



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	10/14/2020	Department	Buildings & Grounds
Agenda Item	4.m Consider Funding the Repair at City Hall/Fire Department		
Est. Cost	\$66,500		

Background Information

The City Council was previously supplied a report regarding mold issues in City Hall (mostly in the Fire Department area). I have attached another copy hereto along with a building report from AE Hodson. This report detailed the need for some sort of remediation. In order to have that process successful the backside of the fire bay area needs to be redone prior to.

The City Manager reached out to Mushro in Waterville, Jewett Builders in Jefferson, John Conte in W Gardiner, and McGee Construction in W Gardiner. The only business interested in submitting a bid where work could occur in the near future was McGee Construction.

The bid submitted was \$62,500 and an additional \$4,000 to relocate the generator. There is a contingency of \$12,500 in the estimate for Rot and Mold. This estimate does include mold remediation although it is projected that B&G could handle that job as they have done such removal in the past.

This repair cost could be taken from the Undesignated Fund Balance (see attached sheet for details as to balance) or even possibly financed for a term (see attached sheet for financing options). If the City Council chose to bond the project, it would be helpful to pay for the project up front and then bond after the Public Hearings and Readings (two of each) take place. Funding this project up front, if the Council chose to go the bond route, would alleviate the wait time for the project to get started as cold weather is imminent.

The City Manager and Finance Director recommend that funds be taken from the Undesignated Fund Balance. This will alleviate interest costs. The city's fund balance is a healthy one with the balance being approximately 20% of the budget. The auditing standard is 16.7% of an annual budget. (Total amount above recommended balance is \$400,395.)

Requested Action	'I move to waive the bid process for the repair at city hall, award the bids to McGee Construction and McFarland Electric respectively, and to approve the expenditure of up to \$66,500 from the undesignated fund balance to repair City Hall.'
City Manager and/or Finance Review	The City Manager and Finance Director recommend the above action.
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____



McGEE

537 High Street, W. Gardiner, Maine 04345 Phone: (207) 582-8810 Fax: (207) 582-8847
www.mcgeeconstruction.com

Commercial/Residential Site-work
Trucking Paving Carpentry
Gravel Sand Stone Loam
Tank Installation & Removals
Concrete Forestry Surveying
Land Development & Sales

Project Quote
Generator Pad / Catch Basin & Drainage / Building Repair

September 4, 2020

Dear City of Gardiner,

Based on a site visit, we are pleased to quote labor material and equipment for the following scope of work located at 6 Church Street Gardiner, Me 04345.

Earthwork Description:	Status
1. Permits	not included
2. Mobilization & demobilization	Included
3. Excavate slope / rip wrap slope,	Included
4. Remove and replace existing concrete pad for existing generator	Included
5. Extend drainage to a new 48" catch basin.	Included
6. Demo & rebuild "8" concrete wall" 3000 p.s.i.	Included
7. Flat Roof Repair left of hose tower	Included

for the sum of thirteen-thousand-eighty-nine-dollars

Earthwork package	\$13,989.00
Structure Repair	\$36,911.00
Rot & Mold Contingency e	\$12,500.00
Total	\$62,500.00

Please feel free to call with any questions.

Payment terms: at completion.

Terms and Conditions: All work is to be done in a workman like manner, according to standard practices. Any deviation

or alteration from the above specifications will require written approval of all parties. Payment is due at date of invoice. A

1.5% finance charge will be added to all unpaid balances every month from invoice date. All costs incurred by McGee Construction to collect unpaid balances will be the responsibility of the customer, including but not limited to legal and collection fees.

Acceptance: By signing and returning this proposal, I agree that the Terms & Conditions, Descriptions and Payment Terms are satisfactory and are hereby accepted. This Proposal is void if not signed and returned within 30 days of proposal dated 08/19/2020 *Steven A McGee*

Date _____ McGee Construction Representative _____ Date _____ Customer's name _____

McFarland Electric, Inc.
PO Box 236
Gardiner, ME 04345
207-582-7964
McFarlandElectricInc@hotmail.com

Estimate

ADDRESS

The City of Gardiner
6 Church St.
Gardiner, ME 04345

ESTIMATE # 1228

DATE 09/01/2020

JOB NAME/LOCATION

Generator

ITEM	DESCRIPTION	AMOUNT
	This is a estimate to move the generator at city hall	
Services	Total materials and labor	4,000.00

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

TOTAL

\$4,000.00

Accepted By

Accepted Date

General Fund Fund Balance Analysis

June 30, 2019	2,714,815	
June 30, 2020 (unaudited)	2,818,220	
FY20 Change to Fund Balance *	103,405	Increase
June 30, 2020 TIF Fund Balance	(196,964)	
Total Combined FB @ June 30, 2020	2,621,256	
FY21 Budgeted Use of FB	(250,000)	
Assigned FB (JH & LH Tower)	(210,000)	
Anticipated June 30, 2021 Fund Balance	2,161,256	
FY21 Budget	10,544,080	
Percent of Budget	20%	
Audit recommended: 16.7%	1,760,861	
Amount of FB above recommendation	400,395	

<u>FY20 Change to FB</u>		
Less Expenses	327,050	
Less Revenue Received	(174,013)	
Difference	153,037	
Council approved use of FB (PD Comm Upgrade)	(49,632)	
	103,405	Increase

Enter values	
Loan amount	\$ 66,000.00
Annual interest rate	2.50 %
Loan period in years	5
Number of payments per year	1
Start date of loan	11/1/2020
Optional extra payments	\$ -

Lender name:

Loan summary	
Scheduled payment	\$ 14,206.29
Scheduled number of payments	5
Actual number of payments	5
Total early payments	\$ -
Total interest	\$ 5,031.46

Total Principal and Interest 71,031.46

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	11/1/2021	\$ 66,000.00	\$ 14,206.29	-	\$ 14,206.29	\$ 12,556.29	\$ 1,650.00	\$ 53,443.71	1,650.00
2	11/1/2022	53,443.71	14,206.29	-	14,206.29	12,870.20	1,336.09	40,573.51	2,986.09
3	11/1/2023	40,573.51	14,206.29	-	14,206.29	13,191.96	1,014.34	27,381.55	4,000.43
4	11/1/2024	27,381.55	14,206.29	-	14,206.29	13,521.75	684.54	13,859.80	4,684.97
5	11/1/2025	13,859.80	14,206.29	-	13,859.80	13,513.30	346.49	0.00	5,031.46

Enter values	
Loan amount	\$ 66,000.00
Annual interest rate	2.50 %
Loan period in years	10
Number of payments per year	1
Start date of loan	11/1/2020
Optional extra payments	\$ -

Lender name:

Loan summary	
Scheduled payment	\$ 7,541.08
Scheduled number of payments	10
Actual number of payments	10
Total early payments	\$ -
Total interest	\$ 9,410.78

Total Principal and Interest 75,410.78

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	11/1/2021	\$ 66,000.00	7,541.08	-	7,541.08	5,891.08	1,650.00	\$ 60,108.92	1,650.00
2	11/1/2022	60,108.92	7,541.08	-	7,541.08	6,038.36	1,502.72	54,070.57	3,152.72
3	11/1/2023	54,070.57	7,541.08	-	7,541.08	6,189.31	1,351.76	47,881.25	4,504.49
4	11/1/2024	47,881.25	7,541.08	-	7,541.08	6,344.05	1,197.03	41,537.21	5,701.52
5	11/1/2025	41,537.21	7,541.08	-	7,541.08	6,502.65	1,038.43	35,034.56	6,739.95
6	11/1/2026	35,034.56	7,541.08	-	7,541.08	6,665.21	875.86	28,369.34	7,615.81
7	11/1/2027	28,369.34	7,541.08	-	7,541.08	6,831.84	709.23	21,537.50	8,325.05
8	11/1/2028	21,537.50	7,541.08	-	7,541.08	7,002.64	538.44	14,534.86	8,863.48
9	11/1/2029	14,534.86	7,541.08	-	7,541.08	7,177.71	363.37	7,357.15	9,226.85
10	11/1/2030	7,357.15	7,541.08	-	7,357.15	7,173.22	183.93	0.00	9,410.78

City of Gardiner, Maine

General Fund - Fund Balance Policy

Purpose of this Policy

The purpose of this policy is to establish a target level of fund balance for the general fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and or maintaining the targeted level of fund balance, and the priority for the use of resources in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the City's general fund balance. This policy applies only to the general fund.

Definitions and Classifications

Fund Balance is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance for the General fund are defined as follows.

- *Non-spendable* – resources which cannot be spent because they are either a) not in spendable form or; b) legally or contractually required to be maintained intact.
- *Restricted* – resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.
- *Committed* – resources which are subject to limitations the government imposes upon itself at its highest level of design making (City Council), and that remain binding unless removed in the same manner.
- *Assigned* – resources neither restricted nor committed for which a government has a stated intended use as established by the City Council, or a body or official (management) to which the City Council has delegated the authority to assign amounts for specific purposes.
- *Unassigned* – resources which cannot be properly classified in one of the other four categories. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

The committed, assigned, and unassigned classifications are often referred to, in the aggregate, as the *unrestricted fund balance*.

Background and Considerations

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The City's management, credit rating agencies, and others monitor the levels of fund balance in the general fund as an important indicator of the City's economic condition. While credit agencies have always analyzed fund balance as part of their evaluation of credit-worthiness, increased attention has been focused on determining sufficient levels because of recent events in the credit markets.

In establishing an appropriate level of fund balance the City has considered the following factors:

- Property Tax Base
- Non-property Tax Revenues
- Debt Profile
- Liquidity
- Budget Management
- Future Uses
- Employment Base

Policy

It is the policy of the City of Gardiner to maintain unassigned fund balance in the general fund at 15% of general fund revenues measured on a GAAP basis (GAAP - generally accepted accounting principles in the United States). In the event that the unassigned fund balance drops below this level, the City will develop a plan, implemented through the annual budgetary process, to bring the balance to the target level over a period of no more than three (3) years.

The Finance Director, shall report fund balance in the appropriate classifications and make the appropriate disclosures in the City's financial statements. Unless already classified as restricted or committed, the following balances shall be classified as assigned, as per GAAP or a matter of policy.

Encumbrances – Amounts encumbered at year-end by contract, including purchase order, or encumbered by some other means shall be classified as assigned. (GAAP)

Budget Appropriation – Amounts appropriated in the annual budget resolve, or in any supplemental budget resolves, for expenditures in ensuing fiscal year shall be classified as assigned. (GAAP)

Capital Budget – Amounts designated for use in the first year of the capital improvement program, whether by appropriation or advance to another fund, shall be classified as assigned.

Council action must be taken to assign amounts before the end of the fiscal year (types of assignments and estimated amounts are required). The Finance Director will provide the estimated fund balances in order to make such assignments.

Policy Administration

Annually, the Finance Director shall report the City's fund balance and the classification of the various components in accordance with GAAP and this policy.

Should the City fall below the target level, the Finance Director shall prepare a plan to restore the unassigned fund balance to the target level.



May 11, 2020

Ms. Christine Landes
City Manager
City of Gardiner
6 Church Street
Gardiner, Maine 04345

**Subject: Visual Structural Observation
Gardiner Fire Station
Gardiner, Maine**

Dear Ms. Landes:

Thank you for choosing A.E. Hodsdon Consulting Engineers to provide engineering services in the form of a visual structural observation of a portion of the Gardiner Fire Station. The following is a report based on our site visit on April 27, 2020 as well as an initial site visit on August 1, 2020 when I worked with E.S. Coffin Engineering & Surveying.

No destructive or invasive testing was performed. A visual observation does not constitute the structure being analyzed. Observations and subsequent assessments are limited as such to those limitations. The evaluation and report are not to be considered as a guarantee of condition and no warranty is implied. The work conducted does not constitute a building inspection.

Observations

We were asked to conduct an observation of the fire station rear exterior wall after concerns arose to the condition of the wall. We found that the fire station was constructed with a flat roof and exterior walls using concrete masonry unit (CMU) blocks on three sides of the building. The fourth north wall abuts the wall for the police station, which has a sloped roof. The fire station roof appears to be at a higher elevation than the police station roof forcing the water coming off from the police station to be directed to interior roof drains. However, in the northwest corner of the building the fire station has a low roof projection that also abuts the pitched roof of the police station. With this roof being lower, all of the roof water from the pitched roof is directed onto this lower roof, which then drains off the roof edge along the rear wall.

We found that the CMU wall for the lower roof has experienced severe structural damage. The damage is being caused by water infiltrating into the surface of the CMU block when the roof water cascades down from the roof drip edge. Over the years, this water infiltration has deteriorated the surface of the block. When temperatures drop below freezing, the water within the block will freeze and expand, which will crack and separate the concrete off the surface of the block. Years of this deterioration along with freeze and thaw effects has resulted in the current damage consisting of large holes in the CMU (See Photo No. 1, 2, and 5). The damaged CMU is allowing water to enter the building causing leakage and unknown water damage. We found the remainder of the fire station rear CMU block wall has not experienced this same damage. This is due to fire station having internal roof drains and therefore not allowing water to cascade down the exterior of the wall.

In the rear of the building, we also observed a slab on grade that has been undermined from the water coming off from the roof (See Photo No. 3). This has left the slab unsupported and relying on the rear CMU wall for support. In the same area, we found improper drainage for the water coming off from the

roof (See Photo No. 4). We found a large puddle of water with no place to drain, but there is evidence of a recent pipe installation that may be able to provide drainage to the area.

We also observed that the lower roof abuts a hose tower that is constructed with the same CMU block, but the exterior has been covered with metal siding. We observed moderate water infiltration damage to the interior of the hose tower caused by the tower being subjected to windblown water over the years. At some point the City covered the exterior of the block wall with metal siding to in order to stop the infiltration and preserve the remaining CMU wall (See Photo No. 6).

Recommendations

The rear wall of the fire station in the area of the lower roof is in very poor structural condition. We recommend replacing all of the damaged CMU wall in order to properly support the roof framing and provide a waterproof membrane to the exterior. The replacement of the wall framing can be with similar 8" CMU block framing reinforced at 32" on center, but the block will also need to be covered with metal siding in order to protect the block from future water damage. We also recommend installing a minimum of a 12" roof overhang in this area in order to direct water away from the wall surface. This will require replacing the EPDM roof in this area. The replacement of the wall will most likely expose unseen water damage in the wall, roof, and surrounding area including utilities that will need to be addressed.

We recommend supporting the undermined concrete slab by forming an enclosure around the bottom of the slab opening and then pumping flowable fill through a hole in the slab to fill the void. We also recommend verifying that a drainage pipe has been installed at the rear of the building in the area of the accumulating water and then installing a field inlet that connects to the underground piping in order to drain the area.

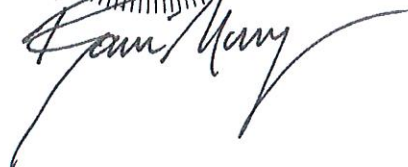
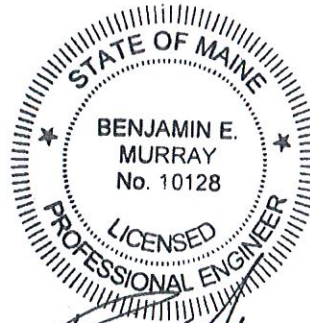
If you have any questions, please feel free to call me at 873-5164.

Sincerely,



Benjamin Murray, P.E.
A.E. Hodsdon Consulting Engineers

Enc.: Photography Log





A.E. Hodsdon
CONSULTING ENGINEERS
10 COMMON ST., WATERVILLE, ME
04901 (207) 873-5164

PHOTOGRAPHY LOG

Client Name: City of Gardiner – Fire Station

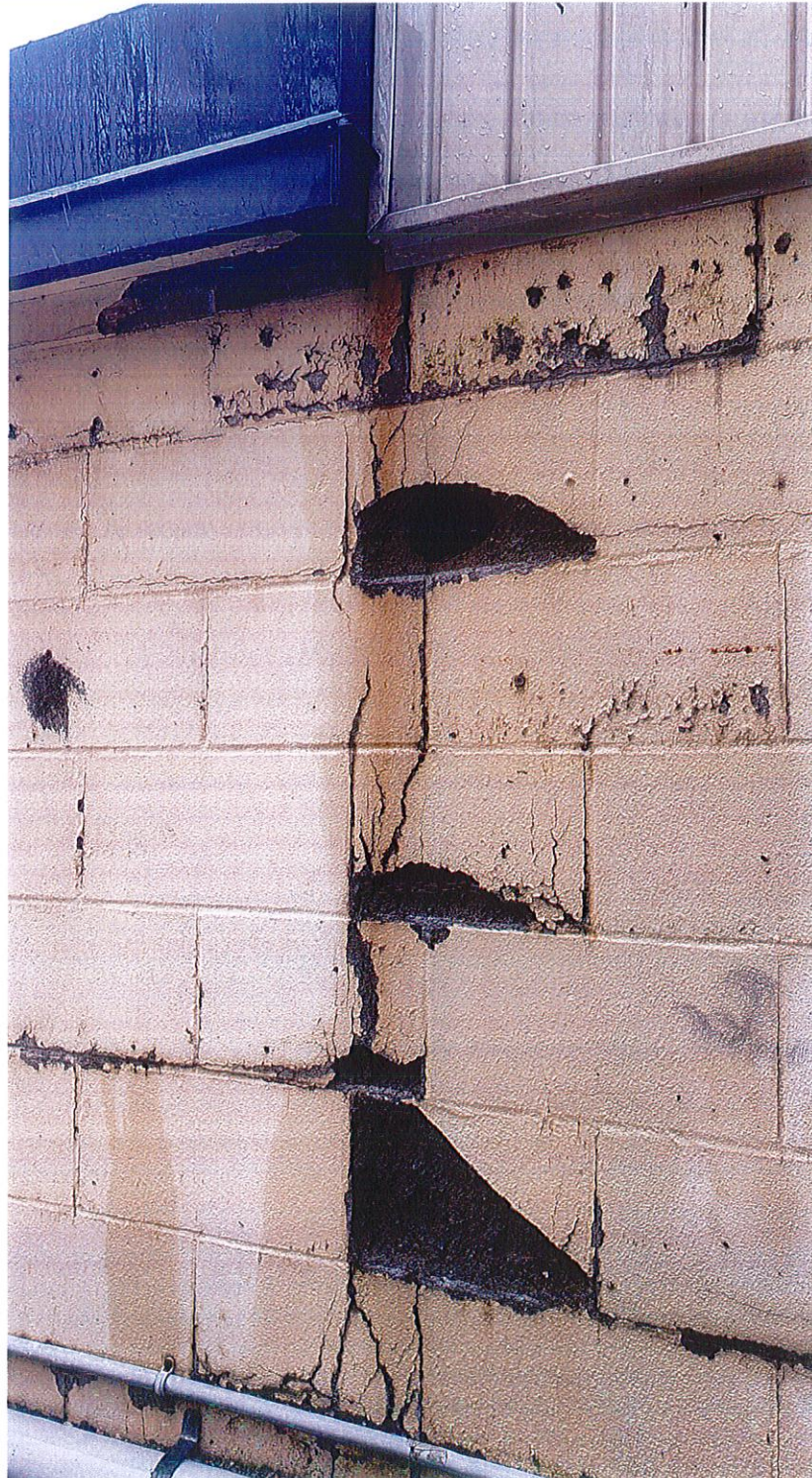
Project No. 03-20Y

Photo No. 1

Date: 05/11/20

Site Location:
West Exterior Wall

Description:
Photo looking at exterior wall at the intersection of the main roof and the hose tower wall showing damage to CMU wall and wood soffit.





A. E. Hodsdon
CONSULTING ENGINEERS
10 COMMON ST., WATERVILLE, ME
04901 (207) 873-5164

PHOTOGRAPHY LOG

Client Name: City of Gardiner – Fire Station

Project No. 03-20Y

Photo No. 2

Date: 05/11/20

Site Location:
West Exterior Wall

Description:
Photo looking at the bottom of the exterior wall at the corner.



Photo No. 3

Date: 05/11/20/

Site Location:
West Exterior Wall

Description:
Photo looking at the bottom of the exterior wall and the undermining of the propane tank slab.





A. E. Hodsdon
CONSULTING ENGINEERS
10 COMMON ST., WATERVILLE, ME
04901 (207) 873-5164

PHOTOGRAPHY LOG

Client Name: City of Gardiner – Fire Station

Project No. 03-20Y

Photo No. 4

Date: 05/11/20

Site Location:
West Exterior Wall

Description:
Photo looking at the bottom of the exterior wall at the corner showing water accumulation.



Photo No. 5

Date: 05/11/20/

Site Location:
West Exterior Wall

Description:
Closeup photo of a hole in the wall at the corner.





A.E. Hodsdon
CONSULTING ENGINEERS
10 COMMON ST., WATERVILLE, ME
04901 (207) 873-5164

PHOTOGRAPHY LOG

Client Name: City of Gardiner – Fire Station

Project No. 03-20Y

Photo No. 6

Date: 05/11/20

Site Location:
West Exterior Wall

Description:
Photo looking at the damage to the CMU wall in the interior of the hose tower.





Air Quality Management Services, Inc.

“Discovering Solutions for Healthier Living”

May 5th, 2020

City of Gardiner
C/o Christine Landes
6 Church Street
Gardiner, Maine 04345

Re: Mold Assessment at the above location.

AQM Project #: 20-246



Air Quality Management Services, Inc. (AQM) conducted a mold assessment at your request on April 24th, 2020 at the above location (City Hall, Fire Department and Police Department), to characterize airborne and surface mold levels as well mold / moisture issues in the building.

I. Background

Assessment requested as pro-active measure and general concern for possible mold and water intrusion issues. Water intrusion has occurred in the past along the back-side of the building, and interior finish-wall systems have reportedly been replaced along that back wall. Water management improvements have also reportedly been made to reduce or eliminate water intrusion.

II. Testing

Air samples: Air samples were collected using a high-volume sampling pump and Air-O-Cell media (Spore-Trap) cassettes. Samples were collected in representative locations to determine airborne particle and fungal burdens. Samples were collected at 15 liters per minute flow rate for either 5 or 10 minutes. An ambient outdoor sample was collected as a comparative reference.

Surface samples: Tape lift samples were collected from representative surfaces to evaluate mold growth and/or settled spores / dust. Samples were collected using special microscope slides fitted with clear tape tabs.

Samples for mold analysis were submitted to Micro Diagnostic Services in Lewiston, Maine.

Temperature / Relative Humidity: Area temperature and relative humidity were determined using an EXTECH RH300 combination meter.

Moisture Readings: Moisture content of building materials (if applicable) was measured using a Delmhorst “MoistureCheck” meter in either scanning or penetration mode.

III. Observations (see photos for examples and more details)

- Water intrusion appears to be occurring in the Fire Department Weight Room and Hose Tower, due to rainwater runoff and infiltration through concrete wall(s). Visible mold growth is present on concrete / paint surfaces, mostly in the Hose Tower.
- Humidity-type, suspected mold growth was observed on a nightstand in the Fire Department Sleeping Quarters; this was determined not to be mold growth.
- Other than in the Fire Department rooms mentioned above, there does not appear to be significant, recent or ongoing water infiltration through walls along the back-side of the building, possibly because of the water-management improvements that reportedly have been made.

IV. Results

Temperature and Relative Humidity

Area	Temp (°F)	%RH	GPP Moisture
Outdoors	51.1	19.0	ND
FD Weight Room	64.2	21.2	ND
FD Truck Bay	64.7	20.8	ND
FD Sleeping Quarters	69.6	21.4	ND
FD Restroom	69.8	22.7	ND
FD Day Room	69.8	22.6	ND
PD Office Area	70.7	23.9	ND
PD Men’s Locker Room	71.4	16.5	ND
PD Chief’s Office	72.1	13.6	ND
PD Women’s Locker Room	70.8	17.9	ND
CH Back Storage Room	76.6	13.5	ND
CH Council Room	71.4	17.0	ND
CH Front Office	75.2	16.2	ND

Temp = Temperature; %RH = Relative Humidity (%); GPP Moisture = Grains per Pound moisture content of air (higher values indicate greater amounts of water in the air); ND = Not Determined
FD = Fire Dept; PD = Police Dept; CH = City Hall

Moisture Readings (not applicable or not determined if no entry below)

Area	Location	Material	Moisture Elevated
FD Sleeping Quarters	Exterior-facing Wall(s)	sheetrock	No
FD Restroom	Exterior-facing Wall(s)	sheetrock	No
PD Men’s Locker Room	Exterior-facing Wall(s)	sheetrock	No
PD Chief’s Office	Exterior-facing Wall(s)	sheetrock	No
PD Women’s Locker Room	Exterior-facing Wall(s)	sheetrock	No
CH Back Storage Room	Exterior-facing Wall(s)	sheetrock	No

FD = Fire Dept; PD = Police Dept; CH = City Hall

IV. Results (Continued)

Airborne Mold Sampling (refer to lab report for full details)

Air sample results are summarized as follows:

Sample #	Location	Comments	Overall Airborne Mold Level (1)	Mold Type(s) of Concern / Amplified Mold (2)
A1	Outdoors	Comparative Air Sample	Trace	Not Applicable
A2	FD Weight Room	None	Trace	None
A3	FD Truck Bay	None	Trace	None
A4	FD Sleeping Quarters	None	Trace	None
A5	FD Restroom	None	None Detected	None
A6	FD Day Room	None	Trace	None
A7	PD Office Area	None	Trace	None
A8	PD Men's Locker Room	None	Trace	None
A9	PD Chief's Office	None	Trace	None
A10	PD Women's Locker Room	None	None Detected	None
A11	CH Back Storage Room	None	Trace	None
A12	CH Council Room	None	Trace	None
A13	CH Front Office	None	Trace	None

(1) Based on AQM experience

(2) Based on industry consensus and AQM experience. Note that for Aspergillus/Penicillium-like spores, a common spore that is also commonly involved in air quality issues, the typical outdoor level in Maine through much of the warmer months is 200 to 300 counts per cubic meter of air (though wide variations can occur). This common outdoor level may be considered when viewing these spores in terms of occupant exposure or presence of significant elevation, regardless of outdoor levels at the time of sampling.

Indoor air sample results did not identify any significant mold spore elevations relative to the outdoors and/or typical levels in occupied indoor environments – No risks anticipated based on these results.

Surface Mold Sampling (refer to lab report for full details)

Surface sample results are summarized as follows:

Sample #	Location	Comments	Mold Type(s) Present at Excess Level (1) or Mold Type(s) of Concern (2)
T1	Weight Room Wall	Visible / Suspected Mold	Cladosporium species, Moderate
T2	Hose Tower Wall	Visible / Suspected Mold	Cladosporium species, High
T3	Sleeping Quarters Nightstand	Visible / Suspected Mold	None

(1) Based on AQM experience and/or industry consensus; represents mold growth unless stated otherwise

(2) Spore types strongly correlated with water damage and/or air quality concerns, based on scientific literature and/or industry consensus

Results for surface samples T1 and T2 identified moderate to high levels of mold growth. Sample T3 did not identify mold growth or spore types of concern (only trace levels of common, outdoor-type spores settled in dust).

IV. Results (Continued)

Area Characterization of Fungal Presence, per IICRC S520 Standard (1)

Condition-1 Areas: All Areas Sampled, other than below (Condition-2 Areas)

Condition-2 Areas: Fire Department Weight Room and Hose Tower

Condition-3 Areas: None

See Photos and Lab Results for basis of characterization, and Definitions Section for Area Characterization Notes (1) ANSI/IICRC S520/R520 Standard and Reference Guide for Professional Mold Remediation - Third Edition: 2015, The Institute of Inspection, Cleaning and Restoration Certification, www.iicrc.org

V. Recommendations

- Enlist the services of an IICRC-certified mold remediation company.
- Isolate the Hose Tower and Weight Room from other areas of the building, using proper engineering controls to prevent dispersal of mold, paint and other dust particulates during remediation.
- Hose Tower and Weight Room – Clean / Treat (see Definitions) walls with signs of water infiltration and visible / suspected mold growth. An abrasive-media method (e.g. Soda or dry-ice blasting) may be necessary to remove mold on surfaces as well as impregnated in paint.
- Detail Clean (see Definitions) all surfaces / contents in the Remediation Areas, because of the observed surface-mold growth, elevated levels of airborne fungi and/or probability of settled spores.
- Replace building materials / Release Remediation area ONLY after a successful post remedial evaluation.
- Consult a Professional Engineer or a competent qualified contractor to control groundwater intrusion through perimeter walls and/or prevent saturated soil surrounding the foundation by: installing exterior foundation perimeter drainage, sloping the ground away from the foundation 5% (6" for every 10'), installing gutters (If gutters are to be installed ensure they are kept free of debris and the downspouts direct water well-away from the foundation), and water proofing the foundation walls or utilizing other like systems.
- In addition to the above general recommendations to prevent water impact to exterior walls / foundation, repair exterior concrete wall systems as needed to prevent water infiltration through gaps and physically-damaged areas.

VI. Definitions:

- **Finished System** includes the underlying wall / ceiling insulations and appropriate vapor barriers.
- **Detail Cleaning** involves HEPA vacuuming and damp wiping with a mild detergent (including hard-to-reach areas / inside / underside / behind furniture and other objects). Following cleaning, there should be no area debris or dust. All mold growth must be removed from surfaces.
- **Clean / Treat** involves the application of an appropriate cleaning / treatment system. Surfaces should be thoroughly cleaned including damp / wet cleaning and wiping of surfaces; use cleaning / scrubbing method with appropriate abrasiveness based on characteristics of the material surfaces as well as types and extent of mold growth. All mold growth must be removed from surfaces. Application of any coating must be light; encapsulation is unacceptable unless done after post-remediation testing. There should never be any visible mold, demolition debris, sheetrock dust, paper or insulation fragments, general dust, etc. remaining on surfaces after Clean / Treatment actions.

Area Characterization Notes (According to the IICRC S520 Standard):

A "**Condition 1**" environment contains what would be considered normal background amounts of fungal spores and fragments, as well as trace amounts of fungal growth. Normal housekeeping and cleaning procedures can keep a Condition 1 environment under control. Most residential homes and commercial office space would be considered Condition 1.

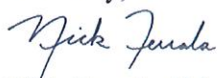
A "**Condition 2**" environment is associated with an area that has a limited amount of fungal growth present. Condition 2 environments are also associated with areas adjacent to heavy contamination that may contain elevated levels of spores or fungal fragments generated by the adjacent contamination. Condition 2 environments also may contain a limited amount of porous materials and can usually be returned to Condition 1 by diligent cleaning and thorough drying.

"**Condition 3**" environments contain heavy mold growth and usually are associated with persistent moisture or water intrusions. Condition 3 environments often contain hidden mold growth, due to water damage being present in closed areas such as wall cavities.

The overall goal of mold remediation as presented in IICRC S520 Standard is to return the area to a Condition 1. This means that trace amounts of mold may still be present, but the type and amount of mold is consistent with measurements made outdoors or in an adjacent indoor area that is free from amplified levels of mold.

AQM appreciates this opportunity to have aided in this project. In the event you have questions or require further assistance, please do not hesitate to contact us.

Sincerely,



Nick Ferrala, BA, CIEC
Industrial Hygienist, Microbiologist

ASSESSMENT LIMITATIONS

ASSESSMENT LIMITATIONS

The observations, conclusions and recommendations described in this assessment report were made under the conditions stated herein, taking into account any information / concerns provided or reported to AQM, and were arrived at in accordance with generally accepted standards related to indoor air quality investigations and good industrial hygiene practice. The conclusions presented in the report were based solely upon the services described herein, and not on scientific tasks or procedures beyond the scope of described services, time and / or any budgetary constraints. Assessments were made at the request of the Client based on information provided at the time of authorization to proceed with the evaluation. This report is prepared for the Client's use only and in accordance with scope of services requested, and should not be distributed to other parties for review and reliance.

The findings relating to this assessment were not intended to be exhaustive in nature, nor do they attempt to identify all possible sources of indoor contaminants, chemicals or even mold throughout the entire structure. Building materials may contain asbestos. In the event that asbestos building materials are suspected, further evaluation should be made prior to renovations in accordance with Federal, State, and Local regulations – as applicable. **Note:** Effective April 22nd, 2010 Environmental Protection Agency's (EPA) Renovation, Repair, and Painting (RRP) rule is in effect. This means that any renovation, repair and painting activities on **target housing** or **child-occupied facility** built before 1978 performed for compensation after April 22nd, 2010 falls under this rule. It is mandatory that any renovation impacting painted surfaces in a facility built before 1978 be tested for presence of lead-based paints. A Contractor (or Firm) trained and certified under this rule shall perform removal of lead-base painted surfaces, **ONLY** if lead-based paints are present and renovation / remediation of the structure falls under the definition of EPA's new rule. You can find EPA's RRP rule and definitions at their website: <http://www.epa.gov/lead/pubs/renovation.htm>. The chosen contractor to perform activities disturbing lead-based painted surfaces will comply with all State, Federal, Local Health and Safety Regulatory Requirements (which ever is more stringent).

Any measured results, analysis data, and / or physical conditions observed are only valid for the period in which this inspection / testing was conducted. Certain assumptions can be made based on information provided to AQM on or before the time of the assessment coupled with analytical data and observations made at the time of the inspection / testing.

Where such quantitative laboratory analyses have been conducted by an outside laboratory, AQM has relied upon the data provided, and has not conducted an independent evaluation of the reliability of the data. This data have been reviewed and interpretations made as presented in the report.

Historical events or ambient air conditions that may have existed prior to this assessment cannot be correlated in any way with the enclosed data. No warranty, real or implied, is made as to what was or is the exact cause or source that may have adversely affected the indoor air quality prior to the date of this assessment.

The report is based on AQM's professional opinion and on our experience in conjunction with information gathered during the assessment and laboratory data provided. Information and recommendations set forth in this report are intended to characterize current conditions based on the reported concerns and discoveries made at the time of the inspection and testing period. Information is being provided to aid in the development of corrective actions or remediation that may improve overall conditions identified and/or to improve the overall air quality.

PHOTO DOCUMENTATION

AQM



View of Weight Room (Fire Dept)



Signs of water infiltration through the back-side exterior wall in the Weight Room



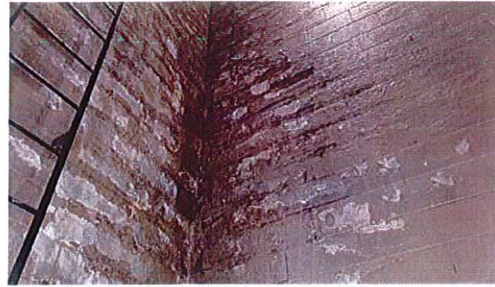
Signs of water infiltration through the back-side exterior wall in the Weight Room



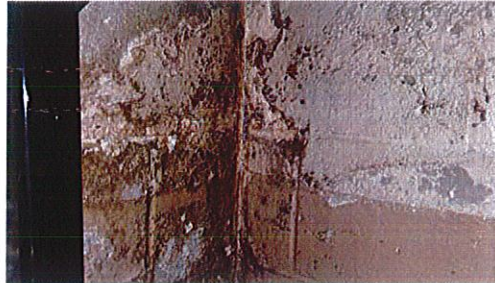
Mold growth on back-side exterior wall in the Weight Room



Hose Tower (Fire Dept)



Signs of water infiltration through walls in the Hose Tower



Mold growth and signs of water infiltration through walls in the Hose Tower



Mold growth and signs of water infiltration through walls in the Hose Tower



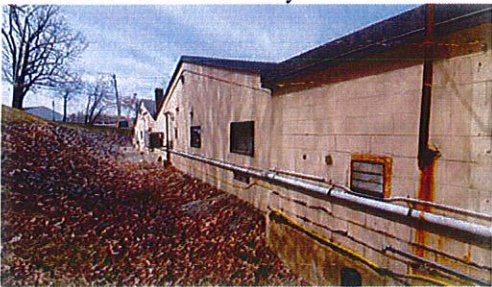
Mold growth and signs of water infiltration through walls in the Hose Tower



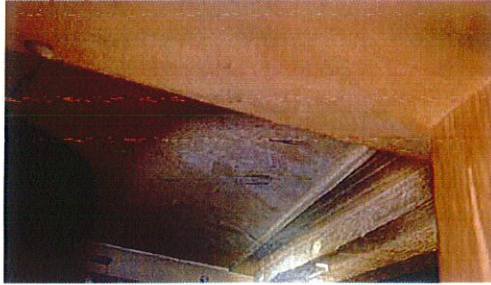
Water infiltration appears to be occurring high up in the Hose Tower, possibly at the interface with the roof of the truck Bay



Sleeping Quarters (Fire Dept)



Back-side of building; water-management improvements have reportedly been made



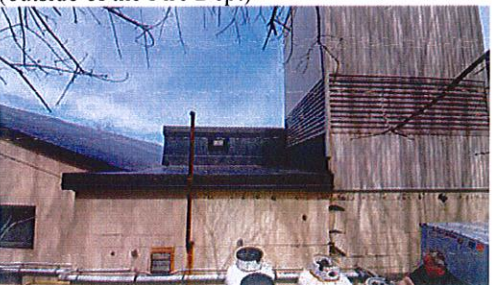
Suspected mold growth on underside of nightstand in Sleeping Quarters (determined not to be mold growth)



Damage to wall system at back-side of building (outside of the Fire Dept)



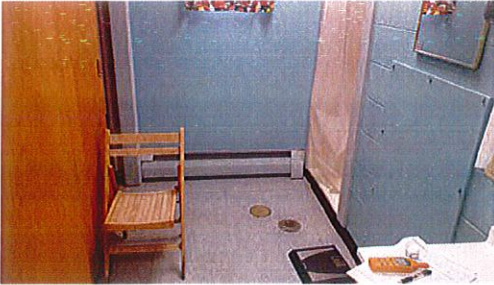
View above ceiling tiles in the Fire Dept (Sleeping Quarters / Restroom); surfaces have been sealed with foam



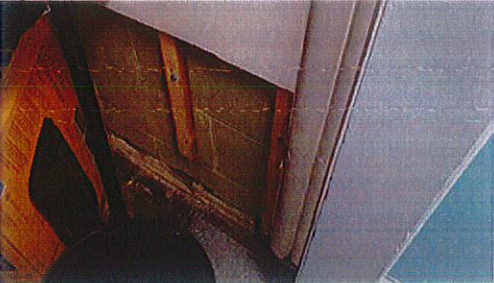
Roof systems do not direct water runoff wall-away from the foundation



View above ceiling tiles in the Fire Dept (Sleeping Quarters / Restroom); surfaces have been sealed with foam



Fire Dept Restroom; exterior wall has been replaced



Fire Dept Restroom closet; exterior wall has been removed, surfaces appear clean

SUPPORTING DOCUMENTATION

AQM

Micro Diagnostic Services, LLC

349 Randall Rd, Unit 5
Lewiston, Maine 04240
info@microdiagnostic.net

Service Request Record

Please do not write in this space

Assigned WO No: 20113

Customer: Air Quality Management Services, Inc.
Address: P.O. Box 2491
City, State, Zip: Lewiston, ME 04241
Authorized Contact: Randy Geoffroy
Phone: 207-657-7360 FAX: 207-657-7361

Sampled by: Nick Ferrara
Billing: Connie@aqmservices.com

Email: nick@aqmservices.com
Project Number / Name: 20-246 Gardiner
P.O. Number: 20-246

Turnaround Time: 2-day Next Day Same Day (RUSH) 3-5 Day

Sampled by: NF

Sample Information

Sample Identification	Sample Type	Date / Time Sampled	Sample Volume / Area	Analysis Code	MDS Use Only
A1 - Outdoor	Air	4/24/20	75 L	A01	20113-1
A2 - Weight Rm	Air	4/24/20	75 L	A01	-2
A3 - Truck Bay	Air	4/24/20	75 L	A01	-3
A4 - Sleeping Qtr	Air	4/24/20	75 L	A01	-4
A5 - FD Restroom	Air	4/24/20	75 L	A01	-5
A6 - Day Rm	Air	4/24/20	75 L	A01	-6
A7 - PD Offices	Air	4/24/20	75 L	A01	-7
A8 - Men's Locker	Air	4/24/20	75 L	A01	-8
A9 - PD Chief	Air	4/24/20	75 L	A01	-9
A10 - Women's Locker	Air	4/24/20	75 L	A01	-10
A11 - City Storage Rm	Air	4/24/20	75 L	A01	-11
A12 - City Council Rm	Air	4/24/20	75 L	A01	-12
A13 - City Front Office	Air	4/24/20	75 L	A01	-13
T1 - Weight Rm Wall	Tape	4/24/20	1 cm2	S01	-14
T2 - Hose Tower Wall	Tape	4/24/20	1 cm2	S01	-15
T3 - Sleeping Qtr Nightstand	Tape	4/24/20	1 cm2	S01	-16

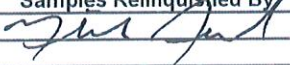

Sample Types: A = Air, T = Tape, S = Swab, B = Bulk, O = Other

Analysis Codes:

A01 = Air-O-Cell Fungi	S01 = Direct Exam Fungi	B01 = Fungi, Bulk Material
A02 = Air-O-Cell Expanded	S02 = Direct Exam Fungi Quant	B02 = Substance ID, Bulk Material
A03 = Burkhard Fungi	S03 = Direct Exam Expanded	
A04 = Burkhard Expanded		

Supplementary Information, Testing or Reporting Instructions, Payment Information:

Custody Record - Please complete the first 3 boxes of the first line, below.

Date	Time	Samples Relinquished By	Samples Accepted at MDS
4/24/20	6:00pm		4-24-20 6:00 PM 



Client: Air Quality Management, Inc.
 Project: 20-246 Gardiner
 WO: 20113
 Medium: Air-O-Cell

Received: 4/24/2020
 Reported: 4/27/2020
 Method: ASTM D7391

Micro Diagnostic Services, LLC
 349 Randall Rd, Unit 5
 Lewiston, ME 04240
info@microdiagnostic.net

Airborne Fungal Spore Analysis by Direct Optical Microscopy

Lab Number: Sample Description: Air Volume Sampled (L): Detection Limit (Ct./m3): Background (0-5):	20113 -1			20113 -2			20113 -3			20113 -4		
	A1 Outdoor			A2 Weight Rm			A3 Truck Bay			A4 Sleeping Qtr		
	75			75			75			75		
	50			50			50			50		
	2			2			2			2		
Spore Genus/Category	Raw Ct	Ct./m ³	%	Raw Ct	Ct./m ³	%	Raw Ct	Ct./m ³	%	Raw Ct	Ct./m ³	%
Alternaria												
Ascospores	1	50	17							1	50	13
Aspergillus/Penicillium-like												
Basidiospores	3	150	50	1	50	100	2	100	100	1	50	13
Bipolarus++												
Ganoderma												
Chaetomium*												
Cladosporium	1	50	17							1	50	13
Curvularia												
Epicoccum												
Fusarium												
Memnoniella*												
Pithomyces												
Rhizopus												
Rusts										2	100	25
Myxomycetes++										1	50	13
Stachybotrys*												
Stemphiliium												
Torula												
Trichoderma												
Ulocladium												
Other Colorless												
Hyphal Fragments	1	50	17							2	100	25
Total Fungi	6	300	100	1	50	100	2	100	100	8	400	100

Comment:


Note: Values may not appear to be additive due to rounding; detection limit may be reduced in some samples by background interference.

Bipolaris++ = Bipolaris/Dreschlera/Exserohilium; Myxomycetes++ = Smuts/Myxomycetes/Periconia

*Denotes spores counted over 100% of the sample trace; Minimum detection limit / multiplier may vary from overall detection limit / multiplier.

Debris Rating Scale: 0 = No trace visible; 5 = Contiguous debris. Background debris levels greater than 3 indicate poor visibility for the analyst reading the slide, which can result in under-counting of some types of spores, particularly smaller spores such as Aspergillus/Penicillium-like.

Disclaimer: Micro Diagnostic Services (MDS) is not responsible for limitations of sampling or analytical methodologies. Client is responsible for all sample collection activities including labeling of samples and proper submission of sample information on the Service Request Record form. Interpretation of data contained in this report is the responsibility of the Client. This report relates only to the samples contained herein and may not be reproduced, except in full, without written approval by MDS. In all cases, MDS maintains liability limited to the analytical fees charged by MDS for analysis. Use of this report or data contained herein by any party implies acceptance of these terms.

Analyst: 
 Nick Ferrala, Microbiologist, BA, CIEC



Client: Air Quality Management, Inc.
 Project: 20-246 Gardiner
 WO: 20113
 Medium: Air-O-Cell

Received: 4/24/2020
 Reported: 4/27/2020
 Method: ASTM D7391

Micro Diagnostic Services, LLC
 349 Randall Rd, Unit 5
 Lewiston, ME 04240
info@microdiagnostic.net

Airborne Fungal Spore Analysis by Direct Optical Microscopy

Lab Number: Sample Description: Air Volume Sampled (L): Detection Limit (Ct./m3): Background (0-5):	20113 -5			20113 -6			20113 -7			20113 -8		
	Raw Ct	Ct./m ³	%	Raw Ct	Ct./m ³	%	Raw Ct	Ct./m ³	%	Raw Ct	Ct./m ³	%
A5 FD Restroom												
A6 Day Rm												
A7 PD Offices												
A8 Men's Locker												
75												
50												
1												
2												
2												
2												
Spore Genus/Category	Raw Ct	Ct./m ³	%	Raw Ct	Ct./m ³	%	Raw Ct	Ct./m ³	%	Raw Ct	Ct./m ³	%
Alternaria												
Ascospores												
Aspergillus/Penicillium-like												
Basidiospores										1	50	100
Bipolarus++												
Ganoderma												
Chaetomium*												
Cladosporium				1	50	50	1	50	100			
Curvularia												
Epicoccum												
Fusarium												
Memnoniella*												
Pithomyces												
Rhizopus												
Rusts												
Myxomycetes++												
Stachybotrys*												
Stemphilium												
Torula												
Trichoderma												
Ulocladium												
Other Colorless												
Hyphal Fragments				1	50	50						
Total Fungi	0	<50		2	100	100	1	50	100	1	50	100

Comment:

Note: Values may not appear to be additive due to rounding; detection limit may be reduced in some samples by background interference.

Bipolaris++ = Bipolaris/Dreschlera/Exserohilium; Myxomycetes++ = Smuts/Myxomycetes/Periconia

*Denotes spores counted over 100% of the sample trace; Minimum detection limit / multiplier may vary from overall detection limit / multiplier.

Debris Rating Scale: 0 = No trace visible; 5 = Contiguous debris. Background debris levels greater than 3 indicate poor visibility for the analyst reading the slide, which can result in under-counting of some types of spores, particularly smaller spores such as Aspergillus/Penicillium-like.

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Analyst: Nick Ferrala
 Nick Ferrala, Microbiologist, BA, CIEC



Client: Air Quality Management, Inc.
 Project: 20-246 Gardiner
 WO: 20113
 Medium: Air-O-Cell

Received: 4/24/2020
 Reported: 4/27/2020
 Method: ASTM D7391

Micro Diagnostic Services, LLC
 349 Randall Rd, Unit 5

Lewiston, ME 04240

info@microdiagnostic.net

Airborne Fungal Spore Analysis by Direct Optical Microscopy

Lab Number:	20113 -9			20113 -10			20113 -11			20113 -12		
Sample Description:	A9 PD Chief			A10 Women's Locker			A11 City Storage Rm			A12 City Council Rm		
Air Volume Sampled (L):	75			75			75			75		
Detection Limit (Ct./m3):	50			50			50			50		
Background (0-5):	2+			2			2			2		
Spore Genus/Category	Raw Ct	Ct./m ³	%	Raw Ct	Ct./m ³	%	Raw Ct	Ct./m ³	%	Raw Ct	Ct./m ³	%
Alternaria												
Ascospores												
Aspergillus/Penicillium-like	1	50	100							2	100	67
Basidiospores							2	100	100	1	50	33
Bipolarus++												
Ganoderma												
Chaetomium*												
Cladosporium												
Curvularia												
Epicoccum												
Fusarium												
Memnoniella*												
Pithomyces												
Rhizopus												
Rusts												
Myxomycetes++												
Stachybotrys*												
Stemphilium												
Torula												
Trichoderma												
Ulocladium												
Other Colorless												
Hyphal Fragments												
Total Fungi	1	50	100	0	<50		2	100	100	3	150	100

Comment:

Note: Values may not appear to be additive due to rounding; detection limit may be reduced in some samples by background interference.

Bipolaris++ = Bipolaris/Dreschlera/Exserohilium; Myxomycetes++ = Smuts/Myxomycetes/Periconia

*Denotes spores counted over 100% of the sample trace; Minimum detection limit / multiplier may vary from overall detection limit / multiplier.

Debris Rating Scale: 0 = No trace visible; 5 = Contiguous debris. Background debris levels greater than 3 indicate poor visibility for the analyst reading the slide, which can result in under-counting of some types of spores, particularly smaller spores such as Aspergillus/Penicillium-like.

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Analyst: Nick Ferrala
 Nick Ferrala, Microbiologist, BA, CIEC



Micro Diagnostic Services, LLC
 349 Randall Rd, Unit 5
 Lewiston, ME 04240
info@microdiagnostic.net

Client: Air Quality Management, Inc.
 Project: 20-246 Gardiner
 WO: 20113
 Medium: Air-O-Cell

Received: 4/24/2020
 Reported: 4/27/2020
 Method: ASTM D7391

Airborne Fungal Spore Analysis by Direct Optical Microscopy

Lab Number:	20113 -13											
Sample Description:	A13 City Front Office											
Air Volume Sampled (L):	75											
Detection Limit (Ct./m³):	50											
Background (0-5):	2											
Spore Genus/Category	Raw Ct	Ct./m³	%	Raw Ct	Ct./m³	%	Raw Ct	Ct./m³	%	Raw Ct	Ct./m³	%
Alternaria												
Ascospores												
Aspergillus/Penicillium-like												
Basidiospores												
Bipolarus++												
Ganoderma												
Chaetomium*												
Ciadosporium	1	50	50									
Curvularia												
Epicoccum												
Fusarium												
Memnoniella*												
Pithomyces												
Rhizopus												
Rusts												
Myxomycetes++												
Stachybotrys*												
Stemphillum												
Torula												
Trichoderma												
Ulocladium												
Other Colorless												
Hyphal Fragments	1	50	50									
Total Fungi	2	100	100									

Comment:


Note: Values may not appear to be additive due to rounding; detection limit may be reduced in some samples by background interference.

Bipolaris++ = Bipolaris/Dreschlera/Exserohilium; Myxomycetes++ = Smuts/Myxomycetes/Periconia

*Denotes spores counted over 100% of the sample trace; Minimum detection limit / multiplier may vary from overall detection limit / multiplier.

Debris Rating Scale: 0 = No trace visible; 5 = Contiguous debris. Background debris levels greater than 3 indicate poor visibility for the analyst reading the slide, which can result in under-counting of some types of spores, particularly smaller spores such as Aspergillus/Penicillium-like.

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Analyst: 
 Nick Ferrala, Microbiologist, BA, CIEC



Client: Air Quality Management, Inc.
 Project: 20-246 Gardiner
 WO: 20113
 Medium: Tape Lift

Received: 4/24/2020
 Reported: 4/27/2020
 Method: IH-S01

Micro Diagnostic Services, LLC
 349 Randall Rd, Unit 5
 Lewiston, ME 04240

Microscopic Examination Report - Fungi
Semi-Quantitative Analysis

info@microdiagnostic.net


Lab Number:	20113 -14	20113 -15	20113 -16	
Sample Description:	T1 - Weight Rm Wall	T2 - Hose Tower Wall	T3 - Sleeping Qtr Nightstand	
Spore Genus/Category	Abundance Rating	Abundance Rating	Abundance Rating	Abundance Rating
Alternaria	---	---	---	---
Ascospores	---	---	Trace	---
Aspergillus/Penicillium-like	---	---	---	---
Basidiospores	---	---	Trace	---
Bipolarus++	---	---	---	---
Bispora	---	---	---	---
Chaetomium	---	---	---	---
Cladosporium	*Moderate*	*High*	Trace	---
Curvularia	---	---	---	---
Epicoccum	---	---	---	---
Fusarium	---	---	---	---
Memnoniella	---	---	---	---
Pithomyces	---	---	---	---
Rhizopus	---	---	---	---
Rusts	---	---	---	---
Myxomycetes++	---	---	Trace	---
Stachybotrys	---	---	---	---
Stemphilium	---	---	---	---
Torula	---	---	---	---
Trichoderma	---	---	---	---
Ulocladium	---	---	---	---
Other Colorless	---	---	---	---
Hyphal Fragments	---	---	Trace	---

Comment:

Bipolaris++ = Bipolarus/Dreschlera/Exserohilium, Myxomycetes++ = Smuts/Myxomycetes/Periconia

Relative Abundance Rating, per area analyzed:
 "----" = None; no occurrence within the area analyzed.
 Trace = 1 to 10 spores / particles within the area analyzed.
 Low = 11 to 100 spores / particles within the area analyzed.
 Moderate = 101 to 1000 spores / particles within the area analyzed.
 High = greater than 1000 spores / particles within the area analyzed.
 Note that high spore and background levels may obscure other spore types / particles present at lower levels.
 * * = Sample contains vegetative / spore-producing structures in association with spores.

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Analyst: 
 Nick Ferrala, Microbiologist, BA, CIEC