-toxic. There are high-density or long-duration illumination lightsticks. Long duration lightsticks remain effective for eight to twelve hours, while the high intensity lights provide light for approximately seventy-five minutes.

Global Equipment Company, Inc.

11 Harbor Park Dr.

Port Washington, NY 11050

888/978-7759

Email: service@globalindustrial.com

sales@globalindustrial.com

<http://www.arrowstardiscount.com>

Cole-Parmer Instrument Company

625 East Bunker Court

Vernon Hills, IL 60061-1844

800/323-4340 Fax: 847/247-2929

Email: info@coleparmer.com

<http://www.coleparmer.com>

Cyalume® Lightsticks; high intensity light or long duration illumination

Epicenter Supplies, LLC

384 Wallis Street #2

Eugene, OR 97402

541/684-0717 Fax: 541/338-9050

Email: bjnelson@TheEpicenter.com

<http://www.TheEpicenter.com>

DEHUMIDIFIERS Look in the *Yellow Pages* under “Humidifying Apparatus” and “Tools –Renting” when looking for dehumidifiers to rent. Dehumidifiers can be purchased at most hardware stores.

DISINFECTANTS Common household products for cleaning shelving and office furniture (not collection items) can be purchased at grocery, hardware and discount stores. An economical product is bleach used in a 10% solution with water. **Disinfectants should not be used directly on valuable collection materials.**

DISTILLED WATER can be purchased in one-gallon containers in grocery stores. Distilled water is recommended for rinsing photographs. Check local *Yellow Pages* under “Water Companies - Bottled Bulk, Etc.” and “Water Filtration & Purification Equipment – Consumer.”

DRY CLEANING SPONGES are vulcanized natural rubber sponges. Some sponges are chemically treated. Absorene® is a soft, pliable dry cleaner that works like an eraser. It is not chemically treated.

Absorene Manufacturing Company Inc.

2141 Cass Avenue
St. Louis, MO 63106
800/662-7399 Fax: 314/231-4028
Email: customerservice@absorene.com
<http://www.absorene.com>

Absorene® is a soft, pliable dry cleaner that works like an eraser. It absorbs dust, dirt, smoke and film.

Conservation Resources International, LLC

5532 Port Royal Road
Springfield, VA 22151
800/634-6932 703/321-7730
Fax: 703/321-0629
Email: sales@conservationresources.com
<http://www.conservationresources.com>

Conservation Support Systems

P.O. Box 91746
Santa Bárbara, CA 93190-1746
800/482-6299 Fax: 805/682-2064
Email: css@silcom.com
<http://www.silcom.com/~css>

Several dry cleaning sponges, including Absorene®.

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
800/962-9580 Fax: 800/272-3412
Email: On Website
<http://www.gaylord.com>

Dry cleaning sponges that remove soot and smoke from walls, wood, leather, tiles, shades, and other surfaces.

Talas, Division of Technical Library Service, Inc.

330 Morgan Avenue
Brooklyn, NY 11211
212/219-0770 Fax: 212/219-0735
Email: info@talasonline.com
<http://www.talas-nyc.com>

Absorene® chemical sponges and Wishab, a sponge-like pad that removes dust, soot, etc., but not oil or grease

University Products, Inc.

517 Main Street
P.O. Box 101
Holyoke, MA 01041-0101
800/336-4847 800/628-1912
Fax: 800/532-9281
Email: custserv@universityproducts.com
<http://www.universityproducts.com>

Dry cleaning sponges that remove soot and smoke from walls, wood, leather, tiles, shades, and other surfaces.

DRY ICE Check local *Yellow Pages* under "Ice." Remember to handle dry ice with caution. Gloves should be worn when handling dry ice to prevent hands freezing to the ice. Materials packed with dry ice should be appropriately labeled.

ENVIRONMENTAL MONITORS Monitoring the temperature and relative humidity is critical after a disaster to assist in identifying inadequate environmental conditions that need to be remedied immediately. High relative humidity and wet objects can initiate and sustain mold growth. In very wet situations, recovery response within twenty-four hours is essential.

Select a monitor, such as a recording hygrothermograph, that can provide immediate, continuous recording of the temperature and relative humidity. If purchasing a monitor ahead of time is not possible, consider an inexpensive digital thermohygrometer to provide some indication of the environmental conditions.

Art Preservation Services Inc.

315 East 89th Street
New York, NY 10128
212/722-6300 Fax: 212/427-6726
Email: information@apsnyc.com
<http://www.apsnyc.com>

Bacharach, Inc.

621 Hunt Valley Circle
New Kensington, PA 15068-7074
800/736-4666 724/334-5001
Fax: 724/334-5001
E-mail: help@bacharach-inc.com
<http://www.bacharach-inc.com>

Belfort Instrument Company

727 South Wolfe Street

Baltimore, MD 21231

800/937-2353

Fax: 401/342-7028

Email: sales@belfortinstrument.com

service@belfortinstrument.com

<http://www.belfortinstrument.com>

Cole-Parmer Instrument Company

625 East Bunker Court

Vernon Hills, IL 60061-1844

800/323-4340 Fax: 847/247-2929

Email: info@coleparmer.com

<http://www.coleparmer.com>

Conservation Support Systems

P.O. Box 91746

Santa Bárbara, CA 93190-1746

800/482-6299 Fax: 805/682-2064

Email: css@silcom.com

<http://www.silcom.com/~css>

Extech Instruments Corporation

285 Bear Hill Road

Waltham, MA 02451-1064

781/890-7440 Fax: 781/890-7864

Email: extech@extech.com

<http://www.extech.com>

Fisher Scientific Company International, Inc.

1 Liberty Lane

Hampton, NH 03842

Customer Service: 800/766-7000 Fax: 800/926-1166

Safety: 800/772-6733 Fax: 800/772-7702

Healthcare: 800/640-0640 Fax: 800/290-0290

Email: on Website

<http://www.fishersci.com>

Gaylord Bros.

P.O. Box 4901

Syracuse, NY 13221-4901

800/962-9580 Fax: 800/272-3412

Email: On Website

<http://www.gaylord.com>

Image Permanence Institute

Rochester Institute of Technology

70 Lomb Memorial Drive

Rochester, NY 14623-5604

585/475-5199 Fax: 585/475-7230

Email: ipiwww@rit.edu

<http://www.imagepermanenceinstitute.org>

Industrial Instrument & Supplies

P.O. Box 416
Southampton, PA 18966
Toll Free: 800/523-6079 215/396-0822
Fax: 215/396-0833
Email: customerservice@iisusa.com
<http://www.iisusa.com/>

Markson Lab Sales

P.O. Box 3616
Honolulu, HI 96811-3616
800/528-5114 Fax: 800/858-2243
Email: trevor@markson.com
<http://www.markson.com>

Preservation Resource Group Inc.

P.O. Box 1768
Rockville, MD 20849-1768
800/774-7891 703/782-1015
Fax: 301/279-7885
Email: info@PRGinc.com
www.prginc.com

Onset

P.O. Box 3450
Pocasset, MA 02559-3450
800/564-4377 Fax: 508/759/9100
Email: customer_service@onsetcomp.com
<http://www.onsetcomp.com/index.php>

Scientific Sales, Inc.

P.O. Box 6725
Lawrenceville, NJ 08648
800/788-5666 609/844-0055
Fax: 609/844-0466
Email: sales@scientificsales.com
<http://www.scientificsales.com>

Sud-Chemie Inc.

32 Fremont Street
Needham, MA 02494
781/433-5900 Fax: 781-444-0130
Email: AP_Americas@sud-chemie.com
<http://www.sud-chemie.com>
A source for humidity indicator cards

Thomas Scientific

P.O. Box 99
Swedesboro, NJ 08085-0099
800/345-2100 856/467-2000
Fax: 856/467-3087
Email: value@thomassci.com
<http://www.thomassci.com>

University Products, Inc.

517 Main Street
P.O. Box 101
Holyoke, MA 01041-0101
800/336-4847 800/628-1912
Fax: 800/532-9281
Email: custserv@universityproducts.com
<http://www.universityproducts.com>

FANS can be purchased at hardware and discount stores. Look in *Yellow Pages* under “Fans-Household.” Some rental services have fans. To discourage mold growth, low-volume fans should be used with dehumidifiers to increase air circulation.

FENCING Look in the *Yellow Pages* under “Fence.” Some rental services have fencing.

FIRST-AID KITS can be purchased at camping supply stores, safety equipment companies, and pharmacies. The safety of staff must be considered during the recovery effort. A sufficient number of kits should be available; approximately one small kit per ten to twelve persons. The kit should indicate the number of people it serves.

FISHING LINE can be purchased at hardware and discount stores.

FREEZER PAPER can be purchased at grocery stores. When preparing books for freeze-drying, use the freezer paper as a wrapper to prevent books from sticking together. Freezer paper is not suitable for interleaving between pages, because it slows down the drying process.

GENERAL DISASTER SUPPLIES Below are vendors who specialize in providing emergency supplies for historic and cultural collections.

ProText, Inc.

P.O. Box 30423
Bethesda, MD 20824
301/320-7231 Fax: 301/320-7232
Email: ProText@protext.net
<http://www.protext.net>

A variety of disaster recovery supplies including “RESCUBES” (collapsible polyethylene boxes for transport of water-damaged materials), and “REACT.PAK” (first-aid kit for water-damaged books), emergency water diverters for leaks, and instructions for planning and salvage procedures.

“RESCUBES” and the “REACT.PAK” can also be purchased from Gaylord Bros. and University Products. Addresses are listed under Boxes (plastic).

GENERATOR RENTAL Contact the rental company ahead of time so they can visit your institution and determine your electrical load needs and hook-up requirements. Check the *Yellow Pages* under “Tools – Renting.”

GLOVES are available from hardware and discount stores. Safety and equipment companies have a variety of gloves that can be purchased in bulk. These companies are listed under the heading “Safety Supplies and Equipment.”

HOSES are available from hardware and discount stores. An adjustable nozzle helps to control water pressure, especially when cleaning delicate objects.

ODOR AND POLLUTION ABSORBERS Smoke, mildew and vinegar syndrome odors typically disappear when objects are housed in products containing zeolites, such as Artcare™ and Microchamber products

Archivart

40 Eisenhower Drive
Paramus, NJ 07652
800/804-8428 Fax: 888/273-4824
Email: askarchivart@nbframing.com
<http://www.archivart.com>
Artcare™ products

Talas, Division of Technical Library Service, Inc.

330 Morgan Avenue
Brooklyn, NY 11211
212/219-0770 Fax: 212/219-0735
Email: info@talasonline.com
<http://www.talas-nyc.com>
Artcare™ products. Search under “art care”

University Products, Inc.

P.O. Box 101
517 Main Street
Holyoke, MA 01041-0101
800/628-1912 Fax: 800/532-9281
Email: custserv@universityproducts.com
<http://www.universityproducts.com>
Artcare™ products

Zeolite Depot Co.

58 Warren Street, Floor 2
Bloomfield, NJ 07003
973/680-1094 Fax: 973/748-9872
Email: zeolitedepot@aol.com

PACKING SUPPLIES A variety of packing tapes, labels and scissors can be purchased at local hardware and discounts stores

Consolidated Plastics Company, Inc.

4700 Prosper Drive
Stow, OH 44224
800/362-1000 Fax: 800/858-5001
Email: on Website
<http://www.consolidatedplastics.com>

Smyth Tapes

2111 North American Street
Philadelphia, PA 19122
215/739-6990 Fax: 215/423-0380

PALLETS are available from lumber and hardware stores.

Interstate Pallet Company

P.O. Box 4066
1400 Mitchell Road
Aurora, IL 60507-4066
630/892-7900 Fax: 630/892-4966
Email: value@interstatepallet.com
<http://www.interstatepallet.com>

PEST AND INSECT TRAPS can be purchased from hardware stores and many of the conservation supplies vendors.

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
800/962-9580 Fax: 800/272-3412
Email: On Website
<http://www.gaylord.com>

Offers Serrico™ traps for cigarette beetles, Nosurvivor™ Clothes Moth Kits and Museum Pest Kit that contains a variety of traps and lures.

Insects Limited, Inc.

16950 Westfield Park Road
Westfield, IN 46074-9374
317/896-9300 Fax: 317/867-5757
Email: p.kelley@insectslimited.com
<http://www.insectslimited.com>

Products include pest and insect detectors and traps, pheromone lures and pest monitoring management software programs.

University Products, Inc.

517 Main Street
P.O. Box 101
Holyoke, MA 01041-0101
800/628-1912 Fax: 800/532-9281

Email: custserv@universityproducts.com
<http://www.universityproducts.com>

A variety of insect detectors and pheromone lures for cigarette beetles, cockroaches and webbing clothes moths.

Univar USA Inc

Pest Control Division

PP & S Distribution

1520 Caton Center Drive, Suite Q

Halethorpe, MD 21227-1554

410/242-1106 Fax: 410/242-1152

Email: James.Delaney@univarusa.com

<http://www.univarusa.com>

Contact: Jim P. Delaney

Contact the Pest Control Division for products for trapping insects and other pests, such as glue boards and rat traps. Univar is the Philadelphia area distributor for Catchmaster® products manufactured by: Atlantic Paste & Glue Co., Inc, 170 53rd Street , NY 11232; 800/458-7454.

PLASTIC SHEETING can be purchased at hardware and discount stores. Any plastic sheeting can be used during an emergency. Clear plastic sheeting allows one to see what is being covered. Vinyl sheeting should be avoided for long-term storage. Inert plastic sheeting, such as Mylar® or Melinix 516, should be used for **long-term storage** of collections.

Archivart®

40 Eisenhower Drive

Paramus, NJ 07652

800/804-8428 Fax: 888/273-4824

Email: askarchivart@nbframing.com

<http://www.archivart.com>

SABIC Polymershapes

2585 Interplex Drive

Trevose, PA 19053

866/GEP SHAPES (866/437-7427) 215/638-9460

Fax: 215/638-8875

Email: On Website

<http://www.sabicpolymershapes.com>

National Bag Company, Inc.

2233 Old Mill Road

Hudson, OH 44236

800/247-6000 Fax: 330/425-9800

<http://nationalbag.com>

Northeast Plastic Supply Company, Inc.

3021 Darnell Road

Philadelphia, PA 19154

800/378-4483 215/637-2221

Fax: 215/637-2225

Email: sales@northeastplastic.net

<http://www.northeastplastic.net>

Uline

2105 S. Lakeside Drive
Waukegan, IL 60085
800/958-5463 Fax: 800/295-5571
Email: customer.service@uline.com
<http://www.uline.com>

POLYESTER WEB may be purchased from local sewing and fabric stores under the brand names of Pellon and Hollytex. It is also available from conservation materials and supply companies.

Archivart®

40 Eisenhower Drive
Paramus, NJ 07652
800/804-8428 Fax: 888/273-4824
Email: askarchivart@nbframing.com
<http://www.archivart.com>

Talas, Division of Technical Library Service, Inc.

330 Morgan Avenue
Brooklyn, NY 11211
212/219-0770 Fax: 212/219-0735
Email: info@talasonline.com
<http://www.talas-nyc.com>

Absorene® chemical sponges and Wishab, a sponge-like pad that removes dust, soot, etc., but not oil or grease.

University Products, Inc.

517 Main Street
P.O. Box 101
Holyoke, MA 01041-0101
800/336-4847 800/628-1912
Fax: 800/532-9281
Email: custserv@universityproducts.com
<http://www.universityproducts.com>

RADIOS Battery-operated radios and two-way radios are available from local electronic companies. Look under “Radiotelephone Communications Equipment & Systems” in the *Yellow Pages*.

A battery-operated radio is useful to have for local news, weather reports and evacuation information. Two-way radios facilitate communication between work groups and increase safety for staff in a hazardous situation. The companies listed rent two-way radios.

RESPIRATORS For health and safety reasons, the use of a respirator is required in some recovery situations, such as mold outbreaks. Proper selection, fit, use, maintenance, and storage of a respirator should be discussed with the vendor. All respirators must be approved by the National Institute for Occupational Safety and Health (NIOSH). Staff must be trained in the use of a respirator. For suppliers of respirators, see the listing below for Safety Supplies and Equipment.

SAFETY SUPPLIES AND EQUIPMENT Some safety supplies and equipment can be purchased at hardware stores. Catalogs can be obtained from the safety equipment vendors listed. Having catalogs on-hand will help staff to expedite the selection, ordering and delivery of needed supplies and equipment. Some equipment vendors provide express delivery of supplies and equipment.

Staff should be aware of the health and safety precautions and legal requirements that should be observed when entering an area that has suffered damage. **The first consideration in any recovery effort should be the safety of the staff.** Some of the health and safety considerations are structural and electrical hazards, fire safety, exit and escape routes, chemical and biological hazards (mold, lead, asbestos, contaminated water, toxic chemicals), collection materials (pesticide treatments, mercury, arsenic, formaldehyde), indoor air quality, and staff fatigue (thermal, musculoskeletal and emotional stresses).

Staff must be trained in use of the safety equipment and supplies. Material Safety Data Sheets (MSDS) must be available at the time of an emergency for the chemicals that are stored on-site. Employers must be aware of the fire codes and regulations of Occupational Safety and Health Administration (OSHA), National Institute for Occupational Health and Safety (NIOSH), and the Environmental Protection Agency (EPA).

Examples of safety supplies and equipment are respirators, gloves, first-aid kits, safety eyewear, chemical spill absorbing materials, emergency lighting, protective clothing and signage.

Airgas Safety

Airgas East
7575 Holstein Avenue
Philadelphia, PA 19153
866/718-0685 Fax: 215/492-8259
Email: Cheryl-lynn.malloy@airgas.com
<http://www.airgas.com>
Contact: Cheryl-Lynn Malloy, Customer Service Manager

Cole-Parmer Instrument Company

625 East Bunker Court
Vernon Hills, IL 60061-1844
800/323-4340 Fax: 847/247-2929
Email: info@coleparmer.com
<http://www.coleparmer.com>

Global Industrial Equipment

Global Equipment Company, Inc.
11 Harbor Park Drive
Port Washington, NY 11050
888/978-7759
Email: sales@globalindustrial.com
<http://www.arrowstardiscount.com>

Lab Safety Supply, Inc.

P.O. Box 1368
Janesville, WI 53547-1368
800/356-0783 Fax: 800/543-9910
Email: on website
<http://www.labsafety.com>

Mine Safety Appliances Company

P.O. Box 426
Pittsburgh, PA 15230
866/MSA-2222 (866/672-2222)
Email: info@msanet.com
<http://www.msanorthamerica.com>

Masune™ First Aid and Safety

Division of Cornerstone Direct Corporation
500 Fillmore Avenue
Tonawanda, NY 14150
800/831-0894 Fax: 800/222-1934
Email: customersupport@masune.com
<http://www.masune.com>
Has a large selection of first aid kits.

New Pig Corporation

One Pork Avenue
P.O. Box 304
Tipton, PA 16684-0304
800/HOT-HOGS (800/468-4647) Fax: 800/621-PIGS (800/621-7447)
Email: hothogs@newpig.com
<http://www.newpig.com>
Has a large selection of absorbent sponges and pillows for chemical spill clean-up.

Hagemeyer North America

1460 Tobias Gadson Blvd.
Charleston, SC 29407
843/745-2400
Email: info@hagemeyerNA.com
<http://www.hagemeyerna.com>

SILICA GEL**Art Preservation Services Inc.**

315 East 89th Street
New York, NY 10128
212/722-6300 Fax: 212/427-6726
Email: information@apsnyc.com
<http://www.apsnyc.com>
Silica Gel Yellow, an alternative to cobalt indicating silica gel.

BASF Corporation

100 Campus Drive
Florham Park, NJ 07932
800/526-1072 973/245-6000
<http://www.basf.com/usa>
Sorbead Orange, an alternative to cobalt indicating silica gel.

SIGNAGE Tapes and signs with various messages for alerting hazardous conditions and location for emergency equipment (caution, asbestos, biohazard, emergency exit, fire extinguisher and first aid kit) can be purchased at hardware and lab safety stores. For lab safety suppliers, see the listing above for Safety Supplies and Equipment.

TENT RENTAL Check the *Yellow Pages* under “Tents – Renting.”

VACUUM CLEANERS When cleaning up mold, soot, and fine particulates, it is essential that the vacuum be equipped with a HEPA (high efficiency particulate air) filter or that the exhaust is vented outdoors or into a fume hood.

The article, “A Heap o’ HEPA Information,” in the WAAC Newsletter, Vol. 19, no. 3 (September 1997), published by the Western Association for Art Conservation (WAAC), contain specifications for twenty-four models of HEPA vacuums, as well as a list of manufacturers and distributors. The article is also available on the Internet at: <http://palimpsest.stanford.edu/waac/wn/wn19/wn19-3/wn19-306.html>

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
800/962-9580 Fax: 800/272-3412
Email: on website
<http://www.gaylordmart.com>

Grainger Industrial & Supply sells a vacuum cleaner called Euroclean® that can be equipped with a HEPA filter. Branch locations exist in most states; call 888/361-8649 or search at <http://www.grainger.com> for the nearest branch.

Local Branches:

401 North 8th Street
Philadelphia, PA 19123
215/238-8820 Fax: 215/923-7385

2560 Boulevard of the Generals
Norristown, PA 19403
610/630-9070 Fax: 610/630-0547

17 Bonair Drive
Warminster, PA 18974
215/956-0900 Fax: 215/672-5494

Nilfisk-Advance America, Inc.

300 Technology Drive
Malvern, PA 19355-9930
Toll Free: 800/645-3475 610/647-6420
Fax: 610/647-6427
Email: questions@nilfisk-advance.com
<http://www.pa.nilfisk-advance.com>

Contact: Russell Seery, District Sales Manager, Ext. 175

The Nilfisk Variable Speed Control Vacuum has adjustable suction power and can be equipped with a HEPA (high efficiency particulate air) filter.

WATER-SENSING ALARMS

Dorlen Products Inc.

6615 West Layton Avenue
Milwaukee, WI 53220
414/282-4840 Fax: 414/282-5670
Email: Dorlen@Execpc.com
<http://www.wateralert.com>

A variety of water-sensing equipment, including surface water-sensing alarms, Ceiling Guard® system, and Water Alert® alarms.

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
800/962-9580 Fax: 800/272-3412
Email: On Website
<http://www.gaylord.com>

Water Alert® alarms.

Raychem Corporation

(Division of **Tyco Electronics**)

300 Constitution Drive
Menlo Park, CA 94025-1164
650/361-3333
<http://raychem.tycoelectronics.com>

Raychem's Trace Tek Leak Detection and Location Systems.

Sonin Water Sensor

15105-D John J. Delaney Drive, Suite 333
Charlotte, NC 28277
800/223-7511 Fax: 704/540-9800
Email: customerservice@sonin.com
<http://www.sonin.com>

Water detector with sound alarms. Sonin sells to distributors only, so call for a list of local distributors

University Products, Inc.

517 Main Street
P.O. Box 101
Holyoke, MA 01041-0101
800/336-4847 800/628-1912
Fax: 800/532-9281
Email: custserv@universityproducts.com
<http://www.universityproducts.com>

Water Alert® alarms.

WATERPROOF CLOTHING is available from sporting supply and discount stores, and safety equipment companies.

WET/DRY VACUUM CLEANERS are available for rent from grocery stores, hardware stores, and equipment rental stores. Some of the companies who rent tools also rent vacuum cleaners. Look in the *Yellow Pages* under "Tools - Renting."