

## ***Notice of Immediate Response Action for Indoor Air Contaminants***

***[SITE NAME]***

***[TOWN], MA***

***[DATE]***

This notice is provided to inform the parents and guardians of day care children and workers at [AFFECTED COMPANY NAME] that “Immediate Response Actions” are being implemented at the building located at [SITE NAME] in [TOWN], MA. These actions are being implemented because low levels of the chemicals trichloroethylene (TCE), tetrachloroethene (PCE) and cis-1,2-dichloroethene (DCE) were detected inside the building. The owner conducted a risk analysis immediately and implemented measures to ensure that the health risks and hazards are below those published by the US Environmental Protection Agency and used by MassDEP<sup>1</sup>. The levels detected initially and subsequently are below protective health standards used by MassDEP.

[SITE NAME] once housed [DESCRIPTION OF FORMER OPERATIONS] prior to [YEAR]. The current owner, [CURRENT OWNER NAME], purchased the property in [MONTH/YEAR]. A release of TCE and PCE was detected in another location of the property [TIME FRAME] and cleanup actions were completed in [YEAR] by [FORMER OWNER].

The current owner conducted indoor air sampling inside the day care facility on [DATE (*day 0*)], as part of evaluations of the property for possible changes in use. The indoor air samples were collected on Saturday when the day care was closed and the heating and ventilation system was in energy saving mode. Because the day care was not operating, the amount of ventilation was reduced. As a result, the levels detected were worst-case conditions and do not reflect conditions when the day care is in session. When the day care is operating, the ventilation system is operating normally and fresh air is supplied to the day care building. The results of the analysis of these samples were received on Friday, [DATE (*+13 days*)].

These chemicals are solvents and have the ability to evaporate from subsurface soils into indoor air. The measures the property owner took over the weekend to reduce vapor migration into the building include the following: (1) adding an activated carbon filter to the heating, ventilation, air conditioning (HVAC) system; (2) increasing the ventilation system so that more fresh air is introduced; (3) adding six air purifying systems that contain activated carbon; and (4) sealing floor drains to eliminate migration pathways. The activated carbon removes TCE, PCE or DCE in the air. The increased ventilation and air purifying units will operate 24 hours per day, seven days a week until further notice.

On Sunday, [DATE (*+15 days*)], after measures were completed, additional indoor air sampling was conducted and the new samples were shipped to the laboratory for testing. The results of this second round of air sampling indicate that the levels of TCE and PCE in indoor air have been reduced. To reduce the levels further, there are plans to turn on a second ventilation system and to add three more air purifying systems inside the day care either today or tomorrow. Another round of indoor air sampling will be conducted later this week. In addition, in the future, periodic indoor air sampling will be conducted to make sure these measures continue to be effective. A table summarizing the indoor air data is attached.

The property owner, [CURRENT OWNER NAME], is working with Massachusetts Department of Environmental Protection (MassDEP), [TOWN HEALTH AGENT], and [AFFECTED COMPANY NAME] as it takes actions to address this issue.

If you have questions, please feel free to contact:

[CONSULTING COMPANY CONTACT(s)], [TELEPHONE(s)], [EMAIL(s)] (consultant for the owner)  
[CURRENT OWNER CONTACT(s)], [TELEPHONE(s)], [EMAIL(s)]  
[MassDEP CONTACT(s)], [TELEPHONE(s)], [EMAIL(s)]

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<sup>1</sup> As required by the Massachusetts Department of Environmental Protection's (DEP) Massachusetts Contingency Plan (MCP)