

**APPLIED
EPIDEMIOLOGY
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FACSIMILE TRANSMISSION COVER SHEET

TO: DR. SHAH

FROM: K. MUNDT

DATE: DEC 7, 1994

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**APPLIED
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VIA FACSIMILE

December 7, 1994

Hasmukh C. Shah, Ph.D.
Vinyl Chloride Panel
Chemical Manufacturers Association
2501 M Street, NW
Washington, D.C. 20037

Dear Dr. Shah:

I have investigated several options for the storage of VCM study paper files and records, and would appreciate your advice.

In general, we have found two general types of storage space: offices within commercial buildings (more expensive) and storage facilities (less expensive). Obviously, the advantage of an office-type space is the convenience of being able to sort, inventory or copy records on-site, reducing the need to transport boxes. Depending on the building construction, other uses, and sprinkler systems, the fire risk might vary in such facilities. In our area, the least expensive office space ranges from \$8 to \$12 per square foot. For a 200 square-foot office, provided we find an appropriate one, the cost would be from \$1,600 to \$2,400 per year, plus nominal utility charges. Unfortunately, Dr. Calabrese does not have extra office space available for us.

Storage facilities in our area generally consist of individual garage-like spaces in metal and concrete construction buildings, with direct access from outside. These are not heated, and may or may not provide lighting and/or electrical power inside the storage space. None of these facilities offer sprinklers, but several have 24 hour surveillance and/or security persons. We have found one facility which has a sprinkler system; however this one is in a fairly "rough" area in the city of Holyoke (20 minutes from here). Costs are fairly consistently in the range of \$50 to \$75 per month, or \$600 to \$900 per year.

Should we continue to pursue one of these types of facilities? If you prefer the basic storage facility, I would recommend a closer facility with 24 hour surveillance over the one in Holyoke which has the sprinkler (for convenience and safety reasons). However, we are open to suggestions. Thank you.

Sincerely yours,

Kenneth A. Mundt, Ph.D.

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