

**STATE OF MINNESOTA  
PROFESSIONAL AND TECHNICAL SERVICES  
MASTER CONTRACT  
INDUSTRIAL HYGIENE SERVICES FOR ASBESTOS AND OTHER HAZARDOUS  
MATERIAL ABATEMENT PROJECT MANAGEMENT, TESTING, AND SURVEYS**

This master contract is between the State of Minnesota, acting through its Commissioner of Administration ("State") and Institute for Environmental Assessment, Inc., 9201 W. Broadway, #600, Brooklyn Park, MN 55445 ("Consultant").

**Recitals**

1. Under Minnesota Statute § 15.061 the State is empowered to engage such assistance as deemed necessary.
2. The State is in need of industrial hygiene services for asbestos and other hazardous material abatement project management, testing, and surveys.
3. The Consultant represents that it is duly qualified and agrees to perform all services described in this master contract and performed under work order contracts to the satisfaction of the State.

**Master Contract**

**1 Term of Master Contract**

- 1.1 **Effective Date:** July 1, 2012, or the date the State obtains all required signatures under Minnesota Statute § 16C.05, subdivision 2, whichever is later.  
**The Consultant must not accept work under this master contract until this master contract is fully executed and the Consultant has been notified by the State's Authorized Representative that it may begin accepting Work Order Contracts.**
- 1.2 **Work Order Contracts.** The term of work under work order contracts issued under this master contract may not extend beyond the expiration date of this master contract.
- 1.3 **Expiration Date:** June 30, 2014.
- 1.4 **Survival of Terms.** The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 8. Indemnification; 9. State Audits; 10. Government Data Practices and Intellectual Property; 13. Publicity and Endorsement; 14. Governing Law, Jurisdiction, and Venue; and 18. Data Disclosure.

**2 Scope of Work**

The Consultant, who is not a state employee, may be requested to perform any of the following services under individual work order contracts:

The Scope of Work for this master contract includes but is not limited to the tasks described below for the Categories and Descriptions listed in Attachment 1. A complete detailed description of required work will be furnished in each work order contract issued.

**Project Management**

- On-site observation of project work
- Preparation of recommendations and reports

**Air Monitoring, Sampling, and Testing**

- On-site monitoring and daily log reports in electronic and email format
- On-site and off-site sample analysis, testing reports
- Industrial hygiene sampling following the American Conference of Governmental Industrial Hygienists (ACGIH), Occupational Safety & Health Administration (OSHA), National Institute of Occupational Safety & Health (NIOSH) or other applicable regulatory or industry best guidelines.

**Collection and Analysis**

Bulk material analysis and reports  
Analysis compared to ACGIH, OSHA, NIOSH or other applicable regulatory or industry best guidelines. An American Industrial Hygiene Association (AIHA) or comparable accredited lab to complete lab work.

Surveys and Reports  
Surveys, electronic database files, and written reports

Emergency Response  
Respond to emergency request for the presence of hazardous materials on site.

An individual performing work under this master contract must possess a current license issued by the Minnesota Department of Health for the type of work being done.

The Consultant understands that only the receipt of a fully executed work order contract authorizes the Consultant to begin work under this master contract. Any and all effort, expenses, or actions taken before the work order contract is fully executed is not authorized under Minnesota Statutes and is under taken at the sole responsibility and expense of the Consultant. A sample work order contract is attached and incorporated into this master contract as Exhibit A.

The Consultant understands that this master contract is not a guarantee of a work order contract. The State has determined that it may have need for the services under this master contract, but does not commit to spending any money with the Consultant.

### 3 Time

The Consultant must comply with all the time requirements described in work order contracts. In the performance of work order contracts, time is of the essence.

### 4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services satisfactorily performed by the Consultant for all work order contracts issued under this master contract. The total compensation of all work order contracts may not exceed \$1,000,000.00 annually.

**Travel Expenses.** There are no allowable travel or other reimbursable expenses. All such expenses are included in the Consultant's fee schedule of hourly rates.

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Consultant as a result of any work order contract will be reimbursed in same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget A copy of the Commissioner's Plan is available on the web at: at <http://www.mmb.state.mn.us/comp-commmissioner> (click on "Commissioner's Plan" in the right side column. The Consultant will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

#### 4.2. Payment

- (A) **Invoices.** The State will promptly pay the Consultant after the Consultant presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely no more frequently than monthly.
- (B) **Retainage.** Under Minnesota Statute § 16C.08, subdivision 5(b), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's agency head. The balance due will be paid when the State's agency head determines that the Consultant has satisfactorily fulfilled all the terms of the work order contract.

**5 Conditions of Payment**

All services provided by the Consultant under a work order contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Consultant will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

**6 Authorized Representatives and Project Managers**

The State's Authorized Representative for this master contract is Jerome Ryan, Project Manager, available at 651.201.2393, or his/her successor, and has the responsibility to monitor the Consultant's performance.

The State's Project Manager will be identified in each work order contract.

The Consultant's Authorized Representative is Jeffrey Athmann at 763.315.7900, [jeffrey.athmann@ieainstitute.com](mailto:jeffrey.athmann@ieainstitute.com). If the Consultant's Authorized Representative changes at any time during this master contract, the Consultant must immediately notify the State.

The Consultant's Project Manager will be identified in each work order contract.

**7 Assignment, Amendments, Waiver, and Contract Complete**

**7.1 Assignment.** The Consultant may neither assign nor transfer any rights or obligations under this master contract or any work order contract without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this master contract, or their successors in office.

**7.2 Amendments.** Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

**7.3 Waiver.** If the State fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or its right to enforce it.

**7.4 Contract Complete.** This master contract and any work order contract contain all negotiations and agreements between the State and the Consultant. No other understanding regarding this master contract or work order contract, whether written or oral, may be used to bind either party.

**8 Indemnification**

In the performance of this contract by Consultant, or Consultant's agents or employees, the Consultant must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Consultant's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Consultant may have for the State's failure to fulfill its obligation under this contract.

**9 State Audits**

Under Minnesota Statute § 16C.05, subdivision 5, the Consultant's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this master contract.

**10 Government Data Practices and Intellectual Property**

- 10.1. **Government Data Practices.** The Consultant and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute Ch. 13, as it applies to all data provided by the State under any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Consultant under the work order contract. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Consultant or the State.

If the Consultant receives a request to release the data referred to in this Clause, the Consultant must immediately notify the State. The State will give the Consultant instructions concerning the release of the data to the requesting party before the data is released.

10.2. **Intellectual Property Rights**

(A) **Intellectual Property Rights.** The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under work order contracts*. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Consultant, its employees, agents, and subconsultants, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Consultant, its employees, agents, or subconsultants, in the performance of a work order contract. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Consultant upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Consultant assigns all right, title, and interest it may have in the Works and the Documents to the State. The Consultant must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

(B) **Obligations**

1. **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Consultant, including its employees and subconsultants, in the performance of the work order contract, the Consultant will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

2. **Representation.** The Consultant must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Consultant nor its employees, agents, or subconsultants retain any interest in and to the Works and Documents. The Consultant represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Consultant will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Consultant's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Consultant will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Consultant's or the State's opinion is likely to arise, the Consultant must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

**11 Affirmative Action Requirements for Contracts in Excess of \$100,000 and if the Consultant has More than 40 Full-time Employees in Minnesota or its Principal Place of Business**

The State intends to carry out its responsibility for requiring affirmative action by its Consultants.

11.1 **Covered Contracts and Consultants.** If the Contract exceeds \$100,000 and the Consultant employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Consultant must comply with the requirements of Minnesota Statute § 363A.36 and Minnesota Rule Parts 5000.3400-5000.3600. A Consultant covered by Minnesota Statute § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.

11.2 **Minnesota Statute § 363A.36.** Minnesota Statute § 363A.36 requires the Consultant to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights ("Commissioner") as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

11.3 **Minnesota Rule Parts 5000.3400-5000.3600.**

(A) **General.** Minnesota Rule Parts 5000.3400-5000.3600 implement Minnesota Statute § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a Consultant's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minnesota Rule Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.

(B) **Disabled Workers.** The Consultant must comply with the following affirmative action requirements for disabled workers.

- (1) The Consultant must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Consultant agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- (2) The Consultant agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- (3) In the event of the Consultant's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minnesota Statutes Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- (4) The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Consultant's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
- (5) The Consultant must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Consultant is bound by the terms of Minnesota Statutes Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

- (C) *Consequences.* The consequences for the Consultant's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.
- (D) *Certification.* The Consultant hereby certifies that it is in compliance with the requirements of Minnesota Statute§ 363A.36 and Minnesota Rule Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

**12 Workers' Compensation and Other Insurance**

Consultant certifies that it is in compliance with all insurance requirements specified in Exhibit D1.

Further, the Consultant certifies that it is in compliance with Minnesota Statute§ 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The Consultant's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the State's obligation or responsibility.

**13 Publicity and Endorsement**

13.1 *Publicity.* Any publicity regarding the subject matter of a work order contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Consultant individually or jointly with others, or any subconsultants, with respect to the program, publications, or services provided resulting from a work order contract.

13.2 *Endorsement.* The Consultant must not claim that the State endorses its products or services.

**14 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract and/or any work order contracts, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**15 Payment to Subconsultants**

(If applicable) As required by Minnesota Statute§ 16A.1245, the prime Consultant must pay all subconsultants, less any retainage, within 10 calendar days of the prime Consultant's receipt of payment from the State for undisputed services provided by the subconsultant(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subconsultant(s) on any undisputed amount not paid on time to the subconsultant(s).

**16 Minnesota Statute§ 181.59** The vendor will comply with the provisions of Minnesota Statute§ 181.59 which requires:

Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Consultant agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Consultant, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no Consultant, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That

a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

**17 Termination**

17.1 **Termination by the State.** The State or commissioner of Administration may cancel this master contract and any work order contracts at any time, with or without cause, upon 30 days' written notice to the Consultant. Upon termination, the Consultant will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

17.2 **Termination for Insufficient Funding.** The State may immediately terminate this master contract and any work order contract if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Consultant. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Consultant will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Consultant notice of the lack of funding within a reasonable time of the State's receiving that notice.

**18 Data Disclosure**

Under Minnesota Statute § 270C.65, Subdivision 3 and other applicable law, the Consultant consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring the Consultant to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities.

**19 E-Verify Certification (In accordance with Minn. Stat. §16C.075)**

For services valued in excess of \$50,000, Consultant certifies that as of the date of services performed on behalf of the State, Consultant and all its subconsultants will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. Consultant is responsible for collecting all subconsultant certifications and may do so utilizing the E-Verify Subconsultant Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subconsultant certifications must be kept on file with Consultant and made available to the State upon request.

**20 Schedule of Exhibits**

The following exhibits are attached and incorporated into this Master Contract.

Attachment 1: Service Categories & Descriptions

Exhibit A: Sample Work Order

Exhibit B: Fee Schedule

Exhibit C: Consultant's Qualifications

Exhibit D1: State Insurance Requirements

Exhibit E: Affirmative Action Certification

Exhibit F: Certification Regarding Lobbying

Exhibit G: Not Used

Exhibit H: Not Used

Exhibit I: Affidavit of Noncollusion

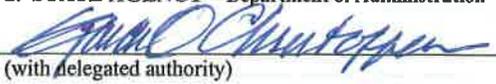
IN WITNESS WHEREOF State has caused this Agreement to be duly executed in its behalf and the Consultant has caused the same to be duly executed on its behalf.

**1. CONSULTANT – Institute for Environmental Assessment, Inc.**

The Consultant certifies that the appropriate person(s) have executed the contract on behalf of the Consultant as required by applicable articles or bylaws.

By:   
Printed Name: JEFFREY J. ATHMANN  
Title: CEO  
Date: 6/14/12

**2. STATE AGENCY – Department of Administration**

By:   
(with delegated authority)

Printed Name: Gordon Christofferson  
Title: Project Operations Manager  
Date: 6/19/12

**3. COMMISSIONER OF ADMINISTRATION**  
As delegated to Material Management Division

By:   
Date: June 21, 2012

# Attachment 1

## Service Categories & Descriptions

Category #	Service Name	Description
1	<b>Asbestos Air Sampling</b>	Air sampling and analysis of samples collected. All sampling is to be conducted by companies and individuals credentialed by the Minnesota Department of Health (MDH) and by use of the requirements provided in Minnesota Rules 4620.3592 to 4620.3598. The State requires that air samples collected at project sites are done by a third party, and that, other than educational facilities, they are analyzed utilizing Phase Contrast Microscopy at the project site. Responder is required to have the equipment for this work. Asbestos air samples collected for educational facilities must use Transmission Electron Microscopy analysis, and will be analyzed off-site.
2	<b>General Air Monitoring</b>	Includes but is not limited to pre-site analysis and on-site project management, testing and analysis (excludes asbestos air monitoring).
3	<b>Asbestos Bulk Material Analysis</b>	Analysis of bulk material collected as part of an inspection. Analysis must be conducted by laboratories accredited according to Minnesota Rules 4620.3460.
4	<b>Fungal Investigation and Sampling</b>	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for fungal organism concerns.
5	<b>General Environmental Condition Evaluations</b>	Evaluations of workplace issues that could include regulatory requirements of the EPA, Minnesota Pollution Control Agency, or Minnesota Department of Labor and Industry's Occupational Safety and Health Administration (OSHA). Examples of these conditions could include, but are not limited to, the evaluation of suspect chemical fluids, PCB (Polychlorinated Biphenyl) containing items, hazardous materials, mercury and underground storage tanks (USTs).
6	<b>HVAC Evaluation</b>	Investigation, sampling, evaluating, reporting, and providing corrective recommendations and designs for HVAC system conditions that could adversely affect indoor air quality in state buildings. Such recommendations could include the measurement and certification of local ventilation exhaust units.
7	<b>Indoor Air Quality Assessment</b>	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for indoor air quality concerns. Such sampling is required to be done using recognized Industrial Hygiene standards, and could include, but not be limited to, noise, volatile compounds, particulates, chemical compounds, fumes, and other workplace contaminants.
8	<b>Lead in Paint Sampling</b>	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for lead concerns. Such sampling is to be conducted by companies and individuals credentialed by the Minnesota Department of Health and by use of the requirements provided in Minnesota Rules 4761.2550 through 4761.2570.
9	<b>Hazardous Material Surveys</b>	Conduct surveys for suspect asbestos containing, or other hazardous materials, building and site materials and provide

# Attachment 1

## Service Categories & Descriptions

	<b>with Electronic Database of Information</b>	corrective recommendations. Information must be put into an electronic format, and electronic data must be converted to portable document format (pdf) on CD-R media. Asbestos surveys and management plans are to be performed by individuals credentialed by the Minnesota Department of Health and by use of the requirements provided in Minnesota Rules, parts 4620.3460 and 4620.3470.
10	<b>Not Used</b>	Not Used
11	<b>Other Hazardous Material Industrial Hygiene Services</b>	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for other hazardous material concerns.

## Exhibit A

### SAMPLE STATE OF MINNESOTA PROFESSIONAL AND TECHNICAL SERVICES WORK ORDER CONTRACT

This work order contract is between the State of Minnesota, acting through its \_\_\_\_\_ ("State") and \_\_\_\_\_ ("Consultant"). This work order contract is issued under the authority of Master Contract T-Number 13AIH, SWIFT Number \_\_\_\_\_, and is subject to all provisions of the master contract which is incorporated by reference.

#### Work Order Contract

#### 1 Term of Contract

1.1 *Effective date:* \_\_\_\_\_, or the date the State obtains all required signatures under Minnesota Statute § 16C.05, subdivision 2, whichever is later.

**The Consultant must not begin work under this contract until this contract is fully executed and the Consultant has been notified by the State's Authorized Representative to begin the work.**

1.2 *Expiration date:* \_\_\_\_\_, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2 Consultant's Duties

The Consultant, who is not a state employee, will: \_\_\_\_\_.

#### 3 Consideration and Payment

3.1 *Consideration.* The State will pay for all services performed by the Consultant under this work order contract as follows:

(A) *Compensation.* The Consultant will be paid \_\_\_\_\_.

(B) *Travel Expenses.* Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Consultant as a result of this work order contract will not exceed \$\_\_\_\_\_.

(C) *Total Obligation.* The total obligation of the State for all compensation and reimbursements to the Consultant under this work order contract will not exceed \$\_\_\_\_\_.

3.2. *Invoices.* The State will promptly pay the Consultant after the Consultant presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

#### 4 Project Managers

The State's Project Manager is \_\_\_\_\_. The State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Consultant's Project Manager is \_\_\_\_\_. If the Consultant's Project Manager changes at any time during this work order contract, the Consultant must immediately notify the State.

**SIGNATURES AS REQUIRED BY THE STATE.**



Exhibit B  
2015 State of Minnesota  
Department of Administration, Real Estate & Construction  
Services  
Professional Fee Schedule  
Effective July 2015

Contact Us:

**Brooklyn Park Office**  
9201 W. Broadway, #600  
Brooklyn Park, MN 55445  
763-315-7900

**Mankato Office**  
610 N. Riverfront Drive  
Mankato, MN 56001  
507-345-8818

**Rochester Office**  
210 Wood Lake Drive SE  
Rochester, MN 55904  
507-281-6664

**Brainerd Office**  
13432 Elmwood Drive, Ste. #5  
Baxter, MN 56425  
218-454-0703

**Marshall Office**  
1420 East College Drive  
Marshall, MN 56258  
507-476-3599

IEA's services will be billed at the following rates per hour:

PROJECT DESIGN

• Senior Project Manager .....	\$80.25
• Computer-Aided Drafting (CAD) .....	\$53.50
• Administrative Support .....	\$46.25

PROFESSIONAL/TECHNICAL STAFF

• Certified Industrial Hygienist .....	\$97.50
• Professional Engineer .....	\$97.50
• Certified Safety Professional .....	\$82.25
• Senior Air Quality Investigator/Air Quality Investigator .....	\$74.00
• Senior Environmental Technician/Environmental Technician .....	\$72.00

LAB FEES

Asbestos Laboratory Services provided by: EMSL Analytical Laboratory

Fungal Laboratory Services provided by: EMLab P&K, LLC

Industrial Hygiene Laboratory Services provided by: Liberty Mutual Industrial Hygiene Laboratory

Laboratory fees will be approved by the State's Project Manager, and will be negotiated as an additional service at 1.0 times our cost.

www.ieasafety.com

info@ieasafety.com

800-233-9513





**Exhibit B**  
**2012 State of Minnesota**  
**Department of Administration, Real Estate &**  
**Construction Services**  
**Professional Fee Schedule**  
**Effective July 2012**

IEA's services will be billed at the following rates per hour:

**PROJECT MANAGEMENT**

- Senior Project Manager/Project Manager ..... \$78.00
- Computer-Aided Drafting (CAD) ..... \$52.00
- Administrative Support ..... \$45.00

**PROFESSIONAL/TECHNICAL STAFF**

- Certified Industrial Hygienist ..... \$95.00
- Professional Engineer ..... \$95.00
- Certified Safety Professional ..... \$80.00
- Senior Air Quality Investigator/Air Quality Investigator ..... \$72.00
- Senior Environmental Technician/Environmental Technician ..... \$70.00

**LAB FEES**

Asbestos Laboratory Services provided by: EMSL Analytical Laboratory

Fungal Laboratory Services provided by: EMLab P&K, LLC

Industrial Hygiene Laboratory Services provided by: Liberty Mutual Industrial Hygiene Laboratory

Laboratory fees will be approved by the State's Project Manager, and will be negotiated as an additional service at 1.0 times our cost.

**BROOKLYN PARK OFFICE**  
 9201 W. Broadway, #600  
 Brooklyn Park, MN 55445  
 763.315.7900

**MANKATO OFFICE**  
 610 N. Riverfront Drive  
 Mankato, MN 56001  
 507.345.8818

**ROCHESTER OFFICE**  
 210 Wood Lake Drive SE  
 Rochester, MN 55904  
 507.281.6664

**OMAHA OFFICE**  
 7887 L Street  
 Ralston, NE 68127  
 402.339.6240

**FOR MORE INFORMATION:**  
[www.ieainstitute.com](http://www.ieainstitute.com)  
[info@ieainstitute.com](mailto:info@ieainstitute.com)  
 800.233.9513



## EXHIBIT C - QUALIFICATIONS

<p>STATE OF MINNESOTA  REAL ESTATE AND CONSTRUCTION SERVICES (State)  Qualifications and General Requirements Information</p>	<p>1.a. PROJECT NUMBER (from RFP): N/A  1.b. PROJECT NAME (from RFP):  Request for Proposals – Professional Industrial Hygiene Services</p> <p>1.c. PROJECT LOCATION: Statewide</p>
<p>2. RESPONDER'S NAME &amp; ADDRESS (include 9-digit zip code):  Institute for Environmental Assessment (IEA, Inc.)  9201 West Broadway Ave. North  Brooklyn Park, MN 55445-1924</p> <p>2a. COUNTY OF RESPONDER'S LOCATION: Hennepin</p> <p>2b. DATE FIRM ESTABLISHED: March 16, 1976</p> <p>Filing Number: 2T-266 Entity Type: Domestic Corporation  Original Date of Filing: 3/16/1976 Entity Status: Active  Chapter: 302A Good Standing:</p>	<p>2d. NAME, TITLE &amp; TELEPHONE NUMBER PERSON SIGNING PROPOSAL  (see Section 8):  Jeffrey Athmann  Chief Executive Officer</p> <p>2e. RESPONDER'S (CONTACT) TELEPHONE NO.: 763-315-7900</p> <p>2f. RESPONDER'S FAX NUMBER: 763-315-7920</p> <p>2g. RESPONDER'S EMAIL ADDRESS: jeffrey.athmann@jeainstitute.com</p>

**Office of the Minnesota Secretary of State  
Certificate of Good Standing**

I, Mark Ritchie, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name: INSTITUTE FOR ENVIRONMENTAL  
ASSESSMENT, INC.  
Date Filed: 03/16/1976  
File Number: 2T-266  
Minnesota Statutes, Chapter: 302A  
Home Jurisdiction: Minnesota  
  
This certificate has been issued on: 05/25/2012



*Mark Ritchie*  
Mark Ritchie  
Secretary of State  
State of Minnesota

**3. RESPONDER'S STATEMENT OF INTEREST TO PERFORM THE SERVICES AS INDICATED IN THE RFP:**

IEA is interested in performing Industrial Hygiene services for the State of Minnesota – Real Estate and Construction Services. We are confident that we can provide quality, cost-effective industrial hygiene services for all service categories (1-11) of the RFP.

IEA currently provides Industrial Hygiene services for several federal agencies, including the U.S. Department of Veterans Affairs (multiple locations), U.S. Air National Guard (Minnesota and Pennsylvania), and the General Services Administration (multiple locations), which will prepare us for work with the State of Minnesota.

**3a. RESPONDER'S STATEMENT ON AVAILABILITY TO START WORK PROMPTLY UPON EXECUTION OF CONTRACT AND TO PROMPTLY DELIVER SERVICES:**

Immediately upon execution of contract, IEA is prepared to begin providing Industrial Hygiene services to the State of Minnesota – Real Estate & Construction Services. IEA can consistently provide these services throughout the contract period.

**3b. RESPONDER'S STATEMENT ON THEIR ABILITY TO WORK ON MULTIPLE PROJECTS SIMULTANEOUSLY: Three (3) or more employees AAR certified**

IEA has the appropriate resources (staff and equipment) to provide Industrial Hygiene services on multiple projects simultaneously. Our staff includes:

- 15 AAR certified employees
- 27 Licensed MN Asbestos Site Supervisors
- 24 Licensed MN Asbestos Inspectors
- 26 Employees trained in NIOSH 582/MN 2-Day Air
- 8 Licensed MN Lead Risk Assessors
- 7 Trained Fungal/Indoor Air Quality Investigators

See IEA's Equipment Inventory Letter following this page.



May 30, 2012

To Whom It May Concern:

The following list is an inventory of IEA's asbestos air sampling equipment:

- High Volume Pumps/Cassette Stands.....225
- Low Volume Pumps .....7
- Stationary Fans.....52
- Leaf Blowers (1 HP) .....19
- High Volume Rotometers .....24
- Low Volume Rotometers .....22
- Phase Contrast Microscopes .....39

Respectfully submitted,

Jeffrey Athmann  
CEO

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC.  
[www.ieainstitute.com](http://www.ieainstitute.com)

BROOKLYN PARK  
9201 West Broadway, #600  
Brooklyn Park, MN 55445  
763-315-7900 / FAX 763-315-7920  
800-233-9513

MANKATO  
610 North Riverfront Drive  
Mankato, MN 56001  
507-345-8818 / FAX 507-345-5301  
800-872-1260

ROCHESTER  
210 Woodlake Drive SE  
Rochester, MN 55904  
507-281-6664 / FAX 507-281-6695  
800-233-9513

OMAHA  
7887 "L" Street  
Ralston, NE 68127  
402-339-6240 / FAX 402-339-7504  
800-233-9513

4. RESPONDER'S STATEMENT ON ABILITY, QUALIFICATIONS & APPROPRIATE LICENSURE TO PERFORM ALL SERVICE CATEGORIES 1 THROUGH 11, including Responder's ability and experience to provide air monitoring, without the use of subcontractors, during asbestos abatement activities. (See Table of Service Categories): Include statement on compliance with Minnesota Rules 4620.3300 through 3724

[Skip this question and go to Question 4a if Responder is only seeking a master contract for Category 12 (Remediation/Abatement-Design)-services.]

The Institute for Environmental Assessment, Inc. (IEA) is committed to provide practical, cost-effective environmental safety consulting compliance for private and public organizations. IEA's work is centered on the built environment. Through our expertise, experience and reputation, IEA delivers the most practical, thorough, and up-to-date services in the ever-changing dynamics of indoor environments.

With offices in Brooklyn Park, Rochester and Mankato, Minnesota, and Omaha, Nebraska, IEA has a staff of 40 professionals who provide consultative services in specialized areas. Our clients include school districts, hospitals, government agencies and businesses in a variety of industries throughout the country. Our experts design and execute solutions that accomplish specific goals of your company.

#### Environmental Project Design and Management

IEA employs a team of experienced and EPA-Certified Licensed Asbestos Inspectors, Management Planners, Site Supervisors, Project Designers, and Lead Risk Assessors. IEA provides asbestos awareness training, demolition surveys, material inspection sampling and assessments, hazardous waste removal and clean-up management plans, AHERA inspections, lead sampling inspection, and project management.

#### Indoor Environmental Quality (IEQ)

IEA has capabilities to provide comprehensive IEQ assessments and solutions to building owners and managers. Our team of certified industrial hygienists, environmental consultants, public health personnel, and engineers are available to assist in resolving IEQ concerns.

IEA can provide investigative mold/moisture assessments, proactive IEQ management, remediation design and monitoring, HVAC performance evaluations, ventilation system commissioning or re-commissioning, and healthcare infection control consulting and design.

IEA has the ability to provide qualified and licensed staff to perform all service categories. IEA complies with all State and Federal regulations. IEA is in complete compliance with Minnesota Rules 4620.3300 – 3724. IEA's professional staff and consultant base includes the following disciplines, certifications, and accreditations:

- Certified Safety Professionals (CSPs)
- Certified Industrial Hygienists
- Microbiologists
- Epidemiologists
- Certified Playground Inspectors
- HAZWOPER
- Professional and Mechanical Engineers
- Certified Hazardous Waste Materials Manager
- Certified Asbestos Site Supervisors/Inspectors
- Certified Asbestos and Lead Project Designers
- Management Planners
- Certified Lead Risk Assessors
- OSHA 501
- NIOSH 582E / MN 2-Day Air

See IEA's MDH Asbestos Contractor License and MDH Certified Lead Firm following this section.

## **IEA Company Licenses**

- **MDH Asbestos Contractor License**
- **MDH Certified Lead Firm**

# Minnesota Department of Health

Asbestos Contractor License

License Number: AC427

Issued on: October 18, 2011

To:

Institute for Environmental Assessment

9201 W Broadway Ave Ste 600

Brooklyn Park, Minnesota 55445-

Responsible Individual: William J. Dold

This license is valid from October 25, 2011 to October 24, 2012.

*Pursuant to Minnesota Statutes, section 144.99, this license may be suspended or revoked for failure to conduct asbestos-related work in compliance with applicable regulations.*

*Asbestos-related work must be conducted according to Minnesota Statutes, sections 326.70 to 326.81 and Minnesota Rules, parts 4620.000 to 4620.3724.*

  
Linda B. Bruemmer, Director  
Division of Environmental Health

# Minnesota Department of Health

has authorized

**Institute for Environmental Assessment**

**9201 W Broadway Ave Ste 600**

**Brooklyn Park, Minnesota 55445**

in accordance with Minnesota Statutes, section 144.9505 and Minnesota Rules, part 4761.2200,  
to practice in the State of Minnesota as a

## Certified Lead Firm

License No: LF138

Expires 12/15/2012

This certificate is nontransferable.

---



Linda B. Bruemmer, Director  
Division of Environmental Health

**4a. Not Used RESPONDER'S STATEMENT ON ABILITY, QUALIFICATIONS & APPROPRIATE LICENSURE TO PERFORM CATEGORY 12 (REMEDIATION/ABATEMENT DESIGN): — Include statement on compliance with MN Rules 4620.3350.**

4b. RESPONDER'S STATEMENT ON SAMPLING AND LABORATORY ANALYSIS provided will be in accordance with MN Rules 4620 and Statement on sampling and that a National Institute of Science Voluntary Accreditation Program (NIST), Accredited by the National Voluntary Laboratory Accreditation Program (NVLAP), American Industrial Hygiene Association (AIHA) or comparable accredited lab will be used for laboratory work.

IEA's Division of Analytical Services provides independent laboratory testing and analytical consultation services in the area of material characterization. Asbestos in air is analyzed at IEA's laboratory and in the field. Approved methodologies are followed to obtain results. Accuracy and reliability of these results are verified by implementing IEA's quality assurance program. The methodologies used by IEA's lab are those analytical methods approved through national/international agencies and laboratories (including U.S. EPA, NIOSH, ISO 17025:2005, AIHA, etc.

IEA has maintained its accreditation from AIHA Laboratory Accreditation Programs, LLC for the Industrial Hygiene Program. IEA's scope of accreditation is for Asbestos/Fiber Microscopy Core with the Field of Testing Phase Contrast Microscopy (PCM). Our laboratory identification number is 101097. IEA uses NIOSH 7400 method in its analysis.

Other materials submitted to IEA's Division of Analytical Services for analysis that do not fall within IEA's scope of accreditation will be submitted to approved, nationally accredited laboratories. Our asbestos laboratory partner is EMSL Analytical, Inc., which has many scopes of accreditation and many locations. We work closely with EMSL Analytical's office in Minneapolis, MN; their AIHA accreditation identification number is 163162; their NVLAP Lab Code is 200019-0. Their scope of accreditation includes PLM Asbestos Bulk analysis, PCM analysis, TEM analysis, lead dust, lead soil, and fungal direct examination (see attached certifications). For analysis of industrial hygiene samples, IEA uses Liberty Mutual Group – Industrial Hygiene Laboratory (Laboratory ID: 100045) and for fungal analysis, IEA uses EMLab P&K, LLC (Laboratory ID: 103005).

See Laboratory Certifications and IEA's Letter of Compliance with Minnesota Rules, Part 4620.3460 as it applies to Service Category #3 – Asbestos Bulk Material Analysis, following this section.



May 30, 2012

To Whom It May Concern:

IEA, Inc. fully complies with Minnesota Rules, Part 4620.3460 (Asbestos Inspection and Assessment) including the criteria required for Service Category #3 – Asbestos Bulk Material Analysis. IEA, Inc. utilizes state-certified Asbestos Inspectors to collect bulk samples for asbestos. As required by Minnesota Rules, Part 4620.3460, this sampling is performed in accordance with Code of Federal Regulations, title 40, chapter I, subchapter R, part 763, subpart E, section 763.86, amended through April 15, 1988, and Code of Federal Regulations, title 40, chapter I, subchapter R, part 763, subpart E, appendix C, section I, paragraph (B), subparagraph (3), amended through February 3, 1994.

IEA, Inc. uses EMSL Analytical, Inc in Minneapolis, MN for all PLM analysis. EMSL Analytical in Minneapolis is accredited by the National Institute of Science and Technology (NIST) through the National Voluntary Laboratory Accreditation Program (NVLAP) for both Airborne Asbestos Fiber Analysis (TEM) and Bulk Asbestos Fiber Analysis (PLM). EMSL's NVLAP number is 200019-0. The PLM reports produced by EMSL meet the requirements of Minnesota Rules 4620.3460 subpart 3.

Respectfully submitted,

Jeffrey Athmann  
Chief Executive Officer

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC.  
[www.ieainstitute.com](http://www.ieainstitute.com)

BROOKLYN PARK  
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507-345-8818 / FAX 507-345-5301  
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ROCHESTER  
210 Woodlake Drive SE  
Rochester, MN 55904  
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800-233-9513

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7887 "L" Street  
Ralston, NE 68127  
402-339-6240 / FAX 402-339-7504  
800-233-9513

## **IEA Laboratory Certifications**

- **AIHA PCM**
- **AIHA AAR**



09/28/2010

Laboratory ID: 101097

Denice Cliff  
IEA, Inc.  
9201 West Broadway, Ste 600,  
Brooklyn Park, MN 55445-1922

Dear Denice Cliff:

Congratulations! The AIHA Laboratory Accreditation Programs (AIHA-LAP), LLC's Analytical Accreditation Board (AAB) has approved IEA, Inc. as an accredited Industrial Hygiene laboratory.

Enclosed, please find the IHLAP accreditation certificate, scope of accreditation document and a copy of the current AIHA-LAP, LLC license agreement (if your completed agreement is not on file at AIHA-LAP, LLC). The accreditation logo has been designed for use by all AIHA-LAP, LLC accredited laboratories. If your laboratory chooses to use the logo in its advertising the laboratory's accreditation, you must complete and return the AIHA-LAP, LLC license agreement to a Laboratory Accreditation Specialist. Once submitted, an electronic copy of the accreditation logo will be sent to you. Please inform us if your laboratory does not wish to use the logo in advertising.

Laboratory accreditation shall be maintained by continued compliance with IHLAP requirements (*see Policy Modules 2B and 6B*), which includes proficient participation in the IHPAT programs for all Fields of Testing (FoTs) for which the laboratory is accredited. An accredited laboratory that wishes to expand into a new FoT must submit an updated accreditation application to AIHA-LAP, LLC for review by the AAB.

Any changes in ownership, laboratory location, personnel, FoTs/Methods, or significant procedural changes shall be reported to AIHA-LAP, LLC in writing within twenty (20) business days of the change.

The accreditation certificate is the property of AIHA-LAP, LLC and must be returned to us should your laboratory withdraw or be removed from the IHLAP.

Again, congratulations. If you have any questions, please contact Edmund Wong, Laboratory Accreditation Specialist, at (703) 846-0716.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl O. Morton".

Cheryl O. Morton  
Director,  
AIHA Affiliate Laboratory Programs  
Enclosure

**AIHA**

Laboratory Accreditation  
Programs, LLC

**AIHA Laboratory Accreditation Programs, LLC**

*acknowledges that*

**IEA, Inc.**

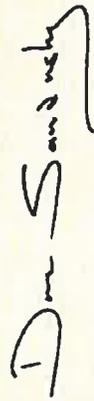
9201 West Broadway, Suite 600, Brooklyn Park, MN 55445-1922  
Laboratory ID: 101097

has fulfilled the requirements of the AIHA Laboratory Accreditation Programs (AIHA-LAP), LLC thereby conforming to the ISO/IEC 17025:2005 international standard, *General Requirements for the Competence of Testing and Calibration Laboratories*. The above named laboratory, along with all premises from which key activities are performed, as listed above, have been accredited by AIHA-LAP, LLC in the following:

**LABORATORY ACCREDITATION PROGRAMS**

- INDUSTRIAL HYGIENE
  - ENVIRONMENTAL LEAD
  - ENVIRONMENTAL MICROBIOLOGY
  - FOOD
- Accreditation Expires: 10/01/2012  
Accreditation Expires:  
Accreditation Expires:  
Accreditation Expires:

Specific Field(s) of Testing (FoT)/Method(s) within each Accreditation Program for which the above named laboratory maintains accreditation is outlined on the attached Scope of Accreditation. Continued accreditation is contingent upon successful on-going compliance with AIHA-LAP, LLC requirements. This certificate is not valid without the attached Scope of Accreditation. Please review the AIHA-LAP, LLC website ([www.aihaaccreditedlabs.org](http://www.aihaaccreditedlabs.org)) for the most current scope of accreditation.



Dave Sandusky, CIH  
Chairperson, Analytical Accreditation Board

Date Issued: 10/01/2010



## AIHA Laboratory Accreditation Programs, LLC SCOPE OF ACCREDITATION

IEA, Inc.  
9201 West Broadway, Suite 600, Brooklyn Park, MN 55445

Laboratory ID: 101097  
Issue Date: 10/01/2010

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or revocation. A complete listing of currently accredited Industrial Hygiene laboratories is available on the AIHA-LAP, LLC website at: <http://www.aihaaccreditedlabs.org>

### Industrial Hygiene Laboratory Accreditation Program (IHLAP)

**Initial Accreditation Date: 03/01/1993**

IHLAP Scope Category	Field of Testing (FoT)	Technology sub-type/ Detector	Published Reference Method/ Title of In-house Method	Method Description or Analyte <i>(for internal methods only)</i>
Asbestos/Fiber Microscopy Core	Phase Contrast Microscopy (PCM)		NIOSH 7400	

- The laboratory participates in the following AIHA-LAP, LLC-approved proficiency testing programs:
- AIHA-PAT Programs, LLC IHPAT Metals
  - AIHA-PAT Programs, LLC IHPAT Organic Solvents
  - AIHA-PAT Programs, LLC IHPAT Silica
  - AIHA-PAT Programs, LLC IHPAT Diffusive Sampler (3M)
  - AIHA-PAT Programs, LLC IHPAT Diffusive Sampler (SKC)
  - AIHA-PAT Programs, LLC IHPAT Diffusive Sampler (AT)
  - AIHA-PAT Programs, LLC IHPAT Asbestos
  - AIHA-PAT Programs, LLC Bulk Asbestos (BAPAT)
  - AIHA-PAT Programs, LLC Beryllium (BePAT)
  - HSE Workplace Analytical Scheme for Proficiency (WASP) (Formaldehyde)
  - HSE Workplace Analytical Scheme for Proficiency (WASP) (Thermal Desorption Tubes)
  - Pharmaceutical Round Robin
  - Compressed/Breathing Air Round Robin
  - National Voluntary Laboratory Accreditation Program (NVLAP - determined at the time of site assessment)
  - New York State Department of Health (NYS DOH – PCM and TEM)
  - ERA Air and Emissions standards for indoor air quality
  - Institut für Arbeitsschutz der Deutschen Gesetzlichen Unfallversicherung (IFA, formerly BGIA)
  - Institut de Recherche Robert-Sauvé en Santé et en Sécurité du Travail (IRSST)



**AIHA  
Registry  
Programs<sup>SM</sup>**

# Asbestos Analysts Registry AAT Performance Results Report

Denice Cliff  
IEA, Inc.  
9201 West Broadway, Ste 600

Brooklyn Park, MN 55445-1922

4/25/2012

Organization ID: 101097

Dear Denice Cliff,

Please find your organization's Asbestos Analysts Testing (AAT) results for **Round 101**. It is the organization's responsibility to thoroughly review results and to immediately contact the AIHA Registry Programs, in writing, if any errors are found in your report or to request the removal from the Asbestos Analysts Registry program of any analyst, who is no longer affiliated with the organization.

Unacceptable performance may be improved by successfully analyzing a set of retest samples. Retest Order Forms are available on the website at: <http://www.aiharegistries.org/programs/AAR/AAT>. The deadline for ordering a retest for this round is May 8, 2012. Retest sample kits are mailed via USPS Priority Mail one business day after the order deadline.

Any enrolled analyst, who is unable to participate in an AAT round, must request an "Excused Absence" in order to not receive 4 outliers and an unacceptable performance rating. This written request must be received by the AIHA Registry Programs before the AAT round closes. Please note that an "Excused Absence" shall not be granted for consecutive rounds

Please handle, store and analyze your organization's AAT samples in the same manner as routine client samples. To submit your organization's data, please visit the Data Entry Portal at: <http://apps.aiha.org/pat/>. **Always save the confirmation page** after submitting data via the Data Entry Portal; this is your proof of submission.

Your organization's password, needed to access reports on the Data Entry Portal, was provided in the upper right hand corner (next to your organization ID#) of the label on the results worksheet included with your AAT samples.

The proficiency demonstrated by the results of this round of AAT is valid until the results of the retest round post, if the organization chooses to participate, or until the results of the next AAT round are available on July 24, 2012.

**The AAT Deadlines and Retest Order Forms are available at:**

<http://www.aiharegistries.org/programs/AAR/AAT>

**The Asbestos Analysts Registry Policy is available at:**

<http://www.aiharegistries.org/documents-policies-fees>

I encourage you to contact me with any feedback, questions or if you wish to contest the assessment of your performance at [cdezio@aiha.org](mailto:cdezio@aiha.org) or (703) 846-0798.

Sincerely,

Carter Dezio  
Manager, AIHA Registry Programs<sup>SM</sup>



4/25/2012  
Organization ID: 101097

Denice Cliff  
IEA, Inc.  
9201 West Broadway, Ste 600

Brooklyn Park, MN 55445-1922

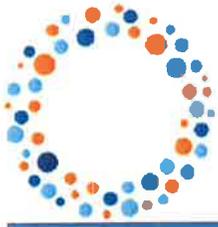
**REPORT OF PERFORMANCE FOR ROUND # 101, ORGANIZATION # 101097**

The following individuals have met all the requirements\* for Registration in the Asbestos Analysts Registry (AAR) and are listed as Registered Analysts:

ID	Name	RESULTS (f/mm2) FOR THE CURRENT ROUND (R101)								Outliers			Performance
		R101	R100	TOT	R101	R100	TOT	R101	R100	TOT			
5974	Tefft, James	A1011	876	B1011	418	C1011	640	D1011	787	0	0	0	Acceptable
8279	Cliff, Denice	A1011	617	B1011	311	C1011	499	D1011	561	0	0	0	Acceptable
8609	Lindberg, Matt	A1011	748	B1011	259	C1011	481	D1011	616	0	0	0	Acceptable
8750	Clark, Mark	A1011	613	B1011	437~	C1011	452	D1011	539	1	1	2	Acceptable
8854	Nagel, Natalie	A1011	665	B1011	341	C1011	525	D1011	641	0	0	0	Acceptable
8857	Farris, Todd	A1011	866	B1011	251	C1011	933~	D1011	955~	2	0	2	Acceptable
8940	Dahling, Thad	A1011	914	B1011	296	C1011	492	D1011	694	0	0	0	Acceptable
8941	Altermatt, Michael	A1011	749	B1011	424~	C1011	749~	D1011	849	2	0	2	Acceptable
8943	Scheer, Tom	A1011	790	B1011	332	C1011	588	D1011	984~	1	0	1	Acceptable
9039	Thompson, Dan	A1011	627	B1011	371	C1011	479	D1011	599	0	0	0	Acceptable
9083	Olsen, Ben	A1011	892	B1011	388	C1011	557	D1011	1070~	1	0	1	Acceptable
9144	Voigt, Branden	A1011	910	B1011	343	C1011	703	D1011	932	0	1	1	Acceptable
9145	Prusinski, Michael	A1011	828	B1011	377	C1011	619	D1011	768	0	0	0	Acceptable
9202	Amill, Jazhan	A1011	868	B1011	382	C1011	532	D1011	955~	1	0	1	Acceptable
9203	Guse, Steve	A1011	615	B1011	233	C1011	440	D1011	688	0	0	0	Acceptable

The following individuals have applied for Registration in the AAR, but have not met all the criteria\* or they have lost their registered status due to non-proficiency or non-participation.:

ID	Name	RESULTS (f/mm2) FOR THE CURRENT ROUND (R101)								Outliers			Performance
		R101	R100	TOT	R101	R100	TOT	R101	R100	TOT			



# AIHA Registry Programs<sup>SM</sup>

## Asbestos Analysts Registry AAT Performance Results Report

ID	Name	RESULTS (f/mm2) FOR THE CURRENT ROUND (R101)							Outliers			Performance
									R101	R100	TOT	

The determination of outliers for the above results is based on the following performance limits:

### Reference Values for Round #101

Sample ID	Batch	Reference Mean	Lower Limit	Upper Limit
A1011	1	555	272	938
B1011	1	247	121	418
C1011	1	419	205	709
D1011	1	561	274	948

### \*Criteria for listing as a Registered Analyst:

1. The organization's application shall be reviewed and approved by an AAR Subject Matter Expert and must meet all the requirements of the current AAR Policy and NIOSH 7400 method.
2. An analyst's application shall be reviewed and approved by an AIHA Registry Programs Staff Reviewer and must have completed two (2) consecutive AAT rounds with no greater than 2 outliers combined.

Note, Registration letters are sent to newly Registered Analysts within 10 business days from the date the results of the round in which the analyst gains proficiency are posted.

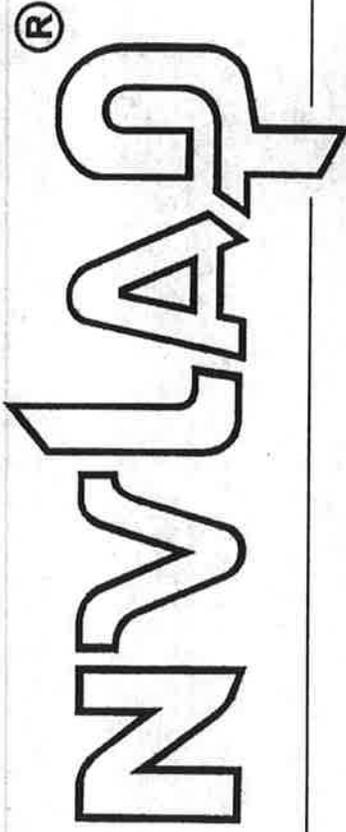
### Legend:

- "--" denotes that the analyst did not submit data (resulting in 4 outliers).
- "~" denotes that a sample ID or sample result was not within acceptable range.
- "X" denotes that the analyst was not enrolled in the specified round at the time of testing.
- "E" denotes an approved excused absence.

## **EMSL Laboratory Certifications**

- **NVLAP PLM**
- **NVLAP TEM**
- **AIHA Lead (Minnesota)**
- **AIHA Lead & Microbiology (Minnesota)**
- **AIHA Asbestos, Lead, & Microbiology (Indianapolis)**

United States Department of Commerce  
National Institute of Standards and Technology



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## Certificate of Accreditation to ISO/IEC 17025:2005

---

NVLAP LAB CODE: 200019-0

**EMSL Analytical, Inc.**  
Minneapolis, MN

*is accredited by the National Voluntary Laboratory Accreditation Program for specific services,  
listed on the Scope of Accreditation, for:*

### **BULK ASBESTOS FIBER ANALYSIS**

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2005.  
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality  
management system (refer to joint ISO-ILAC-IAF Communiqué dated January 2009).*

2012-04-01 through 2013-03-31

*Effective dates*



*David F. Alderman*

*For the National Institute of Standards and Technology*



**National Voluntary  
Laboratory Accreditation Program**



**SCOPE OF ACCREDITATION TO ISO/IEC 17025:2005**

**EMSL Analytical, Inc.**  
14375 23rd Avenue North  
Minneapolis, MN 55447  
Ms. Rachel Travis  
Phone: 763-449-4922 Fax: 763-449-4924  
E-Mail: [rtravis@emsl.com](mailto:rtravis@emsl.com)  
URL: <http://www.emsl.com>

**BULK ASBESTOS FIBER ANALYSIS (PLM)**

**NVLAP LAB CODE 200019-0**

***NVLAP Code    Designation / Description***

18/A01            EPA-600/M4-82-020: Interim Method for the Determination of Asbestos in Bulk Insulation Samples

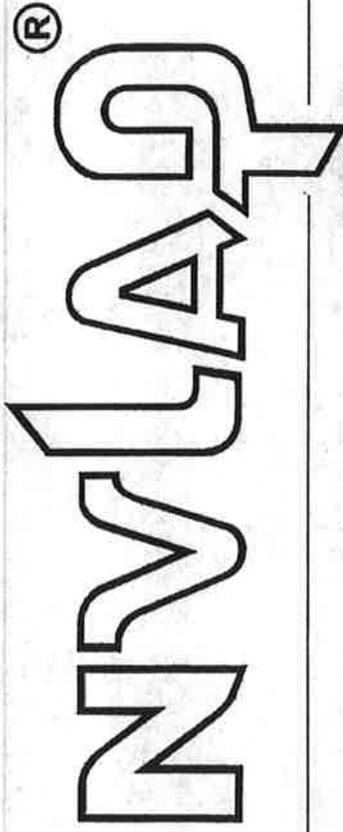
2012-04-01 through 2013-03-31

*Effective dates*

*David F. Alderman*

*For the National Institute of Standards and Technology*

United States Department of Commerce  
National Institute of Standards and Technology



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## Certificate of Accreditation to ISO/IEC 17025:2005

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NVLAP LAB CODE: 200019-0

**EMSL Analytical, Inc.**  
Minneapolis, MN

is accredited by the National Voluntary Laboratory Accreditation Program for specific services,  
*listed on the Scope of Accreditation, for.*

### **AIRBORNE ASBESTOS FIBER ANALYSIS**

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2005.  
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality  
management system (refer to joint ISO-ILAC-IAF Communiqué dated January 2009).*

2012-04-01 through 2013-03-31

Effective dates



*David F. Alderman*  
For the National Institute of Standards and Technology



**National Voluntary  
Laboratory Accreditation Program**



**SCOPE OF ACCREDITATION TO ISO/IEC 17025:2005**

**EMSL Analytical, Inc.**  
14375 23rd Avenue North  
Minneapolis, MN 55447  
Ms. Rachel Travis  
Phone: 763-449-4922 Fax: 763-449-4924  
E-Mail: [rtravis@emsl.com](mailto:rtravis@emsl.com)  
URL: <http://www.emsl.com>

**AIRBORNE ASBESTOS FIBER ANALYSIS (TEM)**

**NVLAP LAB CODE 200019-0**

***NVLAP Code    Designation / Description***

18/A02

U.S. EPA's "Interim Transmission Electron Microscopy Analytical Methods-Mandatory and Nonmandatory-and Mandatory Section to Determine Completion of Response Actions" as found in 40 CFR, Part 763, Subpart E, Appendix A.

2012-04-01 through 2013-03-31

*Effective dates*

*David F. Alderman*

*For the National Institute of Standards and Technology*



**AIHA**

Laboratory Accreditation  
Programs, LLC

## AIHA Laboratory Accreditation Programs, LLC

*acknowledges that*

### **EMSL Analytical, Inc.**

14375 23rd Avenue North, Minneapolis, MN 55447

Laboratory ID: 163162

has fulfilled the requirements of the AIHA Laboratory Accreditation Programs (AIHA-LAP), LLC thereby conforming to the ISO/IEC 17025:2005 international standard, *General Requirements for the Competence of Testing and Calibration Laboratories*. The above named laboratory, along with all premises from which key activities are performed, as listed above, have been accredited by AIHA-LAP, LLC in the following:

#### **LABORATORY ACCREDITATION PROGRAMS**

- INDUSTRIAL HYGIENE      Accreditation Expires:
- ENVIRONMENTAL LEAD      Accreditation Expires: 09/01/2012
- ENVIRONMENTAL MICROBIOLOGY      Accreditation Expires:
- FOOD      Accreditation Expires:

Specific Field(s) of Testing (FoT)/Method(s) within each Accreditation Program for which the above named laboratory maintains accreditation is outlined on the attached **Scope of Accreditation**. Continued accreditation is contingent upon successful on-going compliance with AIHA-LAP, LLC requirements. This certificate is not valid without the attached **Scope of Accreditation**. Please review the AIHA-LAP, LLC website ([www.aihaaccreditedlabs.org](http://www.aihaaccreditedlabs.org)) for the most current scope of accreditation.



*Dave Sandusky, CIH*  
Chairperson, Analytical Accreditation Board

Date Issued: 09/01/2010



## AIHA Laboratory Accreditation Programs, LLC SCOPE OF ACCREDITATION

EMSL Analytical, Inc.  
14375 23rd Avenue North, Minneapolis, MN 55447

Laboratory ID: 163162  
Issue Date: 09/01/2010

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or revocation. A complete listing of currently accredited Environmental Lead laboratories is available on the AIHA-LAP, LLC website at: <http://www.aihaaccreditedlabs.org>

The EPA recognizes the AIHA-LAP, LLC ELLAP program as meeting the requirements of the National Lead Laboratory Accreditation Program (NLLAP) established under Title X of the Residential Lead-Based Paint Hazard Reduction Act of 1992 and includes paint, soil and dust wipe analysis. Air analysis is not included as part of the NLLAP.

### Environmental Lead Laboratory Accreditation Program (ELLAP)

**Initial Accreditation Date: 09/01/2010**

Field of Testing (FoT)	Method	Method Description <i>(for internal methods only)</i>
Airborne Dust	EPA SW-846 7000B	
	EPA SW-846 3050B	
Paint	EPA SW-846 7000B	
	EPA SW-846 3050B	
Settled Dust by Wipe	EPA SW-846 7000B	
	EPA SW-846 3050B	
Soil	EPA SW-846 7000B	
	EPA SW-846 3050B	

The laboratory participates in the following AIHA-LAP, LLC-  
approved proficiency testing programs:

- √ Paint
- √ Soil
- √ Settled Dust by Wipe
- √ Airborne Dust



**AIHA**

Laboratory Accreditation  
Programs, LLC

## AIHA Laboratory Accreditation Programs, LLC

*acknowledges that*

### **EMSL Analytical, Inc.**

14375 23rd Avenue North, Minneapolis, MN 55447

Laboratory ID: 163162

along with all premises from which key activities are performed, as listed above, has fulfilled the requirements of the AIHA Laboratory Accreditation Programs (AIHA-LAP), LLC accreditation to the ISO/IEC 17025:2005 international standard, *General Requirements for the Competence of Testing and Calibration Laboratories* in the following:

#### **LABORATORY ACCREDITATION PROGRAMS**

- INDUSTRIAL HYGIENE      Accreditation Expires:
- ENVIRONMENTAL LEAD      Accreditation Expires: 03/01/2013
- ENVIRONMENTAL MICROBIOLOGY      Accreditation Expires: 03/01/2013
- FOOD      Accreditation Expires:

Specific Field(s) of Testing (FoT)/Method(s) within each Accreditation Program for which the above named laboratory maintains accreditation is outlined on the attached Scope of Accreditation. Continued accreditation is contingent upon successful on-going compliance with ISO/IEC 17025:2005 and AIHA-LAP, LLC requirements. This certificate is not valid without the attached Scope of Accreditation. Please review the AIHA-LAP, LLC website ([www.aihaaccreditedlabs.org](http://www.aihaaccreditedlabs.org)) for the most current Scope.

*Christine Powell*

Christine Powell

Chairperson, Analytical Accreditation Board

*Cheryl O. Morton*

Cheryl O. Morton

Director, AIHA Laboratory Accreditation Programs, LLC

Revision 10: 01/13/2011

Date Issued: 02/01/2011



## AIHA Laboratory Accreditation Programs, LLC SCOPE OF ACCREDITATION

EMSL Analytical, Inc.  
14375 23rd Avenue North, Minneapolis, MN 55447

Laboratory ID: 163162  
Issue Date: 02/01/2011

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or revocation. A complete listing of currently accredited Environmental Microbiology laboratories is available on the AIHA-LAP, LLC website at: <http://www.aihaaccreditedlabs.org>

### Environmental Microbiology Laboratory Accreditation Program (EMLAP)

**Initial Accreditation Date: 11/01/2006**

EMLAP Category	Field of Testing (FoT)	Method	Method Description <i>(for internal methods only)</i>
<b>Fungal</b>	<b>Air - Direct Examination</b>	05-TP-003.5	Standard Operating Procedure for the Analysis of Airborne Fungal Spores, Hyphal Fragments, Pollen, Insect Fragments, Skin Fragments and Fibrous Particulate by Optical Microscopy of Spore Trap Samples

The laboratory participates in the following AIHA-LAP, LLC-approved proficiency testing programs:

- Fungal Culturable
- Bacterial Culturable
- Fungal Direct Examination



## AIHA Laboratory Accreditation Programs, LLC

*acknowledges that*

### **EMSL Analytical, Inc.**

2001 East 52nd Street, Indianapolis, IN 46205

Laboratory ID: 157245

along with all premises from which key activities are performed, as listed above, has fulfilled the requirements of the AIHA Laboratory Accreditation Programs (AIHA-LAP), LLC accreditation to the ISO/IEC 17025:2005 international standard, *General Requirements for the Competence of Testing and Calibration Laboratories* in the following:

#### **LABORATORY ACCREDITATION PROGRAMS**

- INDUSTRIAL HYGIENE**      Accreditation Expires: 02/01/2013
- ENVIRONMENTAL LEAD**      Accreditation Expires: 02/01/2013
- ENVIRONMENTAL MICROBIOLOGY**      Accreditation Expires: 02/01/2013
- FOOD**      Accreditation Expires:

Specific Field(s) of Testing (FoT)/Method(s) within each Accreditation Program for which the above named laboratory maintains accreditation is outlined on the attached **Scope of Accreditation**. Continued accreditation is contingent upon successful on-going compliance with ISO/IEC 17025:2005 and AIHA-LAP, LLC requirements. This certificate is not valid without the attached **Scope of Accreditation**. Please review the AIHA-LAP, LLC website ([www.aihaaccreditedlabs.org](http://www.aihaaccreditedlabs.org)) for the most current Scope.

*Christine Powell*

Christine Powell

Chairperson, Analytical Accreditation Board

Revision 10: 01/13/2011

*Cheryl O. Morton*

Cheryl O. Morton

Director, AIHA Laboratory Accreditation Programs, LLC

Date Issued: 02/01/2011



## AIHA Laboratory Accreditation Programs, LLC SCOPE OF ACCREDITATION

EMSL Analytical, Inc.  
2001 East 52nd Street, Indianapolis, IN 46205

Laboratory ID: 157245  
Issue Date: 02/01/2011

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or revocation. A complete listing of currently accredited Environmental Lead laboratories is available on the AIHA-LAP, LLC website at: <http://www.aihaaccreditedlabs.org>

The EPA recognizes the AIHA-LAP, LLC ELLAP program as meeting the requirements of the National Lead Laboratory Accreditation Program (NLLAP) established under Title X of the Residential Lead-Based Paint Hazard Reduction Act of 1992 and includes paint, soil and dust wipe analysis. Air analysis is not included as part of the NLLAP.

### Environmental Lead Laboratory Accreditation Program (ELLAP)

**Initial Accreditation Date: 09/01/2002**

Field of Testing (FoT)	Method	Method Description <i>(for internal methods only)</i>
Airborne Dust	NIOSH 7082	
Paint	EPA SW-846 3050B	
	EPA SW-846 7420	
Settled Dust by Wipe	EPA SW-846 3050B	
	EPA SW-846 7420	
Soil	EPA SW-846 3050B	
	EPA SW-846 7420	

The laboratory participates in the following AIHA-LAP, LLC-approved proficiency testing programs:

- √ Paint
- √ Soil
- √ Settled Dust by Wipe
- √ Airborne Dust

# **Liberty Mutual Group Laboratory Certifications**

- **AIHA Industrial Hygiene**



08/29/2011

Laboratory ID: 100045

Ethel Patricio  
Liberty Mutual Group  
Industrial Hygiene Laboratory  
71 Frankland Road  
Hopkinton, MA 01748

Dear Ms. Ethel Patricio:

Congratulations! The AIHA Laboratory Accreditation Programs (AIHA-LAP), LLC's Analytical Accreditation Board (AAB) has approved Liberty Mutual Group as an accredited Industrial Hygiene laboratory.

Enclosed, please find the IHLAP accreditation certificate, scope of accreditation document and a copy of the current AIHA-LAP, LLC license agreement (if your completed agreement is not on file at AIHA-LAP, LLC). The accreditation logo has been designed for use by all AIHA-LAP, LLC accredited laboratories. If your laboratory chooses to use the logo in its advertising the laboratory's accreditation, you must complete and return the AIHA-LAP, LLC license agreement to a Laboratory Accreditation Specialist. Once submitted, an electronic copy of the accreditation logo will be sent to you. Please inform us if your laboratory does not wish to use the logo in advertising.

Laboratory accreditation shall be maintained by continued compliance with IHLAP requirements (*see Policy Modules 2B and 6B*), which includes proficient participation in the IHPAT programs for all Fields of Testing (FoTs) for which the laboratory is accredited. An accredited laboratory that wishes to expand into a new FoT must submit an updated accreditation application to AIHA-LAP, LLC for review by the AAB.

Any changes in ownership, laboratory location, personnel, FoTs/Methods, or significant procedural changes shall be reported to AIHA-LAP, LLC in writing within twenty (20) business days of the change.

The accreditation certificate is the property of AIHA-LAP, LLC and must be returned to us should your laboratory withdraw or be removed from the IHLAP.

Again, congratulations. If you have any questions, please contact Edmund Wong, Laboratory Accreditation Specialist, at (703) 846-0716.

Sincerely,

Cheryl O. Morton  
Director  
AIHA Laboratory Accreditation Programs, LLC  
Enclosure



## AIHA Laboratory Accreditation Programs, LLC

*acknowledges that*

### Liberty Mutual Group

Industrial Hygiene Laboratory, 71 Frankland Road, Hopkinton, MA 01748

Laboratory ID: 100045

along with all premises from which key activities are performed, as listed above, has fulfilled the requirements of the AIHA Laboratory Accreditation Programs (AIHA-LAP), LLC accreditation to the ISO/IEC 17025:2005 international standard, *General Requirements for the Competence of Testing and Calibration Laboratories* in the following:

#### LABORATORY ACCREDITATION PROGRAMS

- INDUSTRIAL HYGIENE
- ENVIRONMENTAL LEAD
- ENVIRONMENTAL MICROBIOLOGY
- FOOD

Accreditation Expires: 09/01/2013  
 Accreditation Expires:  
 Accreditation Expires:  
 Accreditation Expires:

Specific Field(s) of Testing (FoT)/Method(s) within each Accreditation Program for which the above named laboratory maintains accreditation is outlined on the attached **Scope of Accreditation**. Continued accreditation is contingent upon successful on-going compliance with ISO/IEC 17025:2005 and AIHA-LAP, LLC requirements. This certificate is not valid without the attached **Scope of Accreditation**. Please review the AIHA-LAP, LLC website ([www.aihaaccreditedlabs.org](http://www.aihaaccreditedlabs.org)) for the most current Scope.

*Christine Powell*

Christine Powell

Chairperson, Analytical Accreditation Board

Revision 11: 01/13/2011

*Cheryl O. Morton*

Cheryl O. Morton

Director, AIHA Laboratory Accreditation Programs, LLC

Date Issued: 09/01/2011



## AIHA Laboratory Accreditation Programs, LLC SCOPE OF ACCREDITATION

Liberty Mutual Group  
Industrial Hygiene Laboratory, 71 Frankland Road, Hopkinton, MA 01748

Laboratory ID: **100045**  
Issue Date: 09/01/2011

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or revocation. A complete listing of currently accredited Industrial Hygiene laboratories is available on the AIHA-LAP, LLC website at: <http://www.aihaaccreditedlabs.org>

### Industrial Hygiene Laboratory Accreditation Program (IHLAP)

**Initial Accreditation Date: 06/01/1974**

IHLAP Scope Category	Field of Testing (FoT)	Technology sub-type/ Detector	Published Reference Method/ Title of In-house Method	Method Description or Analyte <i>(for internal methods only)</i>
<b>Chromatography Core</b>	Gas Chromatography	GC/FID	NIOSH 1000	
			NIOSH 1002	
			NIOSH 1003	
			NIOSH 1005	
			NIOSH 1007	
			NIOSH 1010	
			NIOSH 1020	
			NIOSH 1022	
			NIOSH 1024	
			NIOSH 1300	
			NIOSH 1301	
			NIOSH 1302	
			NIOSH 1400	
			NIOSH 1401	
			NIOSH 1402	
			NIOSH 1403	
			NIOSH 1450	
			NIOSH 1451	
			NIOSH 1453	
			NIOSH 1454	
			NIOSH 1457	
			NIOSH 1458	
			NIOSH 1459	
NIOSH 1500				
NIOSH 1501				
NIOSH 1602				
NIOSH 1606				



**AIHA**

Laboratory Accreditation Programs, LLC

IHLAP Scope Category	Field of Testing (FoT)	Technology sub-type/ Detector	Published Reference Method/Title of In-house Method	Method Description or Analyte <i>(for internal methods only)</i>
<b>Chromatography Core</b>	Gas Chromatography	GC/FID	NIOSH 1609	
			NIOSH 1610	
			NIOSH 1613	
			NIOSH 1614	
			NIOSH 1615	
			NIOSH 1616	
			NIOSH 2000	
			NIOSH 2004	
			NIOSH 2005	
			NIOSH 2500	
			NIOSH 2505	
			NIOSH 2508	
			NIOSH 2527	
			NIOSH 2537	
			NIOSH 2557	
			NIOSH 5020	
			NIOSH 5034	
			NIOSH 5523	
			NIOSH S-150	
			OSHA 07	
			OSHA 103	
			OSHA 104	
			OSHA 21	
			OSHA 91	
	OSHA PV2003			
	OSHA PV2053			
	OSHA PV2061			
	OSHA PV2095			
	GC/MS		3M Method	
			CIBA GEIGY-C321A	Demonstration of Competency as per Module 6B.3
			LM-GCMS-5	OSHA In-House Method for Dimethyl Sulfide
			NIOSH 1600	
			NIOSH 5503	
			NIOSH 5515	
GC- Diffusive Sampler		OSHA 7		
		3M Method		
		NIOSH 2007		
		NIOSH 2011		
		NIOSH 6005		
Ion Chromatography (IC)		NIOSH 6011		
		NIOSH 6013		



**AIHA**

**Laboratory Accreditation Programs, LLC**

IHLAP Scope Category	Field of Testing (FoT)	Technology sub-type/ Detector	Published Reference Method/ Title of In-house Method	Method Description or Analyte <i>(for internal methods only)</i>
<b>Chromatography Core</b>	Ion Chromatography (IC)		NIOSH 7903	
			NIOSH 7906	
			OSHA ID-182	
			OSHA ID-188	
			OSHA ID-190	
			OSHA ID-200	
			OSHA ID-202	
			OSHA ID-214	
			OSHA ID-215 v.2	LM-IC-16
			OSHA W4001	
	Liquid Chromatography	HPLC/UV	In-house LMI-T1	LM-LC-22
			NIOSH 2014	
			NIOSH 2016	
			NIOSH 2532	
			NIOSH 5004	
			NIOSH 5005	
			NIOSH 5008	
			NIOSH 5029	
			NIOSH 5506	
			NIOSH P&CAM 236	LM-LC-2
			OSHA 108	
			OSHA 25	
			OSHA 28	
			OSHA 32	
			OSHA 42	
			OSHA 47	
			OSHA 55	
			OSHA 58	
			OSHA 60	
			OSHA 63	
			OSHA 64	
			OSHA 90	
OSHA PV2012				
OSHA PV2094				
<b>Spectrometry Core</b>	Atomic Absorption	LC/MS	NIOSH 2016	
		GFAA	NIOSH 6001	
		GFAA	NIOSH 7901	
		CVAA	NIOSH 6009	
		CVAA	OSHA ID-140	
Inductively-Coupled Plasma	ICP/MS	NIOSH 7301		



**AIHA**

**Laboratory Accreditation Programs, LLC**

<b>IHLAP Scope Category</b>	<b>Field of Testing (FoT)</b>	<b>Technology sub-type/ Detector</b>	<b>Published Reference Method/Title of In-house Method</b>	<b>Method Description or Analyte <i>(for internal methods only)</i></b>		
<b>Spectrometry Core</b>	Inductively-Coupled Plasma	ICP/AES	NIOSH 7300			
			NIOSH 7301			
			NIOSH 7303			
			OSHA ID-1003	LM-ICP-7		
			OSHA ID-121			
			OSHA ID-125G			
	X-ray Diffraction (XRD)		NIOSH 7500			
<b>Asbestos/Fiber Microscopy Core</b>	Polarized Light Microscopy (PLM)		NIOSH 9002			
	Phase Contrast Microscopy (PCM)		NIOSH 7400			
<b>Miscellaneous Core</b>	Gravimetric		HSE MDHS 14/3 (Respirable and Inhalable Dust)			
			NIOSH 0500			
			NIOSH 0600			
			NIOSH 5000			
			NIOSH 5023			
			NIOSH 5042			
			NIOSH 5524			
			OSHA 58			
<b>Compressed / Breathing Air Testing</b>	Gas Chromatography	GC/ FID	LM-GAS-1	LMI-A5 Breathing Air		
			LM-GAS-3	LMI-A5 Clarus Breathing Air		
		GC/TCD	LM-GAS-1	LMI-A5 Breathing Air		
			LM-GAS-3	LMI-A5 Clarus Breathing Air		
		GC/ECD	LM-GAS-1	LMI-A5 Breathing Air		
		GC/XSD	LM-GAS-3	LMI-A5 Clarus Breathing Air		
		<b>Pharmaceutical Testing</b>	Liquid Chromatography	HPLC/ UV	LM-LC-Pharma-1	Proprietary Method
					LM-LC-Pharma-2	Proprietary Pharmaceutical Method
LM-LC-Pharma-3	Proprietary Pharmaceutical Method					
LC/MS	LM-LCMS-Pharma-1			Proprietary Pharmaceutical Method		
	LM-LCMS-Pharma-4			Proprietary Pharmaceutical Method		
<b>Beryllium Testing</b>	Inductively-Coupled Plasma	ICP/MS	NIOSH 7301			
		ICP/AES	NIOSH 7301			



The laboratory participates in the following AIHA-LAP, LLC-approved proficiency testing programs:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> AIHA-PAT Programs, LLC IHPAT Metals                        | <input type="checkbox"/> HSE Workplace Analytical Scheme for Proficiency (WASP) (Thermal Desorption Tubes)                       |
| <input checked="" type="checkbox"/> AIHA-PAT Programs, LLC IHPAT Organic Solvents              | <input checked="" type="checkbox"/> Pharmaceutical Round Robin   |
| <input checked="" type="checkbox"/> AIHA-PAT Programs, LLC IHPAT Silica                        | <input checked="" type="checkbox"/> Compressed/Breathing Air Round Robin   |
| <input checked="" type="checkbox"/> AIHA-PAT Programs, LLC IHPAT Diffusive Sampler (3M)        | <input type="checkbox"/> National Voluntary Laboratory Accreditation Program (NVLAP - determined at the time of site assessment) |
| <input type="checkbox"/> AIHA-PAT Programs, LLC IHPAT Diffusive Sampler (SKC)                  | <input type="checkbox"/> New York State Department of Health (NYS DOH – PCM and TEM)   |
| <input type="checkbox"/> AIHA-PAT Programs, LLC IHPAT Diffusive Sampler (AT)                   | <input type="checkbox"/> ERA Air and Emissions standards for indoor air quality  |
| <input checked="" type="checkbox"/> AIHA-PAT Programs, LLC IHPAT Asbestos                      | <input type="checkbox"/> Institut für Arbeitsschutz der Deutschen Gesetzlichen Unfallversicherung (IFA, formerly BGIA)           |
| <input checked="" type="checkbox"/> AIHA-PAT Programs, LLC Bulk Asbestos (BAPAT)               | <input type="checkbox"/> Institut de Recherche Robert-Sauvé en Santé et en Sécurité du Travail (IRSST)                           |
| <input checked="" type="checkbox"/> AIHA-PAT Programs, LLC Beryllium (BePAT)                   |  |
| <input type="checkbox"/> HSE Workplace Analytical Scheme for Proficiency (WASP) (Formaldehyde) |  |

# **EMLab P&K, LLC Laboratory Certifications**

- **AIHA Environmental Microbiology**



## AIHA Laboratory Accreditation Programs, LLC

*acknowledges that*

### **EMLab P&K, LLC.**

1936 Olney Ave., Cherry Hill, NJ 08003  
Laboratory ID: 103005

along with all premises from which key activities are performed, as listed above, has fulfilled the requirements of the AIHA Laboratory Accreditation Programs (AIHA-LAP), LLC accreditation to the ISO/IEC 17025:2005 international standard, *General Requirements for the Competence of Testing and Calibration Laboratories* in the following:

#### **LABORATORY ACCREDITATION PROGRAMS**

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> INDUSTRIAL HYGIENE                    | Accreditation Expires:            |
| <input type="checkbox"/> ENVIRONMENTAL LEAD                    | Accreditation Expires:            |
| <input checked="" type="checkbox"/> ENVIRONMENTAL MICROBIOLOGY | Accreditation Expires: 09/01/2013 |
| <input type="checkbox"/> FOOD                                  | Accreditation Expires:            |

Specific Field(s) of Testing (FoT)/Method(s) within each Accreditation Program for which the above named laboratory maintains accreditation is outlined on the attached **Scope of Accreditation**. Continued accreditation is contingent upon successful on-going compliance with ISO/IEC 17025:2005 and AIHA-LAP, LLC requirements. This certificate is not valid without the attached **Scope of Accreditation**. Please review the AIHA-LAP, LLC website ([www.aihaaccreditedlabs.org](http://www.aihaaccreditedlabs.org)) for the most current Scope.

*Christine Powell*

Christine Powell

Chairperson, Analytical Accreditation Board

Revision 11: 01/13/2011

*Cheryl O. Morton*

Cheryl O. Morton

Director, AIHA Laboratory Accreditation Programs, LLC

Date Issued: 09/01/2011



## AIHA Laboratory Accreditation Programs, LLC

### SCOPE OF ACCREDITATION

EMLab P&K, LLC.  
1936 Olney Avenue, Cherry Hill, NJ 08003

Laboratory ID: **103005**  
Issue Date: 09/01/2011

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or revocation. A complete listing of currently accredited Environmental Microbiology laboratories is available on the AIHA-LAP, LLC website at: <http://www.aihaaccreditedlabs.org>

#### Environmental Microbiology Laboratory Accreditation Program (EMLAP)

**Initial Accreditation Date: 07/01/2000**

EMLAP Category	Field of Testing (FoT)	Method	Method Description <i>(for internal methods only)</i>
<b>Fungal</b>	<b>Air - Culturable</b>	1043	Preparation and Analysis of Air Samples for Culturable Fungi
	<b>Bulk - Culturable</b>	1040	Analysis of dust, swab, water and bulk samples for culturable fungi
		2584	Preparation of Bulk, Dust/Soil, Swab/Wipe, and Water/Liquid Samples for Quantitative Fungal and/or Bacterial Analysis
	<b>Surface - Culturable</b>	1040	Analysis of dust, swab, water and bulk samples for culturable fungi
		2584	Preparation of Bulk, Dust/Soil, Swab/Wipe, and Water/Liquid Samples for Quantitative Fungal and/or Bacterial Analysis
	<b>Air - Direct Examination</b>	1038	Preparation and Analysis of Spore Trap (Air) Samples for Fungal Spores, Other Biological and Non-Biological Particles
	<b>Bulk - Direct Examination</b>	1039	Preparation and Analysis of Tape, Swab, Wipe, Bulk and Dust/Soil Samples for Qualitative Direct Microscopic Examination
		1041	Preparation and Analysis of Tape, Swab, Wipe, Bulk and Dust/Soil Samples for Quantitative Direct Microscopic Examination
	<b>Surface - Direct Examination</b>	1039	Preparation and Analysis of Tape, Swab, Wipe, Bulk and Dust/Soil Samples for Qualitative Direct Microscopic Examination
		1041	Preparation and Analysis of Tape, Swab, Wipe, Bulk and Dust/Soil Samples for Quantitative Direct Microscopic Examination



EMLAP Category	Field of Testing (FoT)	Method	Method Description <i>(for internal methods only)</i>
<b>Bacterial</b>	<b>Air - Culturable</b>	1047	Enumeration and Gram Stain Identification of Aerobic Bacteria in Air
		1687	Bacteria, air-total counts, gram negative counts and paragraph
		1051	Detection and enumeration of Legionella bacteria (based on CDC method)
	<b>Bulk - Culturable</b>	1040	Preparation of Bulk, Dust/Soil, Swab/Wipe, and Water/Liquid Samples
		1687	Enumeration and Gram Stain Identification of Aerobic Bacteria and Thermophilic Actinomycetes in Contact Plates, Swab, Bulk, CarpetChek and Water Samples
		1050	Detection and enumeration of Legionella bacteria (based on CDC method)
	<b>Surface - Culturable</b>	1040	Preparation of bulk, dust/soil, swab/wipe and water/liquid samples for quantitative fungal and/or bacterial analysis
		1687	Enumeration and Gram Stain Identification of Aerobic Bacteria and Thermophilic Actinomycetes in Contact Plates, Swab, Bulk, CarpetChek and Water Samples
		1050	Detection and enumeration of Legionella bacteria (based on CDC method)

The laboratory participates in the following AIHA-LAP, LLC-  
approved proficiency testing programs:

- √ Fungal Culturable
- √ Bacterial Culturable
- √ Fungal Direct Examination

**5. QUALIFICATIONS OF RESPONDER'S KEY PERSONS AND SPECIALISTS - ADD ADDITIONAL PAGES IF NECESSARY. Following this section, Insert copies of employees' licenses, certifications, credentials.**

<p>a. NAME AND TITLE:  Jeffrey L. Carlson Director of Inspection Services / Senior Project Manager</p>	<p>a. NAME AND TITLE:  William Dold Division Manager – Environmental Project Design and Management</p>
<p>b. PROJECT ASSIGNMENT:  Category 9: Hazardous Material Surveys with Electronic Database of Information</p>	<p>b. PROJECT ASSIGNMENT:  Category 9: Hazardous Material Surveys with Electronic Database of Information</p>
<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:  Institute for Environmental Assessment</p>	<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:  Institute for Environmental Assessment</p>
<p>d. YEARS EXPERIENCE:  WITH THIS FIRM: 24 Years WITH OTHER FIRMS:</p>	<p>d. YEARS EXPERIENCE:  WITH THIS FIRM: 20 Years WITH OTHER FIRMS:</p>
<p>e. EDUCATION: DEGREE(S) &amp; CERTIFICATIONS / YEAR / INSTITUTION [ insert copies following this page ]  See Resume following this page.</p>	<p>e. EDUCATION: DEGREE(S) &amp; CERTIFICATIONS / YEAR / INSTITUTION [ insert copies following this page ]  See Resume following this page.</p>
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<p>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [ List projects in next section -6 ]  See Resume following this page.</p>	<p>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [ List projects in next section -6 ]  See Resume following this page.</p>

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# Jeffrey L. Carlson

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## Present Position

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Director of Inspection Services / Senior Project Manager  
Institute for Environmental Assessment  
9201 West Broadway, #600  
Brooklyn Park, MN 55445

- Direct and provide AHERA services, including inspections, management plans, training and consulting.
- Develop AHERA proposals and contracts.
- Provide quality control of inspection reports.
- Perform asbestos project management duties for school and commercial clients.
- Provide technical support for Project Managers and Environmental Technicians.
- Develop and revise training course materials and provide training for Asbestos Site Supervisor, Inspector, Management Planner, Operations and Maintenance, and Awareness disciplines.

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## Experience

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Director, Administrative Services  
Institute for Environmental Assessment  
1992 – 1993

- Directed personnel, including: interviewing, hiring and performance reviews.
- Managed and improved efficiency within the accounting department.
- Revised the company's employment handbook.
- Administered the Affirmative Action program.
- Handled property management issues.
- Administered employee benefits programs.

Director, Central Office  
Institute for Environmental Assessment  
1991 – 1992

- Managed operations of the Central Office including all engineering personnel (10 full-time salaried individuals and up to 25 full-time temporary employees).
- Hired and assigned Project Managers and Field Engineers.
- Developed computer-aided project tracking/scheduling system.
- Revised and updated the project specifications system.
- Revised project recordkeeping system including the final report format.

Project Manager  
Institute for Environmental Assessment  
1988 – 1991

- Negotiated services and scope of work modifications with clients and contractors.
- Conducted Operations and Maintenance Plan audits.
- Interviewed prospective employees and hired for Environmental Technician positions.
- Reviewed and edited project billing and employee timesheets.
- Developed cost proposals for building inspections, project design and management, and Operations and Maintenance Plans.
- Managed projects: developed project specifications, selected qualified bidders, conducted pre-bid meetings, accepted bids, conducted pre-construction and project meetings, advised Field Engineers and acted as liaison and arbitrator between building owners and contractors. Project size ranged to \$250,000.
- Developed Risk Assessment reports and Operations and Maintenance Plans for public and private clients.
- Designed in-house documents and worksheets to streamline project efficiency.

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## **Experience *(continued)***

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Field Engineer  
Institute for Environmental Assessment  
1988

- Conducted risk assessment inspections for asbestos-containing building materials within commercial and school buildings.
- Monitored asbestos abatement projects, which included: air sampling, hygiene surveillance, documentation of abatement procedures, conducting clearance inspections and writing final reports.
- Conducted two-day Operations and Maintenance training classes throughout the Midwest.

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## **Education**

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Master of Education (Science)  
University of Minnesota, Minneapolis

Bachelor of Arts (Biology/Education)  
St. Olaf College, Northfield, Minnesota

Minor in Chemistry  
University of Minnesota, Minneapolis

Train-the-Trainer Course  
University of North Dakota, 2000

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## **Certifications**

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- Asbestos Inspector
- Asbestos Management Planner
- Asbestos Site Supervisor
- Asbestos Project Designer
- OSHA 30 Hour Construction Safety and Health



**ASBESTOS  
SITE  
SUPERVISOR**

Certified by:  
State of Minnesota  
Department of Health

**Expires: 05/11/2013**

Jeffrey L. Carlson  
22091 Ethan Ct  
Forest Lake, MN 55025

*Janet S. Brunner*  
Director, Env. Health Div.

No AS2295

Issued: 05/15/2012

# Inspector State Certification/Accreditation

---



**MDH** ASBESTOS  
INSPECTOR  
Certified by:  
State of Minnesota  
Department of Health  
Expires: **08/26/2012**  
Jeffrey L. Carlson  
22091 Ethan Ct  
Forest Lake, MN 55025

*Franklin S. Blomquist*  
Director, Env. Health Div.

No. A12295 Issued: 09/08/2011



**ASBESTOS  
MANAGEMENT  
PLANNER**

Certified by:  
State of Minnesota  
Department of Health  
**Expires: 08/26/2012**  
Jeffrey L Carlson  
22091 Ethan Ct  
Forest Lake, MN 55025

  
Director, Env. Health Div.

No. AM2295

Issued: 09/08/2011

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# William J. Dold

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---

## Present Position

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Division Manager  
Environmental Project Design and Management  
Institute for Environmental Assessment  
9201 West Broadway N., #600  
Brooklyn Park, MN 55445  
January 1992 - Present

Division Manager for the Environmental Project Design and Management Division. Responsible for supervision of project managers and environmental technicians, oversees specification design and review. Acts as liaison with governing regulating agencies assuring corporate-wide regulation compliance. Responsible for overall coordination of asbestos abatement projects. Has 17+ years of experience in performing NESHAP renovation/demolition asbestos inspections and developing asbestos removal project designs.

Responsibilities also include management of laboratory services at a divisional level.

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## Experience

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President  
Vice President  
Chief Technician  
Thermal Sense, Inc.  
May 1982 – December 1991

- Performed thermographic surveys on roofing systems, electrical systems and building envelopes.
- Overall responsibility for operations and management of the corporation.
- Responsible for quality control, customer relations and field technicians.
- Responsible for development of service programs and assurance of quality control.

Area and Store Supervisor  
Fotomat Corporation  
Responsible for the operations and personnel of 13 retail outlets.

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## Education

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B. S. Business Administration  
University of Minnesota – 1979

Level I and II Thermographer  
Infraspection Institute

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## Certifications

---

- Asbestos Site Supervisor
- Asbestos Management Planner
- Asbestos Inspector
- Asbestos Project Designer
- Minnesota 2-Day Air Sampling
- OSHA 30 Hour Construction Safety and Health
- Underground Storage Tank Training Course  
Minnesota Technical College System
- Train the Trainer  
University of North Dakota
- Niton XRF Spectrum Analyzer Training



**ASBESTOS  
SITE  
SUPERVISOR**

Certified by: **State of Minnesota  
Department of Health**  
**Expires: 01/25/2013**

**William J. Dold  
1029 Paul Parkway #116  
Blaine, MN 55434**

*Joseph S. Casanova*  
Director, Env. Health Div.

No AS2355

Issued: 01/30/2012



**MINNESOTA**  
**MDH** ASBESTOS  
INSPECTOR

Certified by:  
State of Minnesota  
Department of Health  
**Expires: 09/20/2012**  
William J. Dold  
404 14th Ave SE Apt 8  
St. Cloud, MN 56304

*Frank S. Buschner*  
Director, Env. Health Div.

No. A12355 Issued: 09/29/2011



**ASBESTOS  
MANAGEMENT  
PLANNER**

Certified by:  
State of Minnesota  
Department of Health  
**Expires: 09/30/2011**

**William J Dold**  
401 14th Ave SE Apt B  
St. Cloud, MN 56304

*William J. Dold*

Director, Env. Health Div.

No AM2355

Issued: 10/06/2010

<p>a. NAME AND TITLE:</p> <p>Amy Satterfield Indoor Environments Division Lead / Senior Project Manager</p>	<p>a. NAME AND TITLE:</p> <p>Leslie Cloonan, CIH, MPH, LEED AP O+M Senior Project Manager</p>
<p>b. PROJECT ASSIGNMENT:</p> <p>Category 4: Fungal Investigation and Sampling Category 7: Indoor Air Quality Assessment</p>	<p>b. PROJECT ASSIGNMENT:</p> <p>Category 2: General Air Monitoring Category 5: General Environmental Condition Evaluations Category 7: Indoor Air Quality Assessment Category 11: Other Hazardous Material Industrial Hygiene Services</p>
<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p> <p>Institute for Environmental Assessment</p>	<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p> <p>Institute for Environmental Assessment</p>
<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 14 Years WITH OTHER FIRMS:</p>	<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 14 Years WITH OTHER FIRMS:</p>
<p>e. EDUCATION: DEGREE(S) &amp; CERTIFICATIONS / YEAR / INSTITUTION [ insert copies following this page ]  See Resume following this page.</p>	<p>e. EDUCATION: DEGREE(S) &amp; CERTIFICATIONS / YEAR / INSTITUTION [ insert copies following this page ]  See Resume following this page.</p>
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# Amy Satterfield

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## Present Position

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Indoor Environments Division Lead/Senior Project Manager  
Institute for Environmental Assessment  
January 1998- Present  
9201 West Broadway, Suite #600  
Brooklyn Park, MN 55445  
763-315-7900

### Indoor Environments Division Lead

- Management of division and staff activities.
- Development of new business contacts/clients.
- Maintenance and expansion of current client base, services and products.
- Manage, coordinate and disseminate project activity information to clients, contractors and IEA employees.
- Coordinate staff, activities and projects between IEA's indoor air quality, mechanical engineering, environmental health & safety, and asbestos/lead divisions.

### Senior Project Manager

- Responsible for providing and managing indoor air quality investigations, reports and client follow up, conduct infection control indoor air quality monitoring and site assessments.
- Manage and coordinate with Project Engineer ventilation assessments, studies and upgrade/replacement projects including coordinating with architects, electrical engineers, structural engineers, construction managers and contractors.
- Manage the activities of field technicians and project managers on indoor air quality and engineering projects.
- Project Manager duties as described below.

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## Experience

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### Project Manager

#### Institute for Environmental Assessment

Responsible for managing and providing indoor air quality investigations, assessments, management of mold remediation for the safe removal of moisture/mold impacted building materials as well as documentation, conduct and manage Phase I Environmental Site Assessments, coordinating ventilation/mechanical system surveys, documenting MN Department of Education Health and Safety Funding, coordinating ventilation upgrade/replacement design and construction.

### Senior IAQ Investigator

#### Institute for Environmental Assessment

Monitored asbestos abatements and mold remediation projects to include air monitoring & surface sampling. Conduct indoor air quality investigations to include air, surface and materials sampling and ventilation inspections, and provide final report documents for clients.

---

## Education

University of Wisconsin – River Falls  
B.S. Degree in Conservation  
Minor: Hydrogeology

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## Continuing Education

Building Mechanical Systems, Univ. of Wisconsin, 2006  
Project Management Certification, Univ. of St. Thomas, 2006  
MN State Building & Fire Code, S. Central Tech. College, 2005  
AIA Contracts in Minnesota, 2004

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## Certifications

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Certified Professional Project Manager

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# Leslie Cloonan, CIH, MPH, MS, LEED AP O+M

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## Present Position

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**2003 - Present**  
**Senior Project Manager, Indoor Environments Division**  
**Institute for Environmental Assessment**  
9201 West Broadway N., Suite #600  
Brooklyn Park, MN 55445  
763/315-7900

Ms. Cloonan has performed occupational safety and health surveys for industrial and public entities. She has more than 10 years of experience in assisting clients with environmental, health, and safety compliance. She has also conducted hundreds of indoor air quality evaluations of varying scopes and sizes in schools, office buildings, hospitals, residences and industrial facilities. She managed semi-annual proactive indoor air quality testing of over 30 million square feet of commercial office/light industrial buildings for five years.

Ms. Cloonan also provides expertise in industrial hygiene sampling and contaminant control for construction and abatement projects. She has a wide range of experience in sampling for airborne contaminants including solvents, metals, aldehydes, isocyanates, particulates and microbials.

---

## Past Professional Experience

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**2000 – 2003**  
**Project Manager**  
Indoor Environments Division  
Institute for Environmental Assessment

**1998 – 2000**  
**Sr. Environmental Technician/Project Manager**  
Environmental Management Services Division  
Institute for Environmental Assessment

**1997 – 1998**  
**Research Assistant**  
Midwest Universities Radon Consortium  
University of Minnesota  
St. Paul, Minnesota

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## Certifications

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LEED AP O+M  
Certified Industrial Hygienist (Certificate #8377 CP)  
Licensed Industrial Hygienist (Illinois)  
AHERA Asbestos Project Designer (Illinois)  
Asbestos Inspector  
OSHA Construction Outreach Trainer

---

## Education & Training

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<b>Graduate</b>	<b>M.P.H. Environmental &amp; Occupational Health</b> University of Minnesota
	<b>M.S. Environmental Studies</b> University of Montana
<b>Undergraduate</b>	<b>B.S. Biology/Environmental Science, <i>magna cum laude</i></b> University of Wisconsin at Green Bay

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## Education & Training *(continued)*

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### Other Training

Bayesian Statistics: Overview and Applications in Industrial Hygiene Data Interpretation and Exposure Risk Assessment. Professional Development Conference, AIHCE 2008, Minneapolis, MN.

Investigative Photography for the Safety and Health Professional. Professional Development Conference, AIHCE 2008, Minneapolis, MN.

Minnesota Indoor Air Association's 1<sup>st</sup> Annual IAQ Conference: Managing the Imperfect Storm, Brooklyn Park, MN, December 8-9, 2004.

The Impact of Mold on Health and Indoor Air Quality, The Academy of Medicine, Atlanta, Georgia, October 18-19, 2001.

Comprehensive Industrial Hygiene Review, St. Paul, Minnesota, March 20-24, 2000.

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## Professional Membership

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American Industrial Hygiene Association (AIHA)  
AIHA-Upper Midwest Section – Officer (2005-2007)  
American Academy of Industrial Hygiene (AAIH)  
U.S. Green Building Council (USGBC)  
USGBC – Minnesota Chapter

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## Articles & Publications

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Henckel, C.L. and Angell, W.J. (1999) Survey of indoor air quality and related complaints and building factors in Minnesota Schools. In: *Proceedings of Indoor Air '99: The 8th International Conference on Indoor Air Quality and Climate*, Edinburgh, Scotland, Vol. 4, 987-992.

Henckel, C., Quraishi, A., Carlson, N. and Streifel, A. (2000) A Method to Evaluate the Cleaning Effectiveness and Airborne Particle Generation of Vacuum Cleaners. In: *Proceedings of American Industrial Hygiene Conference & Exposition, 2000*.

Henckel, Leslie. (2003) IAQ FYI: Proactive management can help to clear buildings of indoor air quality problems. *Journal of Property Management*, Vol. 68(4): July/August 2003.

Kapfer, T., Froehlig, T. and Henckel, L. (2001) Monitoring the Effectiveness of a Containment during Application of Floor Coatings Adjacent to Occupied Areas. In: *Proceedings of Environmental Health & Safety Conference & Exposition, 2001*.



**MDH** ASBESTOS  
INSPECTOR

Certified by:  
State of Minnesota  
Department of Health  
Expires: **01/20/2013**

**Leslie Cleonan**  
2897 Autumnwood Dr  
Minnetonka, MN 55345

*Jack A. Henneman*  
Director, Env. Health Div.

No. A13837 Issued: 01/27/2012

The  
**American Board of Industrial Hygiene®**  
**ABIH®**



organized to improve the practice of Industrial Hygiene  
proclaims that

**Carol Leslie Henckel**

having met all requirements through  
education, experience, and examination,  
is hereby certified in the

**COMPREHENSIVE PRACTICE**  
of  
**INDUSTRIAL HYGIENE**

and has the right to use the designations

**CERTIFIED INDUSTRIAL HYGIENIST**

**CIH**

October 31, 2002

date

*Ann M. Pritz*

Chairman ABIH

8377 CP

certificate  
number

*Kirk J. James*

Secretary ABIH



<p>a. NAME AND TITLE:</p> <p>Michael Voss Senior Project Manager</p>	<p>a. NAME AND TITLE:</p> <p>Diedra Hudgens Senior Project Manager</p>
<p>b. PROJECT ASSIGNMENT:</p> <p>Category 8: Lead in Paint Sampling Category 9: Hazardous Material Surveys with Electronic Database of Information</p>	<p>b. PROJECT ASSIGNMENT:</p> <p>Category 8: Lead in Paint Sampling Category 9: Hazardous Material Surveys with Electronic Database of Information</p>
<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p> <p>Institute for Environmental Assessment</p>	<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p> <p>Institute for Environmental Assessment</p>
<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 13.5 Years WITH OTHER FIRMS: 1 Year</p>	<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 14 Years WITH OTHER FIRMS: 1 Year</p>
<p>e. EDUCATION: DEGREE(S) &amp; CERTIFICATIONS / YEAR / INSTITUTION [ insert copies following this page ] See Resume following this page.</p>	<p>e. EDUCATION: DEGREE(S) &amp; CERTIFICATIONS / YEAR / INSTITUTION [ insert copies following this page ] See Resume following this page.</p>
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# Michael Voss

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## Present Position

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Senior Project Manager  
Environmental Project Design and Management  
Institute for Environmental Assessment  
9201 West Broadway, Suite 600  
Brooklyn Park, MN 55445  
September 1998 to Present

Design, manage and monitor hazardous material abatement projects, including surveying and sampling of suspect asbestos-containing materials, AHERA regulated periodic building inspections, hazardous chemical assessment, documentation of work performed and compilation into written reports. Position requires a working knowledge of federal and state regulations concerning each project.

---

## Education

---

Bachelor of Science – Environmental & Public Health  
University of Wisconsin – Eau Claire

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## Experience

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Wisconsin Bureau of Public Health  
Sanitarian Internship

U. S. Filter Recovery Services  
Hazardous Waste & Wastewater Treatment

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## Certifications

---

- Asbestos Building Inspector
- NIOSH 582
- Asbestos Abatement Site Supervisor
- Asbestos Project Designer
- Lead Risk Assessor
- OSHA 40-Hour HAZWOPER
- Minnesota 2-Day Asbestos Air Sampling
- Niton XRF Spectrum Analyzer Training
- OSHA 30 Hour Construction Safety and Health



**ASBESTOS  
INSPECTOR**

Certified by:  
State of Minnesota  
Department of Health

**Expires: 01/20/2013**

**Michael T Voss  
11136 Edgewood Cir N  
Champlin, MN 55316**

*Lynelle S. Bremer*  
Director, Env. Health Div.

No. AI3580 Issued: 01/27/2012



**ASBESTOS  
SITE  
SUPERVISOR**

Certified by: State of Minnesota  
Department of Health

**Expires: 05/11/2013**

**Michael T Voss**  
11135 Edgewood Cir N  
Champlin, MN 55316

*Linda S. Bremer*  
Director, Env. Health Div.

No AS3580

Issued: 05/15/2012



**LEAD  
Risk Assessor**

Licensed by:  
State of Minnesota  
Department of Health  
License No. LR614  
Expires 12/08/2012

**Michael T Voss**  
11135 Edgewood Cir N  
Champlin, MN 55316

*Leah Sommer*  
Director, Env. Health Div.

# *Certificate of Completion*

## *8 Hour HAZWOPER Refresher Training*

*29 CFR 1910.120/29 CFR 1926.65*

*This is to certify completion of 8 Hour Hazardous Waste  
Operations and Emergency Response Refresher Training*

*February 24, 2012*

# *Mike Voss*

*Topics Covered:*

*HAZWOPER Standard, History, Acts, Scope and Application, Chemistry & Toxicology, DOTERG,  
NIOSH Pocket Guide, Hazard Communication, Identification, Evaluation and Control, Personal  
Protective Equipment, Donning, Doffing, Decontamination, Respiratory Protection, Confined Space,  
Trenching & Excavation, Entry Fall Protection, Lockout/Tagout, Electrical Safety, Spill Drill,  
Incident Command, Air Monitoring, Written Examination & Testing*

**Knutson Beyer Group, Inc.**  
725 Fourth Street, Hudson, WI 54016  
715.386.2253 [www.knutsonbeyer.com](http://www.knutsonbeyer.com)  
Ted Beyer, Instructor



---

# Diedra Hudgens

---

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## Present Position

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Senior Project Manager  
Environmental Project Design and Management  
Institute for Environmental Assessment  
9201 West Broadway, Suite 600  
Brooklyn Park, MN 55445  
May 2005 - Present

Manage relationships with commercial and public clients to assist with compliance of hazardous materials management. Develop and secure business from new and existing federal government clients and GSA scheduled contract projects throughout all disciplines of the company.

Develop scope of work and project specifications for remediation projects, including asbestos-containing building materials and lead-based paint. Collaborate with architectural firms on projects that require the development of hazardous material specifications for federal government construction projects utilizing US Department of Veteran Affairs, General Services Administration, and SpecsIntact standardized specifications.

Develop internal standard operating procedures for radiation control for two X-ray fluorescence analyzers, and perform the company-wide Radiation Safety Officer duties. Develop and conduct training sessions for radiation safety and lead awareness, and maintain internal standard operating procedures for lead sampling protocols.

Supervise technician staff on hazardous material abatement projects, including surveying and sampling of suspect asbestos-containing materials, AHERA-regulated periodic building inspections, hazardous chemical assessment, documentation of work performed, and compilation into written reports.

---

## Education

---

Bachelor of Science Degree, Natural Resources and Environmental Management  
Ball State University  
Muncie, Indiana

---

## Experience

---

Environmental Technician – Project Manager  
Institute for Environmental Assessment  
April 1998-May 2005

Manage and monitor hazardous materials abatement projects, including surveying and sampling of suspect asbestos-containing materials, AHERA-regulated periodic building inspections, hazardous chemical assessments, documentation of work performed and compilation into written reports. Position requires a working knowledge of federal and state regulations concerning each project.

Environmental Technician  
Envirostaff

Gained experience in lead decontamination, household hazardous waste collection and recycling.

---

## Certifications

---

- Asbestos Inspector
- Asbestos Site Supervisor
- Asbestos and Lead Project Designer
- Lead Risk Assessor
- OSHA 40-Hour HAZWOPER
- Niton XRF Spectrum Analyzer Training
- OSHA 30-Hour Construction Safety and Health



**ASBESTOS  
SITE SUPERVISOR**

Certified by:  
State of Minnesota  
Department of Health

**Expires: 05/11/2013**

**Diedra Hudgens-Gey**  
3932 Grand Ave S  
Minneapolis, MN 55409

*Linda S. Bremer*  
Director, Env. Health Div.

No AS3527

Issued: 05/15/2012



**ASBESTOS  
INSPECTOR**

**Certified by:**  
State of Minnesota  
Department of Health  
**Expires: 01/20/2013**  
Diédra Huggens-Geye  
3932 Grand Ave S  
Minneapolis, MN 55409

*Leah A. Bremer*  
Director, Env. Health Div.

No A13527 Issued: 01/27/2012



**MDH** LEAD  
Risk Assessor

Licensed by:  
State of Minnesota  
Department of Health  
License No. LR504  
Expires 12/06/2012

Diedra Hudgens-Geye  
3932 Grand Ave S  
Minneapolis, MN 55409

*Franklin S. Boush*  
Director, Env. Health Div.

# *Certificate of Completion*

## *8 Hour HAZWOPER Refresher Training*

*29 CFR, 1910.120/29 CFR, 1926.65*

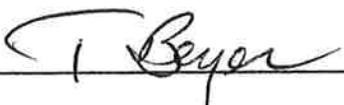
*This is to certify completion of 8 Hour Hazardous Waste  
Operations and Emergency Response Refresher Training  
February 24, 2012*

# *Diedra Hudgens Geye*

### *Topics Covered:*

*HAZWOPER Standard, History, Acts, Scope and Application, Chemistry & Toxicology, DOTERG,  
NIOSH Pocket Guide, Hazard Communication, Identification, Evaluation and Control, Personal  
Protective Equipment, Donning, Doffing, Decontamination, Respiratory Protection, Confined Space,  
Trenching & Excavation, Entry Fall Protection, Lockout/Tagout, Electrical Safety, Spill Drill,  
Incident Command, Air Monitoring, Written Examination & Testing*

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715.386.2253 [www.knutsonbeyer.com](http://www.knutsonbeyer.com)  
Ted Beyer, Instructor

  
\_\_\_\_\_

<p>a. NAME AND TITLE:</p> <p>Matt Lindberg Project Manager</p>	<p>a. NAME AND TITLE:</p> <p>Michael Altermatt Senior Environmental Technician</p>
<p>b. PROJECT ASSIGNMENT:</p> <p>Category 1: Asbestos Air Sampling Category 8: Lead in Paint Sampling Category 9: Hazardous Material Surveys with Electronic Database of Information</p>	<p>b. PROJECT ASSIGNMENT:</p> <p>Category 1: Asbestos Air Sampling Category 8: Lead in Paint Sampling Category 9: Hazardous Material Surveys with Electronic Database of Information</p>
<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p> <p>Institute for Environmental Assessment</p>	<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p> <p>Institute for Environmental Assessment</p>
<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 12 Years WITH OTHER FIRMS:</p>	<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 6 Years WITH OTHER FIRMS:</p>
<p>e. EDUCATION: DEGREE(S) &amp; CERTIFICATIONS / YEAR / INSTITUTION [ insert copies following this page ] See Resume following this page.</p>	<p>e. EDUCATION: DEGREE(S) &amp; CERTIFICATIONS / YEAR / INSTITUTION [ insert copies following this page ] See Resume following this page.</p>
<p>f. LICENSES &amp; CERTIFICATIONS: YEAR / INSTITUTION [ insert copies following this page ] See Licenses / Certifications following this page.</p>	<p>f. LICENSES &amp; CERTIFICATIONS: YEAR / INSTITUTION [ insert copies following this page ] See Licenses / Certifications following this page.</p>
<p>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [ List projects in next section -6 ] See Resume following this page.</p>	<p>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [ List projects in next section -6 ] See Resume following this page.</p>

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# Matt Lindberg

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## Present Position

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Project Manager  
Environmental Project Design and Management  
Institute for Environmental Assessment  
9201 West Broadway, Suite 600  
Brooklyn Park, MN 55445  
February 2000 - Present

Manage and monitor hazardous material abatement projects, including surveying and sampling of suspect asbestos-containing materials, AHERA regulated periodic building inspections, hazardous chemical assessments, documentation of work performed and compilation into written reports. Position requires a working knowledge of federal and state regulations concerning each project.

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## Education

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Bachelor of Science  
Bemidji State University  
Environmental Studies  
Biology Minor with a Field Emphasis in Ecosystem Studies

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## Experience

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- Internship – Carver County Soil and Water Conservation
- Construction
- Lake Bemidji Shore Line Clean up Volunteer
- Lead in Water Sampling
- Lead Wipe Sampling
- XRF Sampling

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## Certifications

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- Asbestos Project Designer
- Asbestos Inspector
- Asbestos Management Planner
- Asbestos Site Supervisor
- NIOSH 582
- Minnesota Asbestos 2-Day Air Sampling
- Lead Risk Assessor
- Niton XRF Spectrum Analyzer Training
- OSHA 30 Hour Construction Safety and Health



**ASBESTOS  
SITE  
SUPERVISOR**

Certified by:  
State of Minnesota  
Department of Health

**Expires: 05/02/2013**

Matthew A Lindberg  
13573 Dan Patch Dr  
Savage, MN 55378

*Jenelle S. Bremer*  
Director, Env. Health Div.

No AS3896

Issued: 05/07/2012



**ASBESTOS  
INSPECTOR**

**Certified by:  
State of Minnesota  
Department of Health**

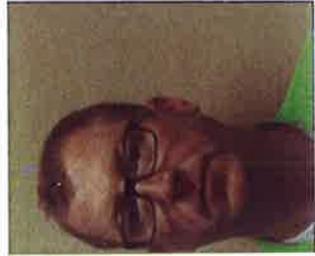
**Expires: 05/04/2013**

**Matthew A Lindberg  
13673 Dan Patch Dr  
Savage, MN 55378**

*Heather S. Bremer*  
Director, Env. Health Div.

No. A13896

Issued: 05/15/2012



MINNESOTA  
**MDH**  
STATE OF MINNESOTA  
**ASBESTOS  
MANAGEMENT  
PLANNER**

Certified by: **PLANNER**  
State of Minnesota  
Department of Health  
**Expires: 10/06/2012**

**Matthew A. Lindberg**  
13573 Dan Patch Dr  
Savage, MN 55378

*Matthew A. Lindberg*  
Director, Env. Health Div.

No. AM3896 Issued: 10/13/2



*Janet S. Bremer*  
Director, Env. Health Div.



**LEAD  
Risk Assessor**

Licensed by:  
State of Minnesota  
Department of Health  
License No. LR520  
Expires 01/09/2013

Matthew A Lindberg  
13573 Dan Patch Dr  
Savage, MN 55378

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# Michael Altermatt

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## Present Position

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Senior Environmental Technician  
Institute for Environmental Assessment  
9201 West Broadway, #600  
Brooklyn Park, MN 55445  
763-315-7900  
February 2006 - Present

Manage and monitor hazardous material abatement projects, including surveying and sampling of suspect asbestos-containing materials, AHERA regulated periodic building inspections, hazardous chemical assessments, documentation of work performed and compilation into written reports. Position requires a working knowledge of federal and state regulations concerning each project.

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## Experience

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**Institute for Environmental Assessment, Inc.**  
Environmental Technician (Part-time/Summer)

**Altermatt Construction, Wanda, Minnesota**  
Carpenter

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## Education

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St. Cloud State University  
B.A. Geography  
Minor: G.I.S.  
Minor: Environmental Studies

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## Certifications

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- Asbestos Inspector
- Asbestos Site Supervisor
- Lead Risk Assessor
- NIOSH 582
- Minnesota Asbestos 2-Day Air Sampling
- Niton XRF Spectrum Analyzer Training
- OSHA 30 Hour Construction Safety and Health



**ASBESTOS  
SITE**

**Certified by: SUPERVISOR**  
State of Minnesota  
Department of Health

**Expires: 04/16/2013**

**Michael T Altermatt**  
758 Liberty Heights Dr  
Chaska, MN 55318

*Linda S. Benenover*  
Director, Env. Health Div.

No AS9977

Issued: 04/23/2012



**ASBESTOS  
INSPECTOR**

**Certified by:**  
State of Minnesota  
Department of Health

**Expires: 08/26/2012**

**Michael T. Altermatt  
768 Liberty Heights Dr.  
Chaska, MN 55318**

*Fonda S. Bencomer*  
Director, Env. Health Div.

No. AI9977 Issued: 09/08/2011



*Handwritten signature of Heidi L. Benson*  
Director, Env. Health Div.



**LEAD  
Risk Assessor**

Licensed by:  
State of Minnesota  
Department of Health  
License No. LR3199  
Expires: 12/06/2012

Michael T Altermatt  
758 Liberty Heights Dr  
Chaska, MN 55318

<p>a. NAME AND TITLE:</p> <p>Steve Zechmeister, P.E., Mechanical Engineer, LEED AP O+M, QxCP</p>	<p>a. NAME AND TITLE:</p> <p>Brian Cavallin Senior Air Quality Investigator</p>
<p>b. PROJECT ASSIGNMENT:</p> <p>Category 6: HVAC Evaluation</p>	<p>b. PROJECT ASSIGNMENT:</p> <p>Category 1: Asbestos Air Sampling Category 4: Fungal Investigation and Sampling Category 6: HVAC Evaluation Category 7: Indoor Air Quality Assessment</p>
<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p> <p>Institute for Environmental Assessment</p>	<p>c. NAME OF FIRM WITH WHICH ASSOCIATED:</p> <p>Institute for Environmental Assessment</p>
<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 5 Years WITH OTHER FIRMS: 17 Years</p>	<p>d. YEARS EXPERIENCE:</p> <p>WITH THIS FIRM: 12 Years WITH OTHER FIRMS:</p>
<p>e. EDUCATION: DEGREE(S) &amp; CERTIFICATIONS / YEAR / INSTITUTION [ insert copies following this page ] See Resume following this page.</p>	<p>e. EDUCATION: DEGREE(S) &amp; CERTIFICATIONS / YEAR / INSTITUTION [ insert copies following this page ] See Resume following this page.</p>
<p>f. LICENSES &amp; CERTIFICATIONS: YEAR / INSTITUTION [ insert copies following this page ] See Licenses / Certifications following this page.</p>	<p>f. LICENSES &amp; CERTIFICATIONS: YEAR / INSTITUTION [ insert copies following this page ] See Licenses / Certifications following this page.</p>
<p>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [ List projects in next section -6 ] See Resume following this page.</p>	<p>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP: [ List projects in next section -6 ] See Resume following this page.</p>

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# Steve Zechmeister, P.E.

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## Present Position

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**Mechanical Engineer LEED AP O+M, QCxP**  
**Engineering Division**  
**Institute for Environmental Assessment**  
9201 West Broadway, Suite 600  
Brooklyn Park, MN 55445

Mr. Zechmeister provides a wide variety of Mechanical Engineering support within IEA's Engineering division. He has a Bachelor of Mechanical Engineering Degree from the University of Minnesota and has over 20 years of experience in engineering/project management related to major construction projects. He is a Minnesota licensed Professional Engineer and a LEED Accredited Professional. He is accredited by the University of Wisconsin as a Qualified Commissioning Process Provider. Some of the areas in which he provides engineering support are:

- Commissioning of heating, ventilation, and air conditioning systems
- Construction project management
- Building Energy Optimization and Energy Audits
- Sustainable design solutions and consulting for LEED certification
- HVAC-related design
- Expertise includes AutoDesk AutoCAD, Inventor, and Trane Trace software

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## Previous Experience

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**Mechanical Engineer**  
**Staging Concepts**  
2001 - 2007

- ◆ Design and project management of custom stage and seating solutions for schools, churches, and the entertainment industry. Utilized AutoDesk Inventor and ANSYS finite element analysis software to design. Manage projects from sales through fabrication and installation.

**Mechanical Engineer**  
**Douglas R. Iverson P.A., Structural Engineering**  
1990-2001

- ◆ Performed design and project management for a variety of industrial clients. Projects ranged from grain facilities and commercial laundries to art projects such as the bridge and tower for the torch at the 1996 Atlanta Olympics.

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## Education

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**Bachelor of Mechanical Engineering**  
**University of Minnesota**  
Minneapolis, MN

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## Professional Memberships

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American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE)  
U.S. Green Building Council (USGBC)  
Building Commissioning Association

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# Brian Cavallin

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## Present Position

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Senior Air Quality Investigator  
Indoor Environments Division  
Institute for Environmental Assessment  
9201 West Broadway N., #600  
Brooklyn Park, MN 55445  
763-315-7900

Mr. Cavallin has over twelve years' experience performing both reactive and proactive baseline indoor air quality investigations. Reactive investigations have focused on fungal contamination and moisture intrusion/flooding issues in a variety of facilities, including schools, office and industrial buildings. Proactive investigations have been performed in schools and commercial buildings. Mr. Cavallin has experience with a variety of sampling equipment and monitors used in assessing indoor air quality.

Mr. Cavallin has extensive experience in ventilation and exhaust system performance testing. He also evaluates the cleanliness of ventilation systems.

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## Education

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Winona State University  
Bachelor of Science, School and Community Health (Non-Teaching)  
Emphasis on Environmental Studies  
Minor: Communication Studies

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## Certifications

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- Asbestos Site Supervisor
- Minnesota 2-Day Air Sampling
- NIOSH 582
- Asbestos Inspector
- Niton Spectrum Analyzer



**ASBESTOS  
SITE**

**Certified by SUPERVISOR**  
State of Minnesota  
Department of Health

**Expires: 05/11/2013**

**Brian J Cavallin**  
3920 Quail Ave N  
Robbinsdale, MN 55422

*Andrea S. Besemer*  
Director, Env. Health Div.

No AS8133

Issued: 05/15/2012



ASBESTOS  
INSPECTOR



Certified by:  
State of Minnesota  
Department of Health  
Expires: 08/26/2012  
Brian J Cavallin  
3920 Quail Ave N  
Robbinsdale, MN 55422



*Frank J. Baumgartner*  
Director, Env. Health Div.

No A181337 Issued: 09/08/2011

<p><b>a. NAME AND TITLE:</b> Denice Cliff Laboratory Director / Air Quality Investigator</p>	<p><b>a. NAME AND TITLE:</b> Jason Kuehl, CHMM Project Manager</p>
<p><b>b. PROJECT ASSIGNMENT:</b> Category 2: General Air Monitoring Category 4: Fungal Investigation and Sampling Category 7: Indoor Air Quality Assessment</p>	<p><b>b. PROJECT ASSIGNMENT:</b> Category 5: General Environmental Condition Evaluations Category 11: Other Hazardous Material Industrial Hygiene Services</p>
<p><b>c. NAME OF FIRM WITH WHICH ASSOCIATED:</b> Institute for Environmental Assessment</p>	<p><b>c. NAME OF FIRM WITH WHICH ASSOCIATED:</b> Institute for Environmental Assessment</p>
<p><b>d. YEARS EXPERIENCE:</b>  WITH THIS FIRM: 13 Years WITH OTHER FIRMS:</p>	<p><b>d. YEARS EXPERIENCE:</b>  WITH THIS FIRM: 4.5 Years WITH OTHER FIRMS: 10 years</p>
<p><b>e. EDUCATION: DEGREE(S) &amp; CERTIFICATIONS / YEAR / INSTITUTION</b> [ insert copies following this page ]  See Resume following this page.</p>	<p><b>e. EDUCATION: DEGREE(S) &amp; CERTIFICATIONS / YEAR / INSTITUTION</b> [ insert copies following this page ]  See Resume following this page.</p>
<p><b>f. LICENSES &amp; CERTIFICATIONS: YEAR / INSTITUTION</b> [ insert copies following this page ]  See Licenses / Certifications following this page.</p>	<p><b>f. LICENSES &amp; CERTIFICATIONS: YEAR / INSTITUTION</b> [ insert copies following this page ]  See Licenses / Certifications following this page.</p>
<p><b>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP:</b> [ List projects in next section -6 ]  See Resume following this page.</p>	<p><b>g. EXPERIENCE AND QUALIFICATIONS RELEVANT TO THE WORK CITED IN THIS RFP:</b> [ List projects in next section -6 ]  See Resume following this page.</p>

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# Denice Cliff

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## Present Position

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Laboratory Director / Air Quality Investigator  
Institute for Environmental Assessment  
9201 West Broadway, Suite 600  
Brooklyn Park, MN 55445

- Evaluate asbestos dust by PCM, NIOSH 582 equivalent
- Provide documentation for all findings
- Responsible for company-wide PCM quality assurance
- Set-up and maintenance of laboratory equipment

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## Education

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Bachelor of Science  
North Dakota State University  
Fargo, North Dakota  
Major: Microbiology  
Minor: Chemistry

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## Experience

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- On-site analysis of asbestos samples
- Trainer for field personnel
- PCR for characterization of algae
- Electrophoresis of PCR products
- Working knowledge of Restriction Enzymes

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## Professional Memberships

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- American Society for Microbiology
- Golden Key Honor Society
- Phi Sigma Biological Honor Society
- National Residence Hall Honorary
- Phi Eta Sigma Freshman Honor Society

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# Jason R. Kuehl, CHMM

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## Present Position

---

Project Manager  
Environmental, Health, and Safety  
Institute for Environmental Assessment  
9201 West Broadway, Suite #600  
Brooklyn Park, MN 55445

- Manage client environmental health and safety programs to maintain compliance with federal, state, and local regulations, including OSHA and EPA
- Assign EH&S duties to environmental technicians as necessary
- Conduct EH&S building and program audits and hazardous waste inspections, including reporting of the findings and development of corrective action plans
- Develop and implement EH&S Programs, including hazard assessment, administrative and engineering controls, inspections, and training
- Develop customized, written safety plans
- Develop and conduct EH&S training
- Complete EH&S recordkeeping for work-related accidents, air emissions, hazardous waste, and emergency planning

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## Previous Experience

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### Veolia Environmental Services – Technical Solutions

2000-2008

Positions Held: Account Manager, Field Supervisor, Technical Services Representative

- Hazardous Waste Management
- Health & Safety Planning
- MSDS Maintenance
- Chemical Safety Consulting
- Hazardous Materials Transportation

### University of Wisconsin – Eau Claire

1998-2000

Position Held: Interim Chemical Stockroom Manager

- Chemical Hygiene
- Hazardous Waste Management
- Laboratory Safety

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## Education & Training

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Bachelors Degree – Environmental and Public Health  
University of Wisconsin – Eau Claire

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## Professional Memberships

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- Institute of Hazardous Materials Management
- Alliance of Hazardous Materials Professionals – North Star Chapter

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## Certifications

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- CHMM (Certified Hazardous Materials Manager) – Master level - #12582
- Asbestos Building Inspector
- First Aid and CPR certified
- Reactive Chemical Group trained
- Forklift operator trained



**ASBESTOS  
INSPECTOR**

**Certified by:  
State of Minnesota  
Department of Health**

**Expires: 01/20/2013**

**Jason R Kuehl  
1080 122nd Ave NE  
Blaine, MN 55434**

*Fonda S. Bremer*  
Director, Env. Health Div.

No. AI10841 - Issued: 01/27/2012

6. WORK COMPLETED BY RESPONDER IN THE PAST 5 YEARS WHICH ILLUSTRATES CURRENT QUALIFICATIONS RELEVANT TO THE "TABLE OF CATEGORIES OF SERVICE". (add additional sheets if necessary) Insert references from owners following this section. [ Note: If Responder has an existing master contract with the State, letters of reference from owners are not required, but you must insert a statement indicating such ]. If responding to Category 12 only, delete 1 through 11 and provide references from owners whom responder provided abatement design services. If possible, include at least one political subdivision (federal, state, county, or city) project. Provide the following for each reference: Project title, scope, and dates started and completed. Projects included in reference must have been started and completed during the 5 year period of July 1, 2007 to June 30, 2012 July 1, 2008 to June 30, 2011.

a. CLIENT NAME, LOCATION, PROJECT TITLE, CLIENT CONTACT PERSON, TITLE, PHONE NUMBER, EMAIL ADDRESS (Completed by A/E of Record)	b. ACTUAL FINAL COMPLETION DATE MONTH/YR	c. TOTAL COST OF PROJECT	d. PROJECT REPRESENTS EXPERIENCE IN:
1. ISD #728 Elk River Area School District, Zimmerman Elementary School, 2009/2010 Asbestos Removal: Project Design, Air Monitoring & Project Management, Thomas Baranick, Manager of Facilities, 763-241-3405, <a href="mailto:Thomas.Baranick@elkriver.k12.mn.us">Thomas.Baranick@elkriver.k12.mn.us</a>	July / 2010	\$41,600.00	CATEGORY 1
1a. General Services Administration, Minneapolis Federal Office Building, 3 <sup>rd</sup> Party Air Monitoring – 1 <sup>st</sup> Floor North and Third Ave. Sides, Robert Penner, Planner / Estimator, 612-725-3816, <a href="mailto:Robert.Penner@gsa.gov">Robert.Penner@gsa.gov</a>	April / 2009	\$14,816.00	CATEGORY 1
2. Bethel University, Bodien & Edgren Halls – Winter 2010 IAQ Walkthroughs, Thomas Trainor, VP for Facilities and Planning, 651-638-6200, <a href="mailto:t-trainor@bethel.edu">t-trainor@bethel.edu</a>	June / 2011	\$5,250	CATEGORY 2

<p>3. Roof Spec Inc., Roseville, MN, 2006-2011  PLM Analysis for Various Sites, William  Waugh, 651-639-6044,  <a href="mailto:w.waugh@roofspec.com">w.waugh@roofspec.com</a></p>	<p>June / 2011</p>	<p>\$34,381.00</p>	<p>CATEGORY 3   IEA has partnered with EMSL Analytical, Inc. for the Polarized Light Microscopy (PLM) analysis of bulk samples for asbestos. EMSL is accredited for PLM analysis in accordance with MDH Rule 4620-3460. See Exhibit C – 4b for Certifications.   We believe that it is important to our clients that bulk samples are analyzed by an independent laboratory as this removes any potential for conflict of interest or bias.</p>
<p>4. St. Joseph's Medical Center, Brainerd, MN,  Pharmacy Water Infiltration Assessment, Dave  Danielson, Director of Facilities Management,  218-828-7315,  <a href="mailto:Dave.Danielson@brainerdlakeshealth.org">Dave.Danielson@brainerdlakeshealth.org</a></p>	<p>March / 2011</p>	<p>\$1,578.00</p>	<p>CATEGORY 4</p>
<p>5. Japs-Olson Company, Environmental  Health and Safety Consulting Services  2010/2011, Michael Murphy, President,  952-918-1818,  <a href="mailto:Michael.Murphy@japsolson.com">Michael.Murphy@japsolson.com</a></p>	<p>March / 2011</p>	<p>\$27,495.00</p>	<p>CATEGORY 5</p>
<p>6. St. Michael-Albertville School District #885,  Middle School West - Re-commissioning  Project, Terry Zerwas, Supervisor of Buildings  and Grounds, 763-497-6526,  <a href="mailto:terryz@stma.k12.mn.us">terryz@stma.k12.mn.us</a></p>	<p>February / 2011</p>	<p>\$26,031.00</p>	<p>CATEGORY 6</p>
<p>6a. Austin Public Schools, Banfield  Elementary School HVAC Commissioning  Project, Mat Miller, Director of Facility  Services, 507-460-1929,  <a href="mailto:mat.miller@austin.k12.mn.us">mat.miller@austin.k12.mn.us</a></p>	<p>April / 2011</p>	<p>\$35,000</p>	<p>CATEGORY 6</p>
<p>7. Liberty Property Trust, 2009/2010 National  IAQ Proactive Testing, Denise Currin, Vice  President – Regional Property Manager,  248-476-4184, <a href="mailto:dcurrin@libertyproperty.com">dcurrin@libertyproperty.com</a></p>	<p>December / 2010</p>	<p>\$449,122.00</p>	<p>CATEGORY 7</p>

<p>8. Fridley Public Schools, 2011 District –Wide Lead Inspection Project, Peggy Flathmann, Ed.D., Superintendent, 763-502-5008, <a href="mailto:peggy.flathmann@fridley.k12.mn.us">peggy.flathmann@fridley.k12.mn.us</a></p>	<p>May / 2011</p>	<p>\$2,000.00</p>	<p>CATEGORY 8</p>
<p>9. Cox Design, Iowa City VA Medical Center – Floors 4E/5E Asbestos Renovation Inspection, Bob Cox, 512-327-4149, <a href="mailto:coxdesign@austin.rr.com">coxdesign@austin.rr.com</a></p>	<p>June / 2011</p>	<p>\$10,338.00</p>	<p>CATEGORY 9</p>
<p>9a. Anoka-Hennepin ISD #11, District-Wide AHERA Asbestos Inspections, Chris Nielsen, Health and Safety Supervisor, 763-506-1220, <a href="mailto:chris.nielsen@anoka.k12.mn.us">chris.nielsen@anoka.k12.mn.us</a></p>	<p>August / 2009</p>	<p>\$68,411</p>	<p>CATEGORY 9</p>
<p>9b. Saint Paul Public Schools, 2009 &amp; 2010 Asbestos Inspections, Ted Sherman, 651-744-1803, <a href="mailto:ted.sherman@spps.org">ted.sherman@spps.org</a></p>	<p>March / 2011</p>	<p>\$200,000</p>	<p>CATEGORY 9</p>
<p>10. <b>Not Used</b></p>	<p><b>N/A</b></p>	<p><b>N/A</b></p>	<p>CATEGORY 10</p>
<p>11. Malt-O-Meal Brands, Northfield, MN, October 2010 Isopropyl Alcohol Exposure Monitoring, Bob Lambert, 952-322-8246, <a href="mailto:blambert@mombrands.com">blambert@mombrands.com</a></p>	<p>November / 2010</p>	<p>\$2,200.00</p>	<p>CATEGORY 11</p>
<p>11a. Federal Reserve Bank of Minneapolis, 2010 Firing Range Airborne and Surface Lead Testing, Howard Grace, Chief Engineer, 612-204-6030, <a href="mailto:howard.grace@mpls.frb.org">howard.grace@mpls.frb.org</a></p>	<p>June / 2010</p>	<p>\$1,840.00</p>	<p>CATEGORY 11</p>



Independent  
School District  
728

Elk River Area School District

## District Service Center

2001 Triangle Road North, St.

Elk River, Minnesota 55427

www.independent728.org

To Whom It May Concern:

We contracted IEA for Asbestos Removal Project Design, Air Monitoring, and Project Management services on the 2009/2010 Zimmerman Elementary School Asbestos Removal project ending in July 2010. This letter is to express our complete satisfaction with their services.

The services provided were professional, timely and within project scope and expectations. It was clear to me that IEA was representing our best interests. The project was managed well from start to finish and we paid a fair price for their services.

The final report was provided in a timely manner, and was concise and accurate.

Please feel free to call me directly if there are any questions regarding this reference.

**Tom Baranick**

**Manager of Facilities**

**Office # (763)241-3405**

**Mobile # (612)490-1408**

**[thomas.baranick@elkriver.k12.mn.us](mailto:thomas.baranick@elkriver.k12.mn.us)**



**U.S. General Services Administration**

To Whom It May Concern:

We contracted IEA for Asbestos 3<sup>rd</sup> Party Air Monitoring services for the Minneapolis Federal Office Building – First Floor (North & Third Ave. Sides) Abatement project ending in April 2009. This letter is to express our complete satisfaction with their services.

The services provided were professional, timely and within project scope and expectations. It was clear to me that IEA was representing our best interests. The project was managed well from start to finish and we paid a fair price for their services.

The final report was provided in a timely manner, and was concise and accurate.

Please feel free to call me directly if there are any questions regarding this reference.

Sincerely,

A handwritten signature in blue ink that reads "Robert Penner".

Robert Penner  
Project Manager, MNWISC Service Center  
GSA, PBS Great Lakes Region, PMSC  
5600 American Blvd. West Suite 200  
Bloomington, MN 55437  
Office (612) 725-3816 Cell (612) 655-7042



**Essentia Health**

Here with you

To Whom It May Concern:

We contracted IEA for Indoor Air Quality services for the Pharmacy Water Infiltration Assessment at St. Joseph's Medical Center. This letter is to express our complete satisfaction with their services.

The services provided were professional, timely and within project scope and expectations. It was clear to me that IEA was representing our best interests. The project was managed well from start to finish and we paid a fair price for their services.

The final report was provided in a timely manner, and was concise and accurate.

Please feel free to call me directly if there are any questions regarding this reference at (218) 828-7315.

Sincerely,

Dave Danielson  
Director of Facilities Management  
St. Joseph Medical Center



**St. Joseph's Medical Center**  
523 North Third Street  
Brainerd, MN 56401

T 218.829.2861  
F 218.828.3129

[EssentiaHealth.org](http://EssentiaHealth.org)



## St. Michael – Albertville Independent School District 885

*Excellence is Our Tradition*

May 29, 2012

To Whom It May Concern:

We contracted IEA for HVAC Recommissioning services for the Middle School West project. This letter is to express our complete satisfaction with their services.

The services provided were professional, timely and within project scope and expectations. It was clear to me that IEA was representing our best interests. The project was managed well from start to finish and we paid a fair price for their services.

The final report was provided in a timely manner, and was concise and accurate. This is the third project that IEA has done for St. Michael-Albertville Schools and the two previous projects were again done in a timely manner and it was managed very well, I was kept up to date with any issues and I was very pleased with the outcome. This school district has benefited not only in energy savings but also comfort for our students and staff.

Please feel free to call me directly if there are any questions regarding this reference.

Sincerely,

Terry L. Zerwas  
Director of Buildings and Grounds  
STMA School District -885  
[terryz@stma.k12.mn.us](mailto:terryz@stma.k12.mn.us)

# **LIBERTY**

---

**PROPERTY TRUST**

May 23, 2012

To Whom It May Concern:

Liberty Property Trust contracted IEA for 2009 / 2010 National Indoor Air Quality Proactive Testing project in our nationwide portfolio of buildings. This letter is to express our complete satisfaction with their services.

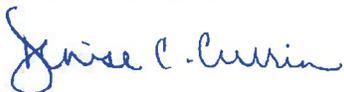
The services provided were professional, timely and within project scope and expectations. It was clear to me that IEA was representing our best interests. The project was managed well from start to finish and we paid a fair price for their services.

The final report was provided in a timely manner, and was concise and accurate.

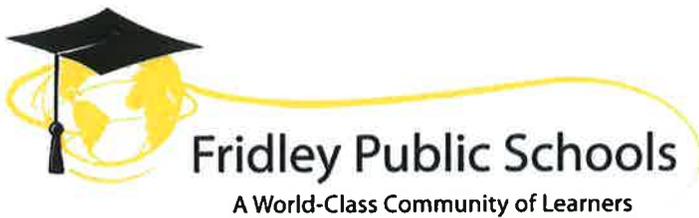
Please feel free to call me directly if there are any questions regarding this reference. I can be reached at 248-476-4184.

Best regards,

Liberty Property Trust



Denise C. Currin  
Vice President  
Regional Property Manager



Fridley School District  
6000 West Moore Lake Drive  
Fridley, Minnesota 55432  
Phone: 763-502-5005  
Fax: 763-502-5040  
peggy.flathmann@fridley.k12.mn.us

**Peggy Flathmann, Ed. D.  
Superintendent**

May 24, 2012

To Whom It May Concern:

We contracted IEA for the 2011 District-Wide Lead Inspection Project. This letter is to express our complete satisfaction with their services.

The services provided were professional, timely and within project scope and expectations. It was clear to me that IEA was representing our best interests. The project was managed well from start to finish and we paid a fair price for their services.

The final report was provided in a timely manner, and was concise and accurate.

Please feel free to call me directly if there are any questions regarding this reference.

Sincerely,

Peggy Flathmann, Ed. D.  
Superintendent  
Fridley Public Schools

# COX DESIGN ASSOCIATES

ARCHITECTURE

PLANNING

INTERIORS

The State of Minnesota

29 May 2012

RE: Institute for Environmental Assessment

To Whom It May Concern:

Cox Design Associates specializes in the design of major medical centers. As a matter of course, we must deal with the assessment and abatement of many hazardous substances in the projects we work on. The accuracy and timeliness of this aspect of our work is critical to both the scheduling and budgetary control of the project. However the major responsibility we have, is the trust our clients place in our Team to insure the environmental safety of their staff and patients.

We have found one of the very best Industrial Hygiene firms in the United States to be the Institute for Environmental Assessment. We are currently using their services on our projects from Wisconsin through Colorado. Their home office is located in your backyard Brooklyn Park, MN.

We highly recommend them for any industrial hygiene work the State is undertaking.

Please contact us if you have any questions or would like any additional information on IEA.

Best Wishes,



Robert Cox, ACHA, AIA  
President.

Sky-U-Mah  
Bach. Architecture 1966

# ANOKA-HENNEPIN SCHOOL DISTRICT

LEARNING CENTER/DISTRIBUTION COMPLEX

2727 N. Ferry Street, Door 2, Anoka, MN 55303 Fax: 763-506-1203 www.anoka.k12.mn.us

To Whom It May Concern:

We contracted IEA for AHERA inspection services which were completed in August 2009. This letter is to express our complete satisfaction with their services.

The services provided were professional, timely and within project scope and expectations. It was clear to me that IEA was representing our best interests. The project was managed well from start to finish and we paid a fair price for their services.

The final report was provided in a timely manner, and was concise and accurate.

Please feel free to call me directly if there are any questions regarding this reference.



Chris Nielsen  
Health & Safety Supervisor

Steve Anderson, Director  
Thomas Karp, Operations  
Curt Maki, Indoor Air Quality  
Gary Morris, Projects

763-506-1228  
763-506-1202  
763-506-1225  
763-506-1201



Christopher Nielsen, Health & Safety 763-506-1220  
Thomas Redmann, Sites & Grounds 763-506-1206  
Roger Wood, Maintenance 763-506-1224



mombrands.com

May 29, 2012

To Whom It May Concern:

MOM Brands contracted with IEA in October 2010 to conduct Isopropyl Alcohol Exposure Monitoring. This letter is being provided to express our complete satisfaction with their services.

The services provided were professional, timely, and within the project scope and expectations. It was clear to me that IEA was representing our best interests. The project was managed exceptionally from start to finish, and we paid a fair price for their services. Additionally, IEA was very flexible in supplying resources to conduct this sampling on short notice.

The final report was provided in a timely manner, and was concise and accurate.

Please feel free to call me directly if there are any questions regarding this reference.

Sincerely,

Robert C. Lambert  
Corporate Risk Manager  
MOM Brands  
(952) 322-8246  
bclambert@mombrands.com

Better Ways to make a  
Better Breakfast at a Better Price



BetterOats



sally's.  
natural cereals



# JAPS-OLSON COMPANY



7500 Excelsior Boulevard • St. Louis Park, MN 55426-4519  
(952) 932-9393 • FAX: (952) 912-1900 • www.japsolson.com

Japs-Olson Company  
7500 Excelsior Boulevard  
St. Louis Park, MN 55426  
(952) 932-9393

May 29, 2012

To Whom It May Concern:

We contracted IEA for Environmental Health and Safety consulting services for the contract period ending in March 2011. This letter is to express our complete satisfaction with their services.

The services provided were professional, timely and within project scope and expectations. It was clear to me that IEA was representing our best interests. The project was managed well from start to finish and we paid a fair price for their services.

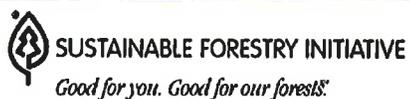
The final report was provided in a timely manner, and was concise and accurate.

Please feel free to call me directly if there are any questions regarding this reference.

Sincerely,

Michael Murphy

*Commercial Print and Direct Mail Production*



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## 7. UNIQUE QUALIFICATIONS

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Provide information on any unique qualifications of your firm or key personnel. Insert any supporting documentation.

### **MNSCU Projects**

#### **Rochester Community & Technical College 2010 Plaza Hall Kane & Johnson Asbestos Removal Project**

Contact: June Meitzner  
851 – 30<sup>th</sup> Ave. SE  
Rochester, MN  
507-285-7210

IEA was contracted to conduct 3<sup>rd</sup> Party Asbestos Air Monitoring  
Contract Amount: \$5,900

#### **South Central College 2011 Asbestos Removal Project – Rooms B132A, B132B & B136**

Contact: Karen Snorek  
Business Office  
1920 Lee Blvd.  
North Mankato, MN  
507-332-5890

IEA was contracted to conduct 3<sup>rd</sup> Party Asbestos Air Monitoring  
Contract Amount: \$3,000

#### **Minnesota State Academies 2011/2012 Environmental Health and Safety Management Contract**

Contact: Linda Mitchell  
615 Olof Hanson Dr.  
Faribault, MN  
507-384-6602

IEA is currently providing EH&S management services to assist in compliance with OSHA standards and regulations, Minnesota Pollution Control Agency, International Fire Code, and other applicable agencies  
Contract Amount: \$12,000

8. PLEASE ANSWER THE QUESTIONS LISTED BELOW, TO CONFIRM SPECIFIC ELIGIBILITY REQUIREMENTS.

a. I have read and agree to the State's Standard Contract ( X ) Yes ( ) No

9. CORPORATE SIGNATURE

This responses and information contained in this Exhibit C are current and accurate and this Exhibit C is hereby submitted by the sole proprietor or corporate officer.

Authorized Signature:

  
(Signature of person identified in Section 2)

( X ) corporate officer\* ( ) partner\* ( ) sole proprietor  
\* insert copy of corporate resolution or by-laws indicating that this person has authority to sign and enter into contracts on behalf of the company or partnership.

Firm is registered in Minnesota as a:

( ) Corporation ( ) LLP ( X ) Other: S Corporation

MN Tax ID No. 6911318 FED Tax ID No. 41-270974

MN Vendor No. 0000207361  
(required for contract)

Jeffrey Athmann  
(Typed Name)

Chief Executive Officer  
(Typed Title)

5/30/12

Date:

END OF EXHIBIT C

**Exhibit D1**  
**State/Consultant Basic Services**  
**Insurance Requirements**

A. Contractor shall not commence work under the contract until they have obtained all the insurance described below and the State of Minnesota has approved such insurance. Contractor shall maintain such insurance in force and effect throughout the term of the contract.

B. Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

1. **Workers' Compensation Insurance:** Except as provided below, Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer's Liability. Insurance **minimum** limits are as follows:

\$100,000 – Bodily Injury by Disease per employee  
\$500,000 – Bodily Injury by Disease aggregate  
\$100,000 – Bodily Injury by Accident

If Minnesota Statute 176.041 exempts Contractor from Workers' Compensation insurance or if the Contractor has no employees in the State of Minnesota, Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Contractor from the Minnesota Workers' Compensation requirements.

If during the course of the contract the Contractor becomes eligible for Workers' Compensation, the Contractor must comply with the Workers' Compensation Insurance requirements herein and provide the State of Minnesota with a certificate of insurance.

2. **Commercial General Liability Insurance:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Contractor or by a subcontractor or by anyone directly or indirectly employed by the Contractor under the contract. Insurance **minimum** limits are as follows:

\$2,000,000 – per occurrence  
\$2,000,000 – annual aggregate  
\$2,000,000 – annual aggregate – Products/Completed Operations

The following coverages shall be included:

Premises and Operations Bodily Injury and Property Damage  
Personal and Advertising Injury  
Blanket Contractual Liability  
Products and Completed Operations Liability  
Other; if applicable, please list \_\_\_\_\_  
State of Minnesota named as an Additional Insured

3. **Commercial Automobile Liability Insurance:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance or use of all owned, hired, and non-owned autos which may arise from operations under this contract, and in case any work is subcontracted the contractor will require the subcontractor to maintain Commercial Automobile Liability insurance. Insurance **minimum** limits are as follows:

## **Exhibit D1**

\$2,000,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages should be included:

Owned, Hired, and Non-owned Automobile

#### **4. Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability Insurance**

This policy will provide coverage for all claims the contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Contractor's professional services required under the contract.

Contractor is required to carry the following **minimum** limits:

\$2,000,000 – per claim or event

\$2,000,000 – annual aggregate

Any deductible will be the sole responsibility of the Contractor and may not exceed \$50,000 without the written approval of the State. If the Contractor desires authority from the State to have a deductible in a higher amount, the Contractor shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that the State can ascertain the ability of the Contractor to cover the deductible from its own resources.

The retroactive or prior acts date of such coverage shall not be after the effective date of this Contract and Contractor shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by Contractor to fulfill this requirement.

#### **C. Additional Insurance Conditions:**

- Contractor's policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State of Minnesota with respect to any claim arising out of Contractor's performance under this contract;
- Contractor's policy(ies) and Certificate(s) of Insurance shall contain a provision that coverage afforded under the policy(ies) shall not be cancelled without at least thirty (30) days advanced written notice to the State of Minnesota;
- Contractor is responsible for payment of Contract related insurance premiums and deductibles;
- If Contractor is self-insured, a Certificate of Self-Insurance must be attached;
- Contractor's policy(ies) shall include legal defense fees in addition to its liability policy limits, with the exception of B.4 above;
- Contractor shall obtain insurance policy(ies) from insurance company(ies) having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota; and
- An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the Contract.

D. The State reserves the right to immediately terminate the contract if the contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the contractor. All insurance policies must be open to inspection by the State, and copies of policies must be submitted to the State's authorized representative upon written request.

E. The successful responder is required to submit Certificates of Insurance acceptable to the State of MN as evidence of insurance coverage requirements prior to commencing work under the contract.

# Exhibit E

## State Of Minnesota – Affirmative Action Certification

If your response to this solicitation is or could be in excess of \$100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. **It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date and time of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.**

**BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.**

Your response will be rejected unless your business:

has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)

—or—

has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX C. Include a copy of your certificate with your response.**

We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on \_\_\_\_\_ (date). [If the date is the same as the response due date, indicate the time your plan was received: \_\_\_\_\_ (time). **Proceed to BOX C.**

We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. **We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance.** (See below for contact information.)

**Please note:** Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

**BOX B – For those companies not described in BOX A**

Check below.

We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

**BOX C – For all companies**

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: Institute for Environmental Advancement, Inc Date: 5/30/12

Authorized Signature: Jeffrey J. Ashmann Telephone number: 763-315-7900

Printed Name: Jeffrey J. Ashmann Title: CEO

**For assistance with this form, contact:**

Minnesota Department of Human Rights, Compliance Services Section

Mail: 190 East 5<sup>th</sup> St., Suite 700 St. Paul, MN 55101

TC Metro: (651) 296-5663

Toll Free: 800-657-3704

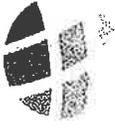
Web: [www.humanrights.state.mn.us](http://www.humanrights.state.mn.us)

Fax: (651) 296-9042

TTY: (651) 296-1283

Email: [employerinfo@therightspplace.net](mailto:employerinfo@therightspplace.net)

# Exhibit E



Minnesota Department of  
HUMAN RIGHTS

## CERTIFICATE OF COMPLIANCE

### INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC.

Your organization's affirmative action plan has been approved. The department's review of your equal employment opportunity policies and practices indicates compliance with Minnesota Statutes 363A.36. This document constitutes your certificate of compliance.

**INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC. is hereby certified as a contractor by the Minnesota Department of Human Rights. This certificate is valid from 1/6/2011 to 1/5/2013.**

This certification is subject to revocation or suspension prior to its expiration if the department issues a finding of noncompliance or if your organization fails to make a good faith effort to implement its affirmative action plan.

Enclosed is an annual report form to be completed and submitted annually during the certification period whether a state contract has been awarded to you or not. **You must submit reports as required and promptly notify us of any address or status changes.**

If you have any questions contact Melanie Miles at 651-297-1687.

Sincerely,

*Wendy Adler Robinson*

Wendy Adler Robinson, Acting Commissioner  
Minnesota Department of Human Rights

Enclosures: Annual Report Forms  
Posters (2)

AN EQUAL OPPORTUNITY EMPLOYER

# Exhibit F

## CERTIFICATION REGARDING LOBBYING For State of Minnesota Contracts and Grants over \$100,000

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

INSTITUTE FOR ENVIRONMENTAL ACTION, INC  
Organization Name

JERRY J. ARHMANN, CEO  
Name and Title of Official Signing for Organization

By:   
Signature of Official

5/30/12  
Date

# Exhibit I

## STATE OF MINNESOTA AFFIDAVIT OF NONCOLLUSION

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the Professional I. H. Services Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: Institute for Environmental Assessment, Inc

Authorized Representative (Please Print) Jeffrey J. Arndmann

Authorized Signature: Jeffrey J. Arndmann

Date: 5/30/12

Subscribed and sworn to me this 30<sup>th</sup> day of May

Notary Public



Michelle Johnson  
1/31/2014