

Mid-Atlantic Resource Guide For Disaster Preparedness

Compiled by the



Preservation Services Office

October 2011

Mid-Atlantic Resource Guide for Disaster Preparedness
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Compiled by

Conservation Center for Art & Historic Artifacts
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Philadelphia, PA 19103
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Fax 215.735.9313
www.ccaha.org

The **Conservation Center for Art & 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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CCAHA Emergency Assistance

CCAHA offers emergency assistance for institutions and individuals with damaged paper-based collections by offering conservation treatment, technical information, training programs, and consultation services including on-site assistance at the time of an emergency and resources for writing emergency preparedness and response plans. If you need assistance during regular business hours please call our offices at **215-545-0613**. Outside of regular business hours contact a CCAHA staff member on our 24-hour emergency assistance hotline at **215-688-0719**.

Purpose of the Guide

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 & 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.

Alliance for Response

1012 14th Street NW, Suite 1200

Washington, DC 20005

<http://www.heritagepreservation.org/AfR/index.html>

Local forums for disaster response, sponsored by Heritage Preservation and its partnership with the Federal Emergency Management Agency (FEMA), the Heritage Emergency National Task Force.

Central Pennsylvania Alliance for Response:

<http://www.heritagepreservation.org/AfR/CentralPA>

Contact: Tom Claeson, tom.claeson@lyrasis.org

New York City Alliance for Response:

<http://heritagepreservation.org/afr/NewYorkCity/index.html>

Contact: Lisa Elkin, lelkin@amnh.org

Philadelphia Alliance for Response:

<http://www.heritagepreservation.org/AfR/Philadelphia>

Contact: Laura Hartz Stanton, lhartzstanton@ccaha.org

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

24-hour emergency hotline: 202/661-8068

202/452-9545 Fax: 202/452-9328

Email: info@conservation-us.org

<http://www.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.

In addition, AIC has developed the American Institute for Conservation Collections Emergency Response Team (AIC-CERT), a volunteer group of conservators and other collections care professionals who respond to the needs of cultural institutions during emergencies and disasters through coordinated efforts with first responders, state agencies, vendors, and the

public. More information is available on AIC's website, or by calling the 24-hour emergency assistance number above.

American Red Cross

National Headquarters:

2025 E Street NW

Washington, DC 20006

Disaster Services & Emergency Assistance: 800/REDCROSS (800-733-2767)

<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 24-hours: 215/299-4889

215/299-4000 Fax: 215/299-4031

Email: info@redcross-philly.org

<http://www.redcross-philly.org>

Centers for Disease Control and Prevention (CDC)

1600 Clifton Rd.

Atlanta, GA 30333

800/CDC-INFO (800/232-4636)

Email: cdcinfo@cdc.gov

<http://www.cdc.gov>

Citizen Corps

800 K. Street NW, Suite 500S

Washington, D.C. 20472-3650

<http://www.citizencorps.gov>

Coordinated by the Department of Homeland Security's Federal Emergency Management Agency (FEMA), Citizen Corps Councils provide opportunities for volunteer citizens to prevent crime, respond to emergencies, and support the local first responders. There are numerous state, local, and tribal councils; check the main website for information about councils in your area.

Philadelphia Citizen Corps Council

240 Spring Garden Street

Lower Level

Philadelphia, PA 19123

215/686-4474

Contact: Joan Przybylowicz,

Joan.Przybylowicz@phila.gov

Commonwealth of Pennsylvania Citizen

Corps Council

2605 Interstate Drive

Harrisburg, PA 17110

717/651-2141

Contact: Pamela Weeks, pweeks@state.pa.us

Delaware Emergency Management Agency (DEMA)

165 Brick Store Landing Road
Smyrna, DE 19977
302/659-DEMA (3362) 877/SAY-DEMA (877/729-3362)
Email: webcontact.dema@state.de.us
<http://dema.delaware.gov>

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
<http://www.fema.gov>

Provides news releases, advisories, facts sheets and financial assistance information. See <http://ready.gov> for online planning tools, business continuity resources, and specific information on different types of disasters such as tornados, floods, earthquakes, etc.

Floodplain data can be found at the FEMA Map Assistance Center, 1-800-427-4661.
http://www.fema.gov/plan/prevent/fhm/fp_main.shtm

Regional Office, Region III

1 Independence Mall, Sixth Floor
615 Chestnut Street
Philadelphia, PA 19106-4404
215/931-5500
<http://www.fema.gov/about/regions/regioniii/index.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, September 2005 (<http://www.heritagepreservation.org/pdfs/disaster.pdf>). Also available is the *Emergency Response Salvage Wheel*.

Insurance Information Institute

110 William Street
New York, NY 10038
212/346-5500
Email: members@iii.org
<http://www.iii.org>

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

Maryland Emergency Management Association (MEMA)

5401 Rue Saint Lo Drive
Reisterstown, MD 21136
877/MEMA-USA (877/636-2872)
Email: comments@mema.state.md.us
<http://www.mema.state.md.us>

Mid-Atlantic Regional Archives Conference (MARAC)

Dickinson College
P.O. Box 1773
Carlisle, PA 17013
717/713-9973 Fax: 717/245-1439
Email: administrator@marac.info
<http://www.marac.info>

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, reporting requirements, and an application, contact MARAC.

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/preservation/records-emergency/>

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

National Endowment for the Arts (NEA)

1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001
202/682-5400
Email: webmgr@arts.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
preservation@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. NEH grant funds can also be used for assistance with developing emergency preparedness and response plans, and disaster-related training. Contact NEH for additional information.

National Fire Protection Association (NFPA)

1 Batterymarch Park
Quincy, MA 02169 - 7471
800/344-3555 617/770-3000
Fax: 617-770-0700
Email: custserv@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

Regional Office, Region III
P.O. Box 7342
Pennel, PA 19047
267/560-5057 301/467-8103
Fax: 267/560-5057
Contact: Walter McGuckin, wmcguckin@ostglobal.com
http://www.fema.gov/business/nfip/index.shtm

National Institute for Occupational Safety and Health (NIOSH)

1600 Clifton Rd.
Atlanta, GA 30333
800/232-4636 513/533-8328
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.

New Jersey Office of Emergency Management (NJOEM)

P. O. Box 7068
Trenton, NJ 08628
609/882-2000
<http://www.state.nj.us/njoem/>

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
200 Constitution Avenue, NW
Washington, D.C. 20210
Emergency Response Line: 800/321-OSHA (800/321-6742)
Email: form 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
24-hour Emergency Line: 717/651-2001
800/424-7362 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.

Northeastern Pennsylvania Regional Office

2 Public Square
Wilkes-Barre, PA 18701-1915
24-hour Emergency Line: 570/826-2511

Southeastern Pennsylvania Regional Office

2 E. Main Street
Norristown, PA 19401-4915
24-hour Emergency Line: 484/250-5900

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

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
<http://www.atelierartservices.com>

Atlantic Fine Art Services

P.O. Box 933
Hanover, MD 21076
410/551-1484 Fax: 410/551-1486
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>

Crozier Fine Arts

New York, NY
800/822-ARTS (2787) 212/741-2024
<http://www.crozierfinearts.com>

Philadelphia location:

215/225-2024
Email: cfaphiladelphia@crozierfinearts.com

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 800/526-8091
Email: inquiries@sonalysts.com
<http://www.sonalysts.com>

Cinema Arts, Inc.

Angels, PA
570/676-4152 Fax: 570/676-9194
Email: jeainc@gmail.com
<http://www.allenarchive.com>
Contact: John Allen

Repairs and duplicates all types of motion picture film, including cellulose nitrate film, and video.

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: form on website
<http://www.documentreprocessors.com>
Vacuum drying, cleaning, respooling and duplication of videotapes

George Blood Audio and Video (formerly Safe Sound Archive)

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

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.

WRS Motion Picture & Video Laboratory

213 Tech Road
Pittsburgh, PA 15205
412/937-1200 Fax: 412/922-1200
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 in the phonebook 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.

Americold Logistics

10 Glenlake Parkway
Suite 800, South Tower
Atlanta, GA 30328
610/781-4790 Fax: 678-441-6824
Email: info@americoldrealty.com
<http://www.americoldrealty.com>

Regional facilities in Bethlehem, Fogelsville, Gouldsboro, Hatfield, Leesport, and Malvern, PA.

CSI Cold Storage Industries

P.O. Box 74728
Richmond, VA 23236
804-744-0700x3 Fax: 804-744-3911
Email: kevin@csiinc.org
<http://www.csiinc.org>

Regional facility in Hatfield, PA.

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
Email: contactus@ocslog.com
<http://www.ocslog.com>

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.

Acme Services

304 Bloomingrove Drive
Troy, NY 12180-8415
24-hour emergency line: 518/266-8755 Fax: 518/874-5024
Email: form on website
<http://www.acmedrs.com>
Data, magnetic media, and microfilm recovery.

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.

DataTech Lab

550 East Lancaster Avenue
Wayne, PA 19087
215/995-2090
Email: info@datatechlab.com
<http://www.datatechlab.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: form on website
<http://www.documentprocessors.com>

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: form on website
<http://www.sungardas.com>

CONSERVATORS

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@conservation-us.org
<http://conservation-us.org>

A list of conservators in your region can be provided through the AIC website's Resource Center by following the "Find a Conservator" link. The Resource Center also has guidelines on "How to Choose a Conservator." Copies of the *AIC Directory*, including the *AIC Code of Ethics and Guidelines for Practice*, can be purchased from the online store.

Conservation Center for Art & Historic Artifacts (CCAHA)

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

DEHUMIDIFICATION

BELFOR

Philadelphia Regional Office
608 Jeffers Circle
Exton, PA 19341
610/594-5566 800/856-3333 (24 hour hotline)
<http://www.belfor.com/>

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
24-hour line: 800/433-2940
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 regional response and mobilization centers in New York, NY.

Dryco

5400 Janes Avenue
Downers Grove, IL 60515
24-hour line: 866/379-2600
Fax: 630/555-5678
Email: form on website
<http://www.drycogroup.com>

Northeast Regional Manager:
860/622-9605
derrickw@drycogroup.com

Polygon (formerly Munters)
Regional North Headquarters
100 Maamans Road
Unit 5L
Claymont, DE 19703

610/604-0560 800/422-6379 (24 hour hotline)
<http://www.polygongroup.com>

Has regional offices throughout the country. 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.

Angels, PA
570/676-4152 Fax: 570/676-9194
Email: jeainc@gmail.com
<http://www.allenarchive.com>
Contact: John Allen

Repairs and duplicates all types of motion picture film, including cellulose nitrate film, and video.

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
800/352-8378
<http://www.kodak.com>

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

George Blood Audio and Video (formerly Safe Sound Archive)

21 West Highland Avenue

Philadelphia, PA 19118-3309
215/248-2100 Fax: 215/242-2177
Email: george@georgebloodaudio.com
<http://www.georgeblood.com>

WRS Motion Picture & Video Laboratory

213 Tech Road
Pittsburgh, PA 15205
412/937-1200 Fax: 412/922-1200
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.

FIRE & WATER DAMAGE SALVAGE

Service providers listed in the local *Yellow Pages* under "Fire & Water Damage Restoration," for the most part, 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. To review odor removal procedures, consult a conservator. Some suppliers and procedures, such as the use of ozone for smoke odor removal, may not be appropriate for use with cultural and historical collections.

Astrocare Fire & Water Restoration, Inc.

6 Washington Avenue
Fairfield, NJ 07004
24-hour line: 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.

BELFOR

Philadelphia Regional Office
608 Jeffers Circle
Exton, PA 19341
610/594-5566 800/856-3333 (24 hour hotline)
<http://www.belfor.com/>

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

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
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.

Polygon (formerly Munters)

Regional North Headquarters
100 Maamans Road
Unit 5L
Claymont, DE 19703
610/604-0560 800/422-6379 (24 hour hotline)
<http://www.polygongroup.com>

Moisture Control has regional offices throughout the country. 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>

Fire and water damage restoration. Numerous regional locations; call main number for the location nearest you.

FOOD

To provide welcome refreshment for staff and volunteers who are assisting in the recovery effort. Compile a list of caterers or local restaurants with delivery services.

FREEZE-DRYING

American Freeze Dry

P.O. Box 5740
Deptford, NJ 08096
24-hour lines: 609/458-0510 856/904-4227
Non-emergency: 856/939-8160 866/939-8160
<http://www.americanfreedry.com>

BELFOR

Philadelphia Regional Office
608 Jeffers Circle
Exton, PA 19341

610/594-5566 800/856-3333 (24 hour hotline)

<http://www.belfor.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

24-hour line: 800/433-2940

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 regional response and mobilization centers in New York, NY.

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: form on website

<http://www.documentreprocessors.com>

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.

Polygon (formerly Munters)

Regional North Headquarters

100 Maamans Road

Unit 5L

Claymont, DE 19703

610/604-0560 800/422-6379 (24 hour hotline)

<http://www.polygongroup.com>

Moisture Control has regional offices throughout the country. A variety of recovery services from water damage, including structural drying, humidity control, disaster planning, and consulting.

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.artscraftstheatersafety.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 products, as well as researches and edits safety materials.

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.

Mid-Atlantic Chapter:

c/o AMA Analytical Services, Inc.
4475 Forbes Boulevard
Lanham, MD 20706
410/381-0232
daniel.hixon@atcassociates.com
<http://www.eia-midatlantic.org>

Environmental Microbiology Lab

Philadelphia Area Office
1008 W. 9th Avenue
King of Prussia, PA 19406
610/337-9992
<http://www.emlab.com>

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
Email: webcenter@niehs.nih.gov
<http://www.niehs.nih.gov>

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: form on website
<http://www.epa.gov/oppt/lead/pubs/nlic.htm>
Provides information on lead hazards.

SSM Group, 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>
Services include mold inspection and remediation, asbestos management, and hazardous materials surveys.

**Synertech Incorporated
Environmental Consulting**

2208 South Broad Street
Philadelphia, PA 19145
215/755-2305 Fax: 215/755-2405
Email: mpmenz@gosynertech.com
<http://www.gosynertech.com>
Services include mold inspection and remediation, lead and asbestos management, and indoor air quality profiles.

US Consumer Product Safety Commission

4330 East West Highway
Bethesda, MD 20814
800/638-CPSC (2772) 301/504-7923
Fax: 301/504-0124
webteam@cpsc.gov
<http://www.cpsc.gov>
Call to request information about potential hazards of commercial products.

MICROFILM

Acme Services

304 Bloomingrove Drive
Troy, NY 12180-8415
24-hour emergency line: 518/266-8755 Fax: 518/874-5024
Email: form on website
<http://www.acmedrs.com>
Data, magnetic media, and microfilm recovery.

Backstage Library Works

(Formerly OCLC's Preservation Services Center)
Nine South Commerce Way
Bethlehem, PA 18017
800/288-1265 Fax: 801/356-8220
Email: info@bslw.com

<http://www.bslw.com>

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

Challenge Industries Inc.

950 Danby Road, Suite 179

Ithaca, NY 14850

607/272-8990 Fax: 607/277-7865

Email: info@aboutchallenge.org

<http://e-challenge.biz>

Archival microfilm services.

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: form on website

<http://www.documentreprocessors.com>

Eastman Kodak Company

Disaster Recovery Lab, water damage

B65, Door G, Room 340

1700 Dewey Avenue

Rochester, NY 14650-1819

800/352-8378

<http://www.kodak.com>

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

Focal Point Solutions

7119 Burns Street

Richland Hills, TX 76118

817/595-2515

<http://fpsolutionsinc.com>

MOLD RECOVERY

Cocciardi and Associates, Inc.

4 Kacey Court

Mechanicsburg, PA 17055-5596

24-hour line: 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.

SSM Group, 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>

Services include mold inspection and remediation, asbestos management, and hazardous materials surveys.

Synertech Incorporated

Environmental Consulting

2208 South Broad Street

Philadelphia, PA 19145

215/755-2305 Fax: 215/755-2405

Email: mpmenz@gosynertech.com

<http://www.gosynertech.com>

Services include mold inspection and remediation, lead and asbestos management, and indoor air quality profiles.

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."

Environmental Microbiology Lab

Philadelphia Area Office

1008 W. 9th Avenue

King of Prussia, PA 19406

610/337-9992

<http://www.emlab.com>

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**Ehrlich**

800/837-5520 610/586-3231
Email: form on website
<http://www.jcehrlich.com>
Numerous offices throughout Delaware, Maryland, New Jersey, Pennsylvania, Virginia, and Washington DC. See website for nearest location.

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 New York studio: 212/929-6699
Fax: 413/274-6934
Email: info@albumenworks.com
<http://www.albumenworks.com>
Digital archiving and printing services.

Conservation Center for Art and Historic Artifacts (CCAHA)

264 South 23rd Street
Philadelphia, PA 19103
215/545-0613 24 hour hotline 215/688-0719
Fax: 215/735-9313
Email: ccaaha@ccaaha.org
<http://www.ccaaha.org>

Northeast Document Conservation Center (NEDCC)

100 Brickstone Square
Andover, MA 01810-1494
24-hour line: 978/470-1010 Fax: 978/475-6021
Email: nedcc@nedcc.org
<http://www.nedcc.org>

POISON

American Association of Poison Control Centers

24-hour line: 800/222-1222
Email: info@aapcc.org
<http://www.aapcc.org>
Call to locate your local Poison Control Center.

The Poison Control Center

At the Children's Hospital of Philadelphia

34th Street and Civic Center Boulevard
Philadelphia, PA 19104
24-hour line: 800/222-1222 215/590-2003
Fax: 215/590-4419
<http://poisoncontrol.chop.edu>

SECURITY SERVICES AND SITE ACCESS

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.

Corporate Emergency Access System (CEAS)

117 Cayuga St.
Fulton, NY 13069
888/353-BNET (2638) Fax: 888-353-2630
Email: support@ceas.com

<http://www.ceas.com>

A pre-event credentialing program utilized in certain cities (including Baltimore, New York City, and Philadelphia) which authenticates critical business employees for access to restricted areas following a disaster or serious emergency using a secure identification card recognized by the police.

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).

Atelier Art Services, Inc.

103 East Sharpnack Street

Philadelphia, PA 19119

215/842-3500

<http://www.atelierartservices.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

George Blood Audio and Video (formerly Safe Sound Archive)

21 West Highland Avenue

Philadelphia, PA 19118-3309

215/248-2100 Fax: 215/242-2177

Email: george@georgebloodaudio.com

<http://www.georgeblood.com>

Storage of magnetic media.

THEFT REPORTING

Theft reporting significantly increases the likelihood of finding the missing objects. An emergency preparedness and 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 listservs that publicize lost and stolen objects.

Antiquarian Booksellers Association of America

National Office

20 West 44th Street #507

New York, NY 10036-6604

212/944-8291 Fax: 212/944-8293

Email: sbenne@abaa.org

<http://www.abaa.org>

Stolen and missing books database: http://hq.abaa.org/books/antiquarian/databases/stolen_search.html

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)

First Floor, 63-66 Hatton Garden

London

EC1N 8LE

UK

+44 (0)20-7841-5780

New York contact: chris.marinello@artloss.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 losses 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.

Federal Bureau of Investigation

National Stolen Art File

Art Theft Program, Room 3247

935 Pennsylvania Avenue, NW

Washington, DC 20535

Fax: 202/324-1504

<http://www.fbi.gov>

Philadelphia Office:

William J. Green Jr. FOB

600 Arch Street, 8th Floor

Philadelphia, PA 19106

24-hour line: 215/418-4000

Email: philadelphia.complaints@ic.fbi.gov

<http://philadelphia.fbi.gov>

Ron Lieberman, Antiquarian Bookseller

The Family Album
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
Email: form 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>

SAA has a Security Roundtable that focuses on security issues within library special collections and archives.

In addition, the following Internet discussion lists announce thefts:

Archives & Archivists Listserv (sponsored by SAA) – <http://forums.archivists.org/read/?forum=archives>
DeRicci Project, for pre-1600 manuscripts only – contact dericci@aol.com
Exlibris Electronic Discussion List – <https://listserv.indiana.edu/cgi-bin/wa-iub.exe?A0=exlibris-l>
Library Security Officer Electronic Discussion List – contact 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 so that recovery efforts can be started 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 and which can be quickly purchased, rented, or borrowed.

Supplies and equipment that are required to safeguard collections during times of potential danger and those needed for immediate recovery efforts are essential to have on-hand. These supplies do not need to be of archival or preservation quality. For example, standard 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. Make arrangements in advance to ensure access to these items in an emergency.

Identifying and contacting vendors

Identify appropriate vendors 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. Identify supplies and equipment that can be purchased quickly or rented from your local hardware and discount stores. It is also very important to list vendors from outside the local area in case local vendors are affected by the same emergency.

Make arrangements for pick-up or delivery and payment 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 supplies

Give careful consideration 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.

<u>Information</u>	<u>Safety</u>	<u>Tools</u>
Building plans	Chemical lightsticks	Crow bar
Emergency plan	Chemical spill absorbing material	Hammer
Emergency telephone list	Drinking water	Jacks
Salvage information	Dust masks	Pliers
Staff list with home phone numbers	Ear plugs	Screwdrivers
Telephone books	First aid kit	Shovel
Vendor catalogs	Gloves (latex, cotton, safety, nitrile)	Tape measure
	Hard hats	Utility knives
	Radios (two-way and battery-operated)	Wire cutter
	Respirators	Wrenches
	Safety glasses	
	Signage (barricade and hazard alert)	<u>Drying</u>
<u>Documentation</u>		Blotting paper
Camera & film and/or digital camera		Clothesline & clothespins
Clipboards and notepads		Dehumidifiers
Environmental monitoring equipment		Drying racks (for wet paper)
Marking & recording supplies	<u>Packing & Moving</u>	Fans
Pencils and waterproof markers	Book trucks/rolling carts	Polyester web
Tape recorder, voice alternative to written documentation	Boxes	Portable heaters
	Dollies	Unprinted newsprint
	Freezer paper	
	Ladders	<u>Electrical devices</u>
	Moving pads	Adapters
	Pallets	Batteries
	Plastic bags, various sizes	Drop lights
	Plastic sheeting	Extension cords
	Scissors	Flashlights
	Step-stools	Electric heater, portable
	String/twine/rope	Generator, portable
	Tables	
	Tapes (adhesive, duct, electrical, masking, packing)	
	Tissue paper	
<u>Cleaning</u>		
Brooms, large & whisk		
Dustpans		
Soft brushes		
Buckets		
Cloth, soft & lint-free		
Disinfectant		
Ivory soap		
Distilled water		
Garbage bags		
Garden hose, adjustable nozzle		
Handy wipes		
Mops		
Paper towels		
Rags/old towels		
Sponges, various sizes		
Wet/dry vacuum cleaners		
Plastic aprons		

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>

Consolidated Plastics

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

Gaylord Bros.

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

Hollinger Metal Edge

9401 Northeast Drive
Fredericksburg, VA 22408
800/634-0491 Fax: 800/947-8814
Email: info@hollingermetaledge.com
<http://www.hollingermetaledge.com>

Uline

12575 Uline Drive
Pleasant Prairie, WI 53158
800/958-5463 Fax: 800/295-5571
Email: customer.service@uline.com
<http://www.uline.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
<http://www.archivart.com>

Gaylord Bros.

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

Hollinger Metal Edge

9401 Northeast Drive
Fredericksburg, VA 22408
800/634-0491 Fax: 800/947-8814
Email: info@hollingermetaledge.com
<http://www.hollingermetaledge.com>

Quill Corporation

P.O. Box 94080
Palatine, IL 60094-4080
800/789-1331 Fax: 800/789-8955
Email: form 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

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

TEK Products

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

Texwipe Company, LLC

1210 South Park Drive
Kernersville, NC 27284
800/TEXWIPE (800/839-9473) Fax: 336/996-2297
Email: info@texwipe.com
<http://www.texwipe.com>

Unisource Worldwide, Inc.

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

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>

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

BOXES, plastic can be used to transport water-logged materials.

Global Equipment Company, Inc.

11 Harbor Park Dr.
Port Washington, NY 11050
888/978-7759 888/628-3466
Email: service@globalindustrial.com
sales@globalindustrial.com
<http://www.globalindustrial.com>

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
800/962-9580 Fax: 800/272-3412
Email: customerservice@gaylord.com

<http://www.gaylord.com>

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

ProText, Inc.

P.O. Box 864

Greenfield, MA 01302

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).

Uline

12575 Uline Drive

Pleasant Prairie, WI 53158

800/958-5463 Fax: 800/295-5571

Email: customer.service@uline.com

<http://www.uline.com>

Polyethylene boxes for transport; corrugated cardboard boxes.

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>

“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.

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>

Talas

330 Morgan Avenue

Brooklyn, NY 11211

212/219-0770 Fax: 212/219-0735

Email: form on website

<http://www.talas-nyc.com>

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 888/628-3466
Email: service@globalindustrial.com
 sales@globalindustrial.com
<http://www.globalindustrial.com>

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 314/231-6355
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, 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>

Conservation Support Systems

P.O. Box 91746
Santa Barbara, CA 93190-1746
800/482-6299 Fax: 800/605-7503
Email: info@conservationsupportsystems.com
<http://www.conservationsupportsystems.com>
Several dry cleaning sponges, including Absorene®.

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
800/962-9580 Fax: 800/272-3412
Email: customerservice@gaylord.com
<http://www.gaylord.com>
Dry cleaning sponges that remove soot and smoke from walls, wood, leather, tiles, shades, and other surfaces.

Talas

330 Morgan Avenue
Brooklyn, NY 11211
212/219-0770 Fax: 212/219-0735
Email: form on website
<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
800/628-1912 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 or a battery-operated datalogger, 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.

44-45 Vernon Boulevard

Long Island City, NY 11101

347/612-4584

Email: form on website

<http://www.apsnyc.com>

Hygrothermographs and light meters.

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 410/342-2626

Fax: 410/342-7028

Email: service@belfortinstrument.com

sales@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 Barbara, CA 93190-1746

800/482-6299 Fax: 800/605-7503

Email: info@conservationsupportsystems.com

<http://www.conservationsupportsystems.com>

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.

2000 Park Lane Drive
Pittsburgh, PA 15275
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: form on website
<http://www.fishersci.com>

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
800/962-9580 Fax: 800/272-3412
Email: customerservice@gaylord.com
<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
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 808/791-0490
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 301/279-7885
Fax: 301/279-7885
Email: info@PRGinc.com

<http://www.prginc.com>

Onset

P.O. Box 3450
Pocasset, MA 02559-3450
800/564-4377 508/759-9500
Fax: 508/759-9100
Email: customer_service@onsetcomp.com
<http://www.onsetcomp.com>
Manufacturer of Hobo dataloggers.

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
781/444-5188 Fax: 781-444-0130
Email: info@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
800/628-1912 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 safety and disaster response. A number of these vendors sell "Rescubes" (collapsible polyethylene boxes for transport of water-damaged materials), and "React Paks" (first-aid kits for water-damaged books).

ANI Safety & Supply, Inc.

P.O. Box 228

Skokie, IL 60076-0228

800/676-5581 847/676-5800

Fax: 800/977-9778

info@anisafety.com

<http://www.anisafety.com>

Bags; gloves; eye, face, and head protection; protective clothing; fire safety; first aid supplies; and numerous other safety equipment supplies.

Gaylord Bros.

P.O. Box 4901

Syracuse, NY 13221-4901

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

Email: customerservice@gaylord.com

<http://www.gaylord.com>

"Rescubes," "React Paks," other kits for emergency response.

ProText, Inc.

P.O. Box 864

Greenfield, MA 01302

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

E-mail: ProText@protext.net

<http://www.protext.net>

"Rescubes," "React Paks," other kits for emergency response, emergency water diverters for leaks, and instructions for planning and salvage procedures.

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>

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
<http://www.archivart.com>
Artcare™ products

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>
MicroChamber products.

Talas

330 Morgan Avenue
Brooklyn, NY 11211
212/219-0770 Fax: 212/219-0735
Email: form on website
<http://www.talas-nyc.com>
Artcare™ products. Search under "art care"

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>
Artcare™ products

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

Consolidated Plastics

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

Uline

12575 Uline Drive
Pleasant Prairie, WI 53158
800/958-5463 Fax: 800/295-5571
Email: customer.service@uline.com
<http://www.uline.com>

PALLETS are available from lumber and hardware stores.

H & M Pallet Company

2500 Broadway
Camden, NJ 08104
800/899-9002

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: customerservice@gaylord.com
<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
680 Elmwood Court - Folcroft Business Park
Sharon Hill, PA 19079
610/237-8402 Fax: 610/237-8394
Email: form on website
<http://pestweb.com>

Contact the Pest Control Division for products for trapping insects and other pests, such as glue boards and rat traps. Product sales as well as pest identification software tools.

Univar is the Philadelphia area distributor for Catchmaster® products manufactured by Atlantic Paste & Glue Co., Inc (<http://www.cathmasterpro.com>).

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
<http://www.archivart.com>

Consolidated Plastics

4700 Prosper Drive
Stow, OH 44224

800/362-1000 Fax: 800/858-5001
Email: form on website
<http://www.consolidatedplastics.com>

Northeast Plastic Supply Company, Inc.

2051 Byberry Road
Philadelphia, PA 19116
800/378-4483 Fax: 215/637-2225
Email: sales@northeastplastic.net
<http://www.northeastplastic.net>

SABIC Polymershapes

2585 Interplex Drive
Trevose, PA 19053
866/GEP SHAPES (866/437-7427) 215/638-9460
Fax: 215/638-8875
Email: form on website
<http://www.sabicpolymershapes.com>

Uline

12575 Uline Drive
Pleasant Prairie, WI 53158
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
<http://www.archivart.com>

Talas

330 Morgan Avenue
Brooklyn, NY 11211
212/219-0770 Fax: 212/219-0735
Email: form on website
<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
800/628-1912 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.

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 human safety.** 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
27 Northwestern Drive
Salem, NH 03079
866/718-0685 800/562-3815
Email: renee.lord-paquin@airgas.com
<http://www.airgas.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>

Global Equipment Company, Inc.

11 Harbor Park Dr.
Port Washington, NY 11050
888/978-7759 888/628-3466
Email: service@globalindustrial.com
 sales@globalindustrial.com
<http://www.globalindustrial.com>

Hagemeyer North America

1460 Tobias Gadson Blvd.
Charleston, SC 29407
877/462-7070 843/745-2400
Fax: 843/745-6942
Email: form on website
<http://www.hagemeyerna.com>

Lab Safety Supply, Inc.

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

Mine Safety Appliances Company

1000 Cranberry Woods Drive
Cranberry Township, PA 16066
866/MSA-2222 (866/672-2222)
Email: info@msanet.com
<http://www.msanorthamerica.com>

Masune™ First Aid and Safety

500 Fillmore Avenue
Tonawanda, NY 14150
800/831-0894 716/695-3244
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.

SILICA GEL for absorbing moisture and controlling relative humidity.

Art Preservation Services Inc.

44-45 Vernon Boulevard

Long Island City, NY 11101

347/612-4584

Email: form on website

<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

Email: form on website

<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 locations 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 online at: <http://cool.conservation-us.org/waac/wn/wn19/wn19-3/wn19-306.html> (scroll about halfway down the page).

Gaylord Bros.

P.O. Box 4901

Syracuse, NY 13221-4901

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

Email: customerservice@gaylord.com

<http://www.gaylord.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 800/323-0620 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

10401 Drummond Rd.
Philadelphia, PA 19154-3805
215/632-4700 Fax: 215/637-5223

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

1530 Delmar Dr.
Folcroft, PA 19032-2102
610/534-5600 Fax: 610/534-0138

213 Keystone Dr.
Montgomeryville, PA 18936-9647
215/583-9059 Fax: 215/583-9060

580 Lancaster Ave.
Frazer, PA 19355-1808
610/727-5251 Fax: 610/727-5252

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

Nilfisk-Advance America, Inc.

740 Hemlock Road, Suite 100
Morgantown, PA 19543
800/645-3475 Fax: 610/286-7350
Email: questions@nilfisk.com
<http://www.nilfiskcfm.com>

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 In addition to the vendors and manufacturers listed below, most hardware stores sell 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.watalert.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: customerservice@gaylord.com

<http://www.gaylord.com>

Water Alert® alarms.

Tyco Thermal Controls.

300 Constitution Drive

Menlo Park, CA 94025-1164

800/545-6258 Fax: 800/527-5703

Email: form on website

<http://raychem.tycoelectronics.com>

Tracetek Leak Detection and Location Systems. Contact Tyco for a list of local distributors.

Sonin Water Sensor

15105-D John J. Delaney Drive, Suite 333

Charlotte, NC 28277

800/223-7511 Fax: 800/690-7511

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

800/628-1912 Fax: 800/532-9281

Email: custserv@universityproducts.com

<http://www.universityproducts.com>

Water Alert® alarms.

WATERPROOF CLOTHING is available from sporting supply stores, 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."