



County of Santa Cruz

HEALTH SERVICES AGENCY

701 OCEAN STREET, ROOM 312, SANTA CRUZ, CA 95060-4073

(831) 454-2022 FAX: (831) 454-3128 TDD: (831) 454-2123

www.sceeh.com

ENVIRONMENTAL HEALTH

REQUEST FOR FILE REVIEW Hazardous Materials or Site Mitigation Records

Confidential documents such as facility maps showing chemical location cannot be released without a written authorization from the business owner.

Requestor Name:	Company:
Phone Number (s):	Fax:
E-mail Address:	
Mailing Address:	
Site Address (Not APN):	

Every properly completed request will be responded in order it is received within 10 working days.

If there are records for the address you requested, you may visit our office during the business hours (Monday-Friday, 8:00-12:00 and 1:00-5:00, except on holidays and furlough days) to review the files on one of the two public computers. Copies are \$0.50 for the first page and \$0.10 per page for additional pages. Due to security reasons, the use of external memory devices is prohibited.

If there are only few records found for the address, we may be able to e-mail the files in PDF format. The charge is the same as for paper copies. We will e-mail the documents upon receiving payment.

You may request the documents to be burned on a CD/DVD and mailed to you. The fee is a minimum of one hour based on our current hourly rate. If more than one hour is required due to the large number of records, we will bill our hourly rate for all time required to prepare the CD/DVD. Please refer to the following link for our current fee schedule (<http://www.sceeh.com/Home/Programs/HazardousMaterialsProgramsCUPA.aspx>).

We accept payments by cash or checks only. Please make checks payable to: County of Santa Cruz.

Please call our office at (831) 454-2022 if you have further questions.

Office Use Only

Request received: _____

Records found: Yes No

Confidential records found: Yes No

Notes: