Mid-Atlantic Resource Guide
For Disaster Preparedness

 Compiled by the

Preservation Services Office

January 2013
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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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; the Disaster Recovery Supplies and Suppliers compiled by Caroline Gilerson-Duwe, Madison, WI: Wisconsin Preservation Program, 1995; and the New York State Archives Consultants and Vendors list (http://www.archives.nysed.gov/a/records/mr_cons.shtml). 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.

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**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

Central Pennsylvania Alliance for Response:
http://www.heritagepreservation.org/AfR/CentralPA
Contact: Tom Clareson, tom.clareson@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 Hortz Stanton, lhortzstanton@ccaha.org

American Board of Industrial Hygiene
6015 West St. Joseph, Suite 102
Lansing, MI 48917-3980
517/321-2638 Fax: 517/321-4624
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
AIC-CERT 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.
AIC-CERT website:

American Red Cross
National Headquarters:
2025 E Street NW
Washington, DC 20006
Disaster Services & Emergency Assistance: 800/REDCROSS (800-733-2767)
202/303-4498
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:
2221 Chestnut Street
Philadelphia, PA 19103
Disaster Services 24-hours: 215/299-4889
215/299-4000
http://www.redcross-philly.org

For other local chapters by area, see: http://www.redcross.org/find-your-local-chapter

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
Federal Emergency Management Agency (FEMA)
Federal Center Plaza
500 C Street, SW
Washington, DC 20472
Disaster Assistance: 800/621-FEMA (800/621-3362)
202/646-2500 TTY: 800/462-7585
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, 877/336-2627
https://msc.fema.gov

Regional Office, Region III
615 Chestnut Street
1 Independence Mall, Sixth Floor
Philadelphia, PA 19106-4404
215/931-5500
http://www.fema.gov/region-iii-dc-de-md-pa-va-wv

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.
MARAC’s Disaster Assistance Fund provides up to $2000 for the direct recovery of damaged or at-risk 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 or visit the following website:
http://www.marac.info/disaster-relief--

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

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 914: Fire Protection in Historic Structures

National Flood Insurance Program
Regional Office, Region III
HC 87 Box 36
Pocono Lake, PA 18347
570/643-6582  816/509-1949
Fax: 570/643-6582
Contact: Tom Kustelski, tkustelski@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  TTY: 888/232-6348
Email: cdcinfo@cdc.gov
http://www.cdc.gov/niosh/
Conducts research in health and safety issues, tests, and certifies respirators for use in the workplace.

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)
TTY: 877/889-5627
http://www.osha.gov
Publishes and enforces safety and health regulations.
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.

Society of American Archivists (SAA)
17 North State Street
Suite 1425
Chicago, IL 60602-4061
866/722-7858 312/606-0722
Fax: 312/606-0728
Email: saahq@archivists.org
http://www2.archivists.org

SAA’s Disaster Assistance Fund provides up to $2000 for the direct recovery of damaged or at-risk archival material caused by a major disaster. Any institution with archival holdings, regardless of region or repository type, may apply; institutions need not be a member of SAA. For application information, contact SAA or visit the following website:

State Offices and Agencies of Emergency Management

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

District of Columbia Emergency Management Agency
2720 Martin Luther King, Jr. Avenue, S.E.
Second Floor
Washington, D.C. 20032
202/727-6161 Fax: 202/673-2290
http://dcema.dc.gov

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
New Jersey Office of Emergency Management (NJOEM)
P. O. Box 7068
Trenton, NJ 08628
609/882-2000
http://www.state.nj.us/njoem/

New York State Emergency Management Office
1220 Washington Avenue
State Office Campus
Building 7A, Suite 710
Albany, NY 12242
518/242-5000
http://www.semo.state.ny.us/

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/

Eastern Pennsylvania Regional Office
Hamburg Center
3560 Old Route 22
Pine Building #7, Lower Level
Hamburg, PA 19526
800-372-7362 610-562-3003
Fax: 610/562-7222
Email: ra-easternregion@pa.gov

Virginia Department of Emergency Management
10501 Trade Court
Richmond, VA 23236-3713
804/897-6500 Fax: 804/897-6556
Email: pio@vdem.virginia.gov
http://www.vaemergency.com/

West Virginia Office of Emergency Services
1900 Kanawha Boulevard, East
Building 1, Room EB-80
Charleston, WV 25305-0360
304/558-5380 Fax: 304/344-4538
http://www.dhsem.wv.gov/
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

Atelier Art Services, Inc.
Philadelphia, PA
215/235-0402 Fax: 215/842-3501
http://www.atelierartservices.com

Clancy-Cullen Moving and Storage Company, Inc.
2510 Westchester Avenue, Ste GR-1
Bronx, NY 10461
877/CLANCYS (252-6297) 718/828-3000
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    631/232-2233
Fax: 631/232-2236
Email: info@nrlbookmovers.com
http://www.nrlbookmovers.com

William B. Meyer Library Relocation
255 Long Beach Boulevard
Stratford, CT 06615
Sales: 800/727-5985  Service: 800/873-6393
Email: library@williambmeyer.com
http://www.meyerlibrary.com

AUDIO AND VISUAL MEDIA
See also “Film – Motion Picture”

Cinema Arts, Inc.
Newfoundland, 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
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
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
Email: george@georgebloodaudio.com
http://www.georgeblood.com

The MediaPreserve
111 Thomson Park Drive
Cranberry Township, PA 16066
800/416-2665
Email: info@themediapreserve.com
http://themediapreserve.com
  Audio, video, and film reformatting; emergency recovery of audiovisual materials damaged from water or fire; basic repairs of recordings.

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.

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.

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. Also 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.

**Affiliated Warehouses Co., Inc.**
P.O. Box 295
Hazlet, NJ 07730-0295
732/739-2323
Email: sales@awco.com
http://www.awco.com
Warehouse refrigeration and freezer space. See website for regional facilities.

**Americold**
10 Glenlake Parkway
Suite 800, South Tower
Atlanta, GA 30328
678/441-1400 610/781-4790
Fax: 678-441-6824
Email: info@americold.com
http://www.americold.com
Temperature-controlled warehousing. Regional facilities in Fogelsville, Gouldsboro, Hatfield, Leesport, Malvern, Manchester, Mountville, and York PA.

**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 cold storage, fire and water recovery, vacuum freeze-drying, dehumidification, and cleaning.

**Burris Logistics**
501 SE 5th Street
Milford, DE 19963
800/805-8135 302/839-5157
Fax: 302/839-5175
Email: maggie.owens@burrislogistics.com
http://www.burrislogistics.com
Refrigeration and freezing services.
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

Polar King International, Inc.
4424 New Haven Avenue
Fort Wayne, IN 46803
Toll Free: 800/223.2017  888/541.8330
260/428.2530
Fax: 260.428.2533
http://www.polarking.com

Polygon (formerly Munters)
Region North Head Office
100 Maamans Road
Unit 5L
Claymont, DE 19703
610/604-0560  800/422-6379 (24 hour hotline)
Fax: 978/655-8511
Email: us_info@polygongroup.com
http://www.polygongroup.com

Regional offices throughout the country.  A variety of recovery services from water damage, including structural drying, humidity control, disaster planning, and consulting.
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
http://www.acmedrs.com
- Data, magnetic media, and microfilm recovery; document drying and reprocessing; fire and smoke damage mitigation; mold remediation; water extraction, drying, and dehumidification.

**Ascend Tech, Inc.**
80 Broad St.
5th Floor
New York, New York 10004
866/823-0333
http://www.datarecoverylabs.com

**DataRecovery.com, Inc.**
110 North Research Drive
Edwardsville, IL 62025
800/237-4200 618/307-0700
Email: support@datarecovery.com
http://www.datarecovery.com

**DataTech Lab**
550 East Lancaster Avenue
Wayne, PA 19087
215/995-2090 888/288-3282
Fax: 303/770-3285
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
http://www.documentreprocessors.com
- Magnetic media recovery.
EMag Solutions
The Trump Building
40 Wall Street, 25th Floor
New York, NY 10005
212/785-2690
http://www.emaglink.com
Data conversion, data recovery, and consulting.

Excalibur Data Recovery
13 Branch St., Suite 2078
Methuen, MA 01844
978/681-1200 Fax: 978/681-1203
Email: excaliburdr@rcn.com
http://www.excaliburdatarecovery.com

GRM Information Management Services
3449 Fox Street
Philadelphia, PA 19129
866/947-6932 215/223-8800
Fax: 215/223-8099
Email: dquinn@grmdocument.com
http://www.grmims.com

Iron Mountain
1135 Thomas Busch Memorial Hwy
Pennsauken, NJ 8110
800/899-IRON (4766)
http://www.ironmountain.com
Data migration, backup, and recovery. See http://www.ironmountain.com/Service-Locations for regional locations.

Janus Associates, Inc.
1055 Washington Blvd
Stamford, CT 06901
Phone: (203) 251-0500 Fax: 203/251-0222
http://www.janusassociates.com
Electronic risk analysis, data security, and recovery.

Micronixpc
545 Eighth Ave, Suite #401
New York, NY 10018
866/828-1143
Email: info@micronixpc.com
http://www.micronixpc.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 and Historic Artifacts (CCAH)  
264 South 23rd Street  
Philadelphia, PA 19103  
215/545-0613   Fax: 215/735-9313  
Email: ccaha@ccaha.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

Acme Services  
304 Bloominggrove Drive  
Troy, NY 12180-8415  
24-hour emergency line: 518/266-8755  
Fax: 518/874-5024  
http://www.acmedrs.com  
Data, magnetic media, and microfilm recovery; document drying and reprocessing; fire and smoke damage mitigation; mold remediation; water extraction, drying, and dehumidification.

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.
Dryco
5400 Janes Avenue
Downers Grove, IL 60515
24-hour line: 866/379-2600
Fax: 630/541-8951
Email: info@drycogroup.com
http://www.drycogroup.com

Eastern-US locations:

4580 A Village Avenue
Norfolk, VA 23502

146-A Dividend Rd.
Rocky Hill, CT 06067

Polygon (formerly Munters)
Region North Head Office
100 Maamans Road
Unit 5L
Claymont, DE 19703
610/604-0560 800/422-6379 (24 hour hotline)
Fax: 978/655-8511
Email: us_info@polygongroup.com
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.
Newfoundland, 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@cololab.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

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

Film Technology
726 N. Cole Ave.
Hollywood, CA  90038
323/464-3456       Fax: 323/464-7439
Email: zac@filmtech.com
http://www.filmtech.com
  Restoration of 16 and 35mm motion picture film.

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. Also 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.

Acme Services
304 Bloomingrove Drive
Troy, NY 12180-8415
24-hour emergency line: 518/266-8755
Fax: 518/874-5024
http://www.acmedrs.com
  Data, magnetic media, and microfilm recovery; document drying and reprocessing; fire and smoke damage mitigation; mold remediation; water extraction, drying, and dehumidification.
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.

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.

Rapid Refile
7377 Williams Avenue, Suite 100
Allentown, PA 18106
877/59-RAPID (877/597-2743)  Fax: 610/837-4343
http://www.rapidrefile.com
Specialized in document recovery. Fire and water damage, mold recovery, freeze-drying.

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.americanfreezedry.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
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
  Regional offices throughout the country. A variety of recovery services from water damage, including structural drying, humidity control, disaster planning, and consulting.

Rapid Refile
7377 Williams Avenue, Suite 100
Allentown, PA 18106
877/59-RAPID (877/597-2743)  Fax: 610/837-4343
http://www.rapidrefile.com
  Specialized in document recovery. Fire and water damage, mold recovery, freeze-drying.

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
800/346-0961
daniel.hixon@atcassociates.com
http://www.eia-midatlantic.org

Environmental Microbiology Lab
1936 Olney Avenue
Cherry Hill, NJ 08003
(866) 871-1984 Fax: 856/489-4085
http://www.emlab.com
Indoor air quality testing.

National Institute of Environmental Health Sciences
111 T.W. Alexander Drive
Research Triangle Park, NC 27709
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
http://www.epa.gov/oppt/lead/pubs/nlic.htm
Provides information on lead hazards.

PuroClean Property Restoration Specialists
744 South Street, PMB 14
Philadelphia, PA 19147
877/559-7876
Email: pwhite@puroclean.com
http://www.puroclean.com/
Water damage, fire damage, mold damage remediation, and biohazard clean-up. See website for other regional locations.

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: jberenato@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
TTY: 301/595-7054 Fax: 301/504-0124
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
http://www.acmedrs.com
- Data, magnetic media, and microfilm recovery; document drying and reprocessing; fire and smoke damage mitigation; mold remediation; water extraction, drying, and dehumidification.

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 Business Services
950 Danby Road, Suite 179
Ithaca, NY 14850
607/272-8990
Email: russellm@e-challenge.biz
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  
http://www.documentreprocessors.com  
Drying and recovery for damaged microfilm and microfiche.

**Eastman Kodak Company**  
Disaster Recovery Lab  
1669 Lake Ave., Bldg. 326, Door M, Rm 3510  
Rochester, NY 14652-5122  
800/943-4561 800/352-8378  
585/588-2372  
E-mail: howard.schwartz@kodak.com  
Provides washing of Kodak brand film and microfilm only.

**EMI Imaging**  
636 Commerce St.  
Stuart, VA 24171  
800/242-8011 276/694-4660  
276/694-0119  
Email: imaging@emiimaging.com  
http://www.emiimaging.com  
Microfilm and microfiche recovery.

**Focal Point Solutions**  
7119 Burns Street  
Richland Hills, TX 76118  
817/595-2515 Fax: 817/232-0481  
Email: darrell@fpsolutionsinc.com  
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.

**PuroClean Property Restoration Specialists**  
744 South Street, PMB 14  
Philadelphia, PA 19147  
877/559-7876  
Email: pwhite@puroclean.com  
http://www.puroclean.com/  
Water damage, fire damage, mold damage remediation, and biohazard clean-up. See website for other regional locations.

**Rapid Refile**  
7377 Williams Avenue, Suite 100  
Allentown, PA 18106  
877/59-RAPID (877/597-2743) Fax: 610/837-4343  
http://www.rapidrefile.com  
Fire and water damage, mold recovery, freeze-drying.

**SSM Group, Inc.**  
P.O. Box 6307  
1047 North Park Road  
Reading, PA 19610-0307  
610/621-2000 Fax: 610/621-2001  
Email: information@ssmgroupl.com  
http://www.ssmgroup.com  
Services include mold inspection and remediation, asbestos management, and hazardous materials surveys.
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.”

Air Quality Sciences, Inc.
2211 Newmarket Parkway
Atlanta, GA 30067
800/789-0419
Email: info@aqs.com
http://www.aqs.com
Multiple services including air quality and mold analysis.

EMLab P&K
(Formerly Environmental Microbiology Lab and P & K Microbiology Services, Inc.)
866/871-1984
http://www.emlab.com
See website for additional services and locations.

Indoor air quality testing:
1936 Olney Avenue
Cherry Hill, NJ 08003
866/871-1984 Fax: 856/489-4085

Analytic laboratory services:
1008 W. 9th Avenue
King of Prussia, PA 19406
610/337-9992 Fax: 610/337.9939
520 Fellowship Rd
Suite A-106
Mt. Laurel, NJ 08054
856/222-1990
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

PEST CONTROL

Ehrlich
800/837-5520
West Chester office: 610/431-0270
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    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: ccaha@ccaha.org
http://www.ccaha.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://www.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
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

Atelier Art Services, Inc.
Philadelphia, PA
215/235-0402 Fax: 215/842-3501
http://www.atelierartservices.com

George Blood Audio and Video (formerly Safe Sound Archive)
21 West Highland Avenue
Philadelphia, PA 19118-3309
215/248-2100
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
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.

Association of College & Research Libraries/Rare Books and Manuscripts Section (ACRL/RBMS)
Security Committee
American Library Association
50 East Huron Street
Chicago, IL 60611-2788
312/280-2514
E-mail: mgriffin@ala.org
http://www.ala.org/acrl/rbms/acr-rbmsec

Federal Bureau of Investigation
National Stolen Art File
Art Theft Program, Room 3349
935 Pennsylvania Ave., NW
Washington, DC 20535
202/324-6668 Fax: 202/324-1504
Philadelphia Office:
William J. Green, Jr. Building
600 Arch Street, 8th Floor
Philadelphia, PA 19106
24-hour line: 215/418-4000
Email: philadelphia.complaints@ic.fbi.gov
http://philadelphia.fbi.gov

International Association of Professional Security Consultants
575 Market St. Suite 2125
San Francisco, CA 94105
415/536-0288  Fax: 415/764-4915
Email: iapsc@iapsc.org
http://www.iapsc.org

Interpol
General Secretariat
200, quai Charles de Gaulle
69006 Lyon
France
Fax: +33 (0)4 72 44 71 63
http://www.interpol.int/Public/WorkOfArt/Default.asp
Investigates international thefts of cultural property. Submit reports via Interpol liaison at state or provincial level or via F.B.I.

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
http://books-rare.blogspot.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
http://www.padaweb.org

Saving Antiquities for Everyone Inc. (SAFE)
P.O. Box 231172, Ansonia Station
New York, NY 10023-0020, USA
A non-profit organization focused on raising public awareness about the illegal trade of cultural artifacts. Presents lectures and conferences.
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 resources include Internet discussion lists and online databases where thefts are announced:

Archives & Archivists Listserv (sponsored by SAA) – http://forums.archivists.org/read/?forum=archives
DeRicci Project, for pre-1600 manuscripts only – contact dericci@aol.com
International Antiquarian Mapsellers Association “Missing and Stolen Map Database” – http://www.missingmaps.info
Library Security Officer Electronic Discussion List – contact sallen@getty.edu
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.

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

Drying

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

Electrical devices

- Adapters
- Batteries
- Drop lights
- Extension cords
- Flashlights
- Electric heater, portable
- Generator, portable
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
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
800/295-5510    Fax: 800/295-5571
Email: customer.service@uline.com
http://www.uline.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.
Talas
330 Morgan Avenue
Brooklyn, NY 11211
212/219-0770 Fax: 212/219-0735
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
http://www.tekproducts.com

Texwipe Company, LLC
1210 South Park Drive
Kernersville, NC 27284
800/TEXWIPE (800/839-9473) 336/996-7046
Fax: 336/996-2297
Email: info@texwipe.com
http://www.texwipe.com

Unisource Worldwide, Inc.
7575 Brewster Avenue
Philadelphia, PA 19153
800/UNISOURCE (800/864-7687)
http://www.unisourceworldwide.com
Numerous sales offices nationwide. Sells unprinted newsprint.

University Products, Inc.
517 Main Street
Holyoke, MA 01040
800/628-1912 413/532-3372
Fax: 800/532-9281
Email: info@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
Fax: 888/381-2868
Email: service@globalindustrial.com
http://www.globalindustrial.com
“RESCUBES” (collapsible polyethylene boxes for transport of water-damaged materials).

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

Polyethylene boxes for transport; corrugated cardboard boxes.

“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.

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

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“RESCUBES” (collapsible polyethylene boxes for transport of water-damaged materials).
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
Fax: 888/381-2868
Email: service@globalindustrial.com
http://www.globalindustrial.com

Epicenter Supplies, LLC
384 Wallis Street #2
Eugene, OR 97402
541/684-0717 Fax: 541/338-9050
Email: info@TheEpicenter.com
http://www.TheEpicenter.com

DEHUMIDIFIERS Look in the Yellow Pages under “Humidifying Apparatus” and “Tools – Renting” when looking for dehumidifiers to rent. Dehumidifies 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.
Several dry cleaning sponges, including Absorene®.

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

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

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

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.
44-02 23rd Street
Suite 102
Long Island City, NY 11101-5027
718/786-2400
http://www.apsnyc.com
   Hygrothermographs and light meters.

Bacharach, Inc.
621 Hunt Valley Circle
New Kensington, PA 15068-7074
800/736-4666  724/334-5000
Fax: 724/334-5001
E-mail: help@MyBacharach.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
9 Townsend West
Nashua, NH 03063 U.S.A
877/439-8324   Fax: 603/324.7864
http://www.extech.com

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
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   Fax: 800/858-2243
Email: CustService@markson.com
http://www.markson.com
Preservation Resource Group Inc.
P.O. Box 1768
Rockville, MD  20849-1768
800/774-7891 301/309-2222
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

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
Holyoke, MA 01040
800/628-1912 413/532-3372
Fax: 800/532-9281
Email: info@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.
FIRE PROTECTION

Action Fire & Safety
2336, Rt. 11
Kirkwood, NY 13795
607/775-0061    Fax: 607/775-4586
http://www.actionfireandsafety.com
  Fire extinguishers and suppression systems.

Advance Fire & Safety Consultants, LLC
7 Andrews Street
Cornwall-on-Hudson, NY 12520
845/629-6873    Fax: 845/629-6873
Email: info@advancefiresafety.com
http://www.advancefiresafety.com
  Fire/life safety consulting, FM200 Clean Agency systems, fire extinguisher training, signage, exit signs, emergency exit plans, OSHA training, fire extinguisher training (lecture and hands-on).

Advanced Safety Systems, Inc.
141 Summit Street
Peabody, MA 01960-5198
978/532-5730    Fax: 978.532.5737
http://www.advancedsafetysystems.com
  Clean agent fire suppression systems.

B-Lann Equipment
2288 5th Avenue
Troy, NY 12180
800/96-BLANN (962-5266)    Fax: 518/274-4954
http://www.blannequipment.com/

Chubb, a UTC Fire & Security Company
9 Farm Springs Road
Farmington, CT 06034-4065
(855) 24-CHUBB (242-4822)
http://www.chubbfs.com

Cintas Fire Protection
1038 Conshohocken Road
Conshohocken, PA 19428
610/233-1400    866/320-2901
http://www.cintas.com
  Fire extinguishers; fire suppression systems; emergency exit lighting; first aid and safety supplies and services; OSHA, American Heart Association, and fire extinguisher training. See http://www.cintas.com/Location-Finder/default.aspx for other regional locations.
Davis-Ulmer Sprinkler Co, Inc.
One Commerce Drive
Amherst, NY 14228-2395
716/691-3200 Fax: 716/691-1230
http://www.davisulmer.com
Sprinklers, suppression systems, alarm and detection systems.

Fire Equipment Incorporated
88 Hicks Avenue
Medford, MA 02155-6319
888/296-1381 Fax: 781-391-8835
Email: sales@firefire.com
Website: www.firefire.com
Clean agent fire suppression systems.

Fire Safety Institute
P.O. Box 674
Middlebury, VT 05753
802/462-2663 Fax: 802/462-2663
Email: info@firesafetyinstitute.org
http://www.firesafetyinstitute.org
Fire risk analysis and historic preservation.

Fire Safety Network
Nick Artim, PE
6 Brookside Drive
Middlebury, VT 05753
802/388-1064 Fax: 802/388-1168
Email: firesafe@together.net
Consulting fire protection engineering group that specializes in historic buildings, museums, libraries and collections. Services include fire and life safety hazard risk analysis and mitigation programs, guidance for improving fire resistance of historic fabric, fire detection and suppression option appraisals and engineering services, fire protection master planning, technical liaison with fire and building officials, and fire related emergency response planning. Specialty includes selecting and designing fire protection systems that comply with preservation standards and minimize aesthetic impact and harm to historic fabric.

Monroe Extinguisher Co. Inc.
105 Dodge Street P. O. Box 60980
Rochester, NY 14606
585/235-3310 Fax: 585/235-7312
http://www.monroeextinguisher.com

Northern Fire Equipment
20952 Parish Road
Watertown, NY 13601
315/788-8217 Fax: 315/788-8639
info@northernfireequipment.com
http://www.northernfireequipment.com
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
Email: 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.
“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
Holyoke, MA 01040
800/628-1912 413/532-3372
Fax: 800/532-9281
Email: info@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
888/846-6847 Fax: 870/268-0581
Email: askarchivart@nbframing.com
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  
http://www.talas-nyc.com  
Artcare™ products. Search under “art care”

University Products, Inc.  
517 Main Street  
Holyoke, MA 01040  
800/628-1912    413/532-3372  
Fax: 800/532-9281  
Email: info@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  
http://www.consolidatedplastics.com

Uline  
12575 Uline Drive  
Pleasant Prairie, WI 53158  
800/295-5510    Fax: 800/295-5571  
Email: customer.service@uline.com  
http://www.uline.com
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: 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
Holyoke, MA  01040
800/628-1912  413/532-3372
Fax: 800/532-9281
Email: info@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  
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.catchmasterpro.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  
888/846-6847 Fax: 870/268-0581  
Email: askarchivart@nbframing.com  
http://www.archivart.com

Consolidated Plastics  
4700 Prosper Drive  
Stow, OH 44224  
800/362-1000 Fax: 800/858-5001  
http://www.consolidatedplastics.com

Northeast Plastic Supply Company, Inc.  
3021 Darnell Road  
Philadelphia, PA 19154  
800/378-4483 Fax: 215/637-2225  
Email: sales@northeastplastic.net  
http://www.northeastplastic.net

SABIC Polymershapes  
2585 Interplex Drive  
Trevose, PA 19053  
866/43-PSHAPES (866/437-7427) 215/638-9460  
Fax: 215/638-8875  
http://www.sabicpolymershapes.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
888/846-6847 Fax: 870/268-0581
Email: askarchivart@nbframing.com
http://www.archivart.com

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

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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: East.CSRequest@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
Fax: 888/381-2868
Email: service@globalindustrial.com
http://www.globalindustrial.com

Hagemeyer North America
403 Heron Drive, Ste. D
Swedesboro, NJ  08085
877/462-7070  856/542-1453
Fax: 856.467.1844
http://www.hagemeyerna.com
Mine Safety Appliances Company  
John T. Ryan Memorial Lab 1100  
1000 Cranberry Woods Drive  
Cranberry Township, PA 16066  
866/MSA-2222 (866/672-2222) Fax: 800/967-0398  
Email: info@msasafety.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.  
44-02 23rd Street  
Suite 102  
Long Island City, NY 11101-5027  
718/786-2400  
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  
Sorbead, 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

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

   819 E Gate Dr.
   Mt. Laurel, NJ 08054-1208
   856/234-8550       Fax: 856/234-2524

   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
   2560 Boulevard of the Generals
   Norristown, PA 19403
   610/630-9070       Fax: 610/630-0547
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.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: customerservice@gaylord.com
http://www.gaylord.com
Water Alert® alarms.

TraceTek
2 Industrial Drive
Cliffwood Beach, NJ 07735
800/743-6001 Fax: 732/566-1333
Email: prounds@firsttechcorp.com
http://www.etracetek.com
Leak detection and location systems.

Sonin Water Sensor
15105-D John J. Delaney Drive, Suite 333
Charlotte, NC 28277
800/223-7511 704/540-9000
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.
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.”