

## **Background**

In July 2023, the National Institute for Occupational Safety and Health (NIOSH) received an inquiry from representatives from the Environmental Protection Agency (EPA) Region 4 asking for guidance on how to safely handle documents that were potentially contaminated with rodent excreta. They were particularly concerned about the potential risk of transmission of rodent-borne disease, particularly hantavirus. The agency had approximately 450 large biohazard bags in the building basement containing documents that had been contaminated by a rodent infestation which had occurred when the building was mostly unoccupied during the COVID-19 pandemic due to workplace telework protocols. Some of the documents cannot be disposed of due to record retention policies and their potential need for use in future litigation. In addition, the documents that need to be retained must be decontaminated and then transferred to National Archives and Records Administration.

The EPA representatives asked for NIOSH guidance related to the following questions:

**What are potential exposures associated with handling documents contaminated with rodent-borne diseases, particularly hantavirus?**

**What are recommended procedures for safely handling bags of documents contaminated with rodent excreta or saliva without exposing staff or contaminating the building, room, or work area?**

**How can contaminated documents be sorted safely while maintaining compliance with the EPA record retention regulations (<https://www.epa.gov/records/epa-records-policy-and-guidance>)?**

## **Background Information on Hantavirus Transmission**

Human infection from hantavirus occurs most commonly through inhalation of infectious aerosolized saliva or excreta. Hantavirus transmission can occur when dried materials contaminated by rodent excreta are disturbed and inhaled, directly introduced into broken skin or the eye, or possibly, when ingested in contaminated food or water. High risk of exposure has been associated with entering or cleaning rodent-infested structures [CDC 2012; US Army 2010]. The infectious dose for hantavirus is unknown. The virus can survive in the environment for several days [CDC 2012].

Other infectious diseases such as leptospirosis, rat-bite fever, salmonellosis, and tularemia can also spread from rodents to people through direct and indirect contact with infected rodents (for example, breathing in contaminated air, touching contaminated materials, and then touching eyes, nose, or mouth, being bitten or scratched by an infected rodent, or eating contaminated food) [Armed Forces Pest Management Board 2020; CDC 2012]. Another issue that occurs with rodent infestations is that pheromones left by rodents can also serve as an

attractant for other rodents. This increases the risk of continued or additional rodent infestation [Johnston 2003; Bind et al 2013; Stowers and Liberles 2016].

### **Recommendations for Clean-up and Disinfection**

Recommendations have been developed specifically for dealing with hantavirus contamination. CDC recommends that papers, books, and other items that cannot be cleaned with a liquid disinfectant be left outdoors in the sunlight for several hours, or in an indoor area free of rodents for a minimum of three weeks (a longer period of six weeks is strongly suggested) [CDC 2023].

If handling contaminated records in a building is necessary, keep the space under negative pressure to help contain bio-contaminants and ensure that contaminated air does not flow into other areas [National Archives 2018]. This can be done with a HEPA-filtered fan unit exhausted to outside of the building. It is also prudent and advisable to seal off the ventilation for the space being used, similarly to the procedures used for mold remediation (EPA [Mold Remediation in Schools and Commercial Buildings](#)).

Persons involved in the cleanup should wear coveralls (disposable, if possible); rubber boots or disposable shoe covers; rubber, latex, vinyl, or nitrile gloves; protective goggles; and a NIOSH-approved respirator equipped with N-100 filters. Latex gloves are listed in the cited references but NIOSH does not recommend the use of latex gloves since latex is a potential allergen. Ensure respirator users have appropriate medical clearance, fit-testing, and training according to the OSHA Respiratory Protection standard [29 CFR 1910.134] [OSHA 1998]. For additional information, refer to U.S. Department of Interior National Park Service guidance for worker protection from hantavirus [[hanta-virus-protection.pdf \(npshistory.com\)](#)] [NPS 2005], which were adapted from CDC recommendations for hantavirus risk reduction ([Hantavirus Pulmonary Syndrome – United States: Updated Recommendations for Risk Reduction](#)) [CDC 2002].

General household disinfecting solutions that meet EPA requirements for registered disinfectants are effective in cleaning up rodent materials from hard surfaces. These cleaning agents include those based on phenols, quaternary ammonium compounds, and hypochlorite. Disinfectants products can be verified by checking the product on the US EPA website, <https://www.epa.gov/pesticide-registration/selected-epa-registered-disinfectants>. Use the product according to the manufacturer's instructions.

The following are two potential approaches for cleaning the records and sorting for record retention:

- (1). Remove the records from the biohazard bags and lay out on flat surfaces or tables in a secure indoor space. After letting the records air out for 3 to 6 weeks, remove the visible contamination by gently wiping down the paper with clean clothes to avoid generating dust, and seal in clear plastic document sheets, wipe down or spray the plastic document sheets with

disinfectants, and return to the owner of the record to determine the status of the document (kept or destroyed).

(2) Staff handling the contaminated records could review the content of the sealed contaminated bag with the record owner using a webcam or other remote viewing device to determine which paper documents will need further treatment for retention and archival records or can be destroyed. The documents that need to be kept would then undergo the steps noted in the first approach.

### **Additional Information**

The following information can be used as justification for hiring a contractor to do the record handling.

According to the National Archives and Records Administration “Records Emergency: Nuclear Radiological or Biological Contamination of Archival Records Resulting from a Dirty Bomb or Explosion” <https://www.archives.gov/files/preservation/records-emergency/pdf/nuclear-radiological.pdf>:

“Records that have been contaminated by radioactive or biological particulates can possibly be surface cleaned to permit future handling or reformatting. Protocols for such work must be carried out in accordance with OSHA and other relevant regulations to protect health and safety of personnel. It may be necessary to have the work carried out by hazardous materials specialists with expertise in remediating records materials. Cleaning and other decontamination procedures proposed for use on records should be evaluated and approved by conservation and archival staff before they are applied. Evaluation tools and procedures should be in place to confirm the efficacy of the cleaning before treated materials are handled by the staff or the public.”

### **References:**

Armed Forces Pest Management Board [2020]. Armed Forces Pest Management Board Technical Guide No. 41: Rodent-Borne Diseases, with Special Emphasis on Protection from Hantavirus, <https://www.acq.osd.mil/eie/afpmb/docs/techguides/tg41.pdf>.

Bind RH, Minney SM, Rosenfeld S, Hallock RM [2013]. The Role of Pheromonal Responses in Rodent Behavior: Future Directions for the Development of Laboratory Protocols. J Am Assoc Lab Anim Sci 52(2):124–129, <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3624779/pdf/jaalas2013000124.pdf>.

Centers for Disease Control and Prevention (CDC) [2002]. Hantavirus Pulmonary Syndrome—United States: Updated Recommendations for Risk Reduction. MMWR 51(No. RR-9), <https://www.cdc.gov/mmwr/PDF/rr/rr5109.pdf>.

Centers for Disease Control (CDC) [2012]. Hantavirus Ecology. <https://www.cdc.gov/hantavirus/technical/hps/ecology.html>.

Centers for Disease Control (CDC) [2023]. “How to Clean Up After Rodents”.  
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Johnston RE [2003]. Chemical Communication in Rodents: from Pheromones to Individual Recognition. *J Mammal* 84(4):1141–1162, <https://doi.org/10.1644/BLe-010>.

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<https://www.archives.gov/preservation/about/st-louis-preservation-branch/conservation-treatment>.

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[ConserveOGRAM19-17.pdf \(si.edu\)](#).

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Stowers L, Liberles SD [2016]. State-dependent responses to sex pheromones in mouse. *Curr Opin Neurobiol* 38:74–79, <https://doi.org/10.1016/j.conb.2016.04.001>.

Society of American Archivists [2021]. Response to Disasters & Emergencies for Paper-based Materials.  
[https://www2.archivists.org/sites/all/files/PMA\\_PaperConservationDisasterPlan\\_2021\\_RedactedForExternalUse\\_Watermarked.pdf](https://www2.archivists.org/sites/all/files/PMA_PaperConservationDisasterPlan_2021_RedactedForExternalUse_Watermarked.pdf).

US Army [2010]. Hantavirus Prevention Cleanup of Rodent Contamination. [Microsoft Word - Hantavirus update.Nov.2010.docx \(army.mil\)](#).

**From:** [Erin Harbin - 4PRA](#)  
**To:** [Zapata, Cesar](#); [Eubanks, Kristy](#)  
**Subject:** Ceiling Tiles and Space Release  
**Date:** Monday, February 5, 2024 4:43:40 PM

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**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Hi, Cesar and Kristy,

Thanks for the productive chat this afternoon. As discussed, GSA is proceeding with a cost proposal to replace the 126 ceiling tiles identified by Sharon Weeks. Those tiles are on the 14th and 15th floors. I'm reaching out to confirm that 14 or 15 aren't one of the floors you're considering giving up? My building manager has also informed me that a while back EPA constructed a private staircase between these two floors, so it would be difficult to release one without releasing both. What do you think? Thanks!

**Erin Harbin, Director**

Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)

77 Forsyth Street, SW | Atlanta, GA 30303 | 404-562-1954 (O) | 404-217-6483 (C)

[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)

**From:** [Erin Harbin - 4PRA](#)  
**To:** [Jackson, Yvette](#); [Coogan, Daniel](#); [Eubanks, Kristy](#); [Zapata, Cesar](#)  
**Cc:** [Jeff Smith - 4P](#); [Rob Miller \(4PZ\)](#)  
**Subject:** Fwd: FW: EPA ceiling tile replacement summary  
**Date:** Thursday, March 21, 2024 12:22:05 PM

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**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Good Afternoon, EPA!

This information was shared with Sharon Weeks yesterday, but I am passing it along for your review as discussed in our Monday meeting. This is the written report and accompanying photos our contractor has provided after the completion of the ceiling tile replacement project at SNAFC. In the event you are not able to review the dropbox link (we are not able to at GSA), please give this Google link a try. Please let me know if you have any questions. Thanks for your partnership!

(b) (6)

**Erin Harbin, Director**

Southern Service Center Division (4P1S)

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**From:** Robert Hood <[r.hood@foposo.com](mailto:r.hood@foposo.com)>

**Sent:** Monday, March 18, 2024 4:57 PM

**To:** Charles Sapp <[csapp@delsurservicesinc.com](mailto:csapp@delsurservicesinc.com)>

**Subject:** EPA ceiling tile replacement summary

Focal Point Soutlions (FPS)

EPA Rat dander remediation with ceiling tile replacement

Service work performed: March 6th, 7th, 8th 2024

March 6th: Robert Hood (FPS) Sharon Weeks (EPA) and Alan Johnson (GSA) met on floors 15 and 14 to review the remediation procedure and to determine the ceiling tile replacement area in and around cubicles 15175, 14125 and 14068. The containment curtains were erected for all areas.

March 7th: Robert Hood and Craig Beasley (EPA) met on both floors to inspect the curtains and review the remediation procedure.

EPA floor 15 (cubicle 15175)

Pretreated 42 Tiles with disinfectant and removed them. Application of disinfectant to grid and 42 new tiles installed.

No rodent excrement was found in the 70 plus tile area.

EPA floor 14 (cubicle 14068)

Pretreated 42 Tiles with disinfectant and removed them. Application of disinfectant to grid and

42 new tiles installed.

No rodent excrement was found in the 70 plus tile area.

2 pairs of curtains and all soiled tiles were transported, completely contained, to the loading dock and loaded on FPS' trailer.

March 8th: Robert Hood and Patrice Williams (EPA) met to discuss remediation procedures and inspect the previously completed cubicles.

EPA floor 14 (cubicle 14125)

Pretreated 49 Tiles and replaced them with new ones. Application of disinfectant to grid and 49 new tiles installed.

This area was the only area that had old rodent excrement present. The excrement was located on batt insulation lying on top of a few ceiling tiles that were not selected to be removed. This is the reason for the extra 7 tile replacement.

Both sets of curtains and soiled tiles were transported, completely contained, to the loading dock and loaded on FPS' trailer.

March 11th: Robert Hood performed a final walk-through and post inspection. No tape, poly sheeting or residue was left on ceiling grids, floors, furniture, cubicle walls and/ or ceiling tiles.

Trailer was removed from loading dock and all contaminated material was transported to landfill.

See link below to view pictures of work performed.

(b) (6)



Robert D Hood  
Focal Point Solutions, Inc  
Urban Wildlife Management  
O: 678.365.0535 x700  
F: 770.707.2360

**From:** [Erin Harbin - 4PRA](#)  
**To:** [Eubanks, Kristy](#); [Zapata, Cesar](#)  
**Subject:** Good News: SNAFC Plaza  
**Date:** Thursday, May 2, 2024 11:55:41 AM

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**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Good Morning, Kristy and Cesar,

I wanted to drop you both a note to let you know that we have removed the broken bollard from the SNAFC plaza. The existing bollards have been realigned. Mulch has been ordered and should arrive within the next few weeks. My team will have it installed before your 6/3 return to work date. As previously discussed, we will develop a long term plan for plaza renovations that are more sustainable to maintain.

**Erin Harbin, Director**

Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)

77 Forsyth Street, SW | Atlanta, GA 30303 | 404-562-1954 (O) | 404-217-6483 (C)

[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)



## Gray, Stephanie

---

**From:** Erin Harbin - 4PRA <erin.harbin@gsa.gov>  
**Sent:** Wednesday, February 14, 2024 11:25 AM  
**To:** Eubanks, Kristy  
**Cc:** Zapata, Cesar  
**Subject:** Re: FW: Droppings - 15th floor

**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Hi, Kristy,  
My apologies. (b) (6) I have forwarded your questions to our contractor and will provide a response shortly.

**Erin Harbin, Director**  
Southern Service Center Division (4P1S)  
GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)  
77 Forsyth Street, SW | Atlanta, GA 30303 | 404-562-1954 (O) | 404-217-6483 (C)  
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On Tue, Feb 13, 2024 at 10:48 AM Eubanks, Kristy <[Eubanks.Kristy@epa.gov](mailto:Eubanks.Kristy@epa.gov)> wrote:

Hi Erin,

Thank you for forwarding Nancy's message. I do have a few questions:

- What timeframe is established for the rodent contractor to address the issue?
  - Does the rodent contractor look in the ceiling or multiple areas on the floor for rodent activity?
- Will the droppings be cleaned up by building cleaning staff within a certain timeframe of notification?
- Will GSA provide a response back to EPA on each reported issue? (to include contractor actions, reported findings, etc.)

Thanks,

Kristy

*Kristy H. Eubanks*

Acting Director

Mission Support Division

USEPA – Region 4

404-562-8039 (w)

From: Erin Harbin - 4PRA <[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)>  
Sent: Tuesday, February 13, 2024 10:09 AM  
To: Eubanks, Kristy <[Eubanks.Kristy@epa.gov](mailto:Eubanks.Kristy@epa.gov)>; Zapata, Cesar <[Zapata.Cesar@epa.gov](mailto:Zapata.Cesar@epa.gov)>  
Subject: Fwd: FW: Droppings - 15th floor

**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Hi, Kristy and Cesar,

Sharing this information ahead of your 11:15 meeting. Please let me know if you have any questions. Thanks!

**Erin Harbin, Director**

Southern Service Center Division (4P1S)

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[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)

----- Forwarded message -----

From: Nancy Sellers - 4P1SBA <[nancyl.sellers@gsa.gov](mailto:nancyl.sellers@gsa.gov)>  
Date: Tue, Feb 13, 2024 at 9:49 AM  
Subject: Re: FW: Droppings - 15th floor  
To: Weeks, Sharon E. <[Weeks.Sharon@epa.gov](mailto:Weeks.Sharon@epa.gov)>, DistpatchSN <[distpatchsn@delsurservicesinc.com](mailto:distpatchsn@delsurservicesinc.com)>  
Cc: [alan.johnson@gsa.gov](mailto:alan.johnson@gsa.gov) <[alan.johnson@gsa.gov](mailto:alan.johnson@gsa.gov)>, Westra, Don <[Westra.Don@epa.gov](mailto:Westra.Don@epa.gov)>, Williams, Patrice <[williams.patrice@epa.gov](mailto:williams.patrice@epa.gov)>, Erin Harbin - Harbin - 4P1S <[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)>

Sharon,

The process for reporting rodent droppings is the same you'd report work orders. Your facilities folks should be the ones reporting this, as always. You have two options - Please call 404-562-4328 to report, OR email [distpatchsn@delsurservicesinc.com](mailto:distpatchsn@delsurservicesinc.com) and report them, providing the location, onsite POC name and phone number (photos can be helpful as well). DelSur has a rodent contractor now under their contract. If your facilities folks are teleworking, depending on what time of day you report, then perhaps you provide a POC for that day and the next day (if they're not the same persons) who are familiar with the area of concern.

I hope this helps. Feel free to copy me if you like. '

Erin - FYI

**Nancy L. Sellers, Operations Manager**

GSA | Public Buildings Service | Region 4  
Atlanta Metro Operations Section (4P1SBA)  
100 Alabama Street, SW, Suite GR-40, Atlanta, GA 30303  
(O) 404-562-0088 (C) 404-433-5734  
[nancyl.sellers@gsa.gov](mailto:nancyl.sellers@gsa.gov)

**Security Concerns? After Hour Escorting:** Call Downtown Atlanta Ambassador Force at 404-215-9600 from 7:00am-12:00am-Monday-Sunday

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On Mon, Feb 12, 2024 at 3:35 PM Weeks, Sharon E. <[Weeks.Sharon@epa.gov](mailto:Weeks.Sharon@epa.gov)> wrote:

Hello Nancy and Alan –

Please see the shared photos below from today taken on the 15<sup>th</sup> floor. As we move forward, please let us know what the protocols will continue to be for rodent evidence. As GSA has custodial contractors on all floors daily, what are those daily actions associated with these types indications? Thank you for your assistance in this matter.

Thank you,

*Sharon E. Weeks*

Acting Section Manager, Facilities & Infrastructure Solutions Section (FISS)

Designated Official Alternate | Lead Occupant Emergency Coordinator

U.S. Environmental Protection Agency (EPA) - Region 4

Sam Nunn Atlanta Federal Center (SNAFC)

61 Forsyth Street - Atlanta, GA 30303

✉ [weeks.sharon@epa.gov](mailto:weeks.sharon@epa.gov) | ☎ (404) 562-8160 | 📞 (678) 206-9429 | MS TEAMS

Local [weather](#)



---

**From:** Eubanks, Kristy <[Eubanks.Kristy@epa.gov](mailto:Eubanks.Kristy@epa.gov)>

**Sent:** Monday, February 12, 2024 3:14 PM

**To:** Westra, Don <[Westra.Don@epa.gov](mailto:Westra.Don@epa.gov)>; Weeks, Sharon E. <[Weeks.Sharon@epa.gov](mailto:Weeks.Sharon@epa.gov)>

**Subject:** FW: As discussed

*Kristy H. Eubanks*

Comptroller

Manager, Business Operations and Financial

Management Branch

Mission Support Division

USEPA – Region 4

404-562-8039 (w)

706-340-2746 (c)

---

**From:** Zapata, Cesar <[Zapata.Cesar@epa.gov](mailto:Zapata.Cesar@epa.gov)>

**Sent:** Monday, February 12, 2024 1:19 PM

**To:** Eubanks, Kristy <[Eubanks.Kristy@epa.gov](mailto:Eubanks.Kristy@epa.gov)>

**Subject:** FW: As discussed

Kristy,

We need to figure out how we communicate this to GSA. It seems we found some droppings in the 15<sup>th</sup> floor.

**César A. Zapata**

Acting Deputy Regional Administrator

Region 4

United States Environmental Protection Agency

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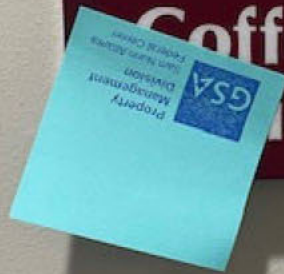
**From:** Diaz, Denisse <[Diaz.Denisse@epa.gov](mailto:Diaz.Denisse@epa.gov)>

**Sent:** Monday, February 12, 2024 12:49 PM

**To:** Zapata, Cesar <[Zapata.Cesar@epa.gov](mailto:Zapata.Cesar@epa.gov)>

**Subject:** As discussed

(b) (6)



DO NOT REMOVE  
CORNS

Decluttered  
Do Not Put  
Stuff Here





(b) (6)

## Assessment, Listing and TMDL Section

(b) (6)





## Gray, Stephanie

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**Cc:** [alan.johnson@gsa.gov](mailto:alan.johnson@gsa.gov) <[alan.johnson@gsa.gov](mailto:alan.johnson@gsa.gov)>, Westra, Don <[Westra.Don@epa.gov](mailto:Westra.Don@epa.gov)>, Williams, Patrice <[williams.patrice@epa.gov](mailto:williams.patrice@epa.gov)>, Erin Harbin - Harbin - 4P1S <[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)>

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Comptroller

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**César A. Zapata**

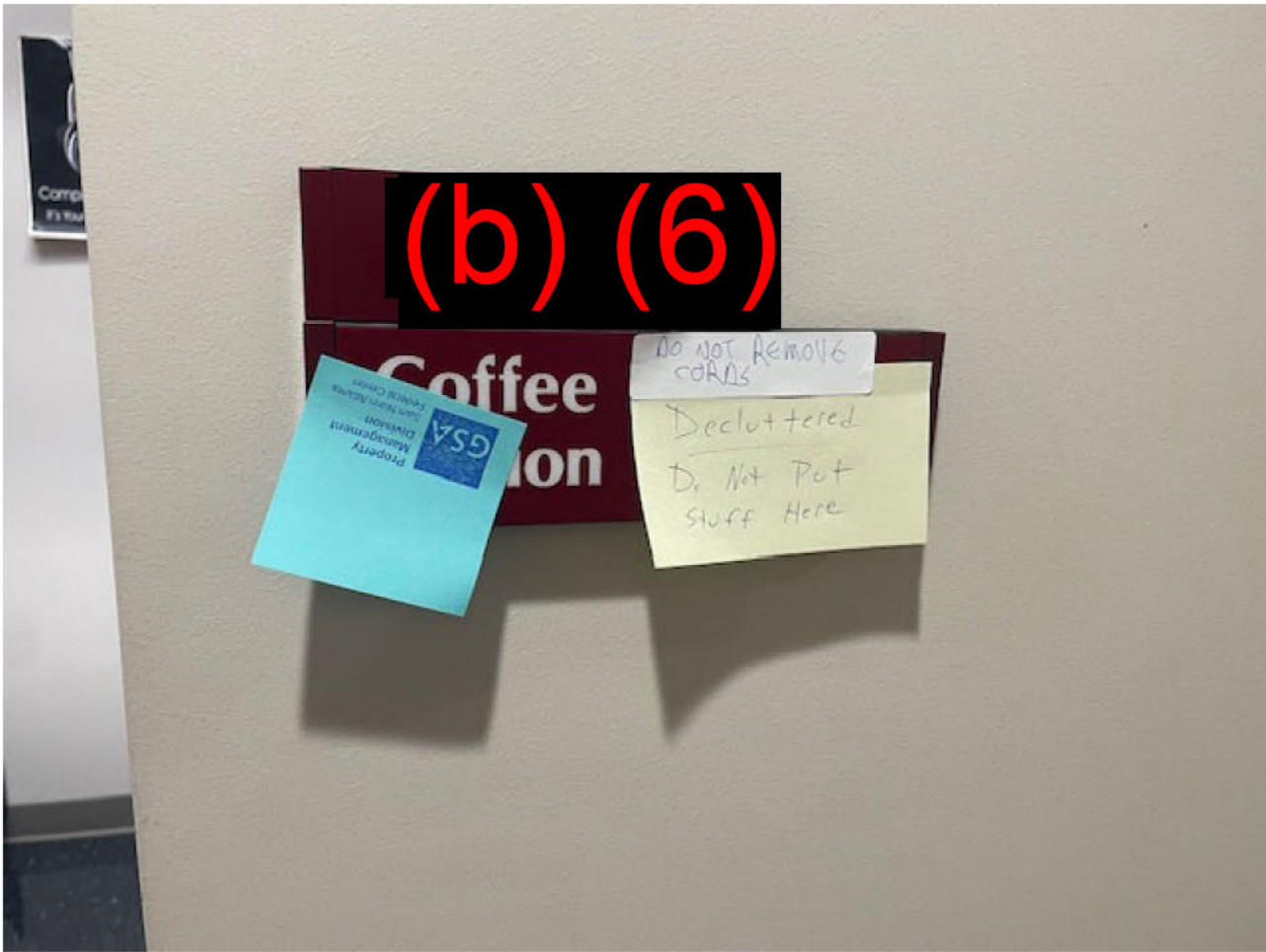
Acting Deputy Regional Administrator

Region 4

United States Environmental Protection Agency

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**To:** Zapata, Cesar <[Zapata.Cesar@epa.gov](mailto:Zapata.Cesar@epa.gov)>  
**Subject:** As discussed





(b) (6)

## Assessment, Listing and TMDL Section

(b) (6)





**From:** [Erin Harbin - 4PRA](#)  
**To:** [Eubanks, Kristy](#)  
**Subject:** Re: Ceiling Tiles and Space Release  
**Date:** Monday, February 5, 2024 4:49:59 PM

---

**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Thanks for the prompt reply!

**Erin Harbin, Director**

Southern Service Center Division (4P1S)  
GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)  
77 Forsyth Street, SW | Atlanta, GA 30303 | 404-562-1954 (O) | 404-217-6483 (C)  
[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)

On Mon, Feb 5, 2024 at 4:47 PM Eubanks, Kristy <[Eubanks.Kristy@epa.gov](mailto:Eubanks.Kristy@epa.gov)> wrote:

Hi Erin,

At this time 14 and 15 are not one of the floors we are exploring returning back to GSA.  
Thanks for checking.

Kristy

*Kristy H. Eubanks*

Comptroller

Manager, Business Operations and Financial

Management Branch

Mission Support Division

USEPA – Region 4

404-562-8039 (w)

706-340-2746 (c)

---

**From:** Erin Harbin - 4PRA <[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)>  
**Sent:** Monday, February 5, 2024 4:43 PM  
**To:** Zapata, Cesar <[Zapata.Cesar@epa.gov](mailto:Zapata.Cesar@epa.gov)>; Eubanks, Kristy <[Eubanks.Kristy@epa.gov](mailto:Eubanks.Kristy@epa.gov)>  
**Subject:** Ceiling Tiles and Space Release

**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Hi, Cesar and Kristy,



Thanks for the productive chat this afternoon. As discussed, GSA is proceeding with a cost proposal to replace the 126 ceiling tiles identified by Sharon Weeks. Those tiles are on the 14th and 15th floors. I'm reaching out to confirm that 14 or 15 aren't one of the floors you're considering giving up? My building manager has also informed me that a while back EPA constructed a private staircase between these two floors, so it would be difficult to release one without releasing both. What do you think? Thanks!

**Erin Harbin, Director**

Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)

77 Forsyth Street, SW | Atlanta, GA 30303 | 404-562-1954 (O) | 404-217-6483 (C)

[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)

**From:** [Erin Harbin - 4PRA](#)  
**To:** [Eubanks, Kristy](#)  
**Cc:** [Zapata, Cesar](#)  
**Subject:** Re: FW: Droppings - 15th floor  
**Date:** Wednesday, February 14, 2024 11:25:48 AM

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**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Hi, Kristy,

My apologies, (b) (6). I have forwarded your questions to our contractor and will provide a response shortly.

**Erin Harbin, Director**

Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)

77 Forsyth Street, SW | Atlanta, GA 30303 | 404-562-1954 (O) | 404-217-6483 (C)

[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)

On Tue, Feb 13, 2024 at 10:48 AM Eubanks, Kristy <[Eubanks.Kristy@epa.gov](mailto:Eubanks.Kristy@epa.gov)> wrote:

Hi Erin,

Thank you for forwarding Nancy's message. I do have a few questions:

- What timeframe is established for the rodent contractor to address the issue?
  - Does the rodent contractor look in the ceiling or multiple areas on the floor for rodent activity?
- Will the droppings be cleaned up by building cleaning staff within a certain timeframe of notification?
- Will GSA provide a response back to EPA on each reported issue? (to include contractor actions, reported findings, etc.)

Thanks,

Kristy

*Kristy H. Eubanks*

Acting Director

Mission Support Division

USEPA – Region 4

404-562-8039 (w)

706-340-2746 (c)

---

**From:** Erin Harbin - 4PRA <[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)>

**Sent:** Tuesday, February 13, 2024 10:09 AM

**To:** Eubanks, Kristy <[Eubanks.Kristy@epa.gov](mailto:Eubanks.Kristy@epa.gov)>; Zapata, Cesar <[Zapata.Cesar@epa.gov](mailto:Zapata.Cesar@epa.gov)>

**Subject:** Fwd: FW: Droppings - 15th floor

**Caution:** This email originated from outside EPA, please exercise additional caution when

deciding whether to open attachments or click on provided links.

Hi, Kristy and Cesar,

Sharing this information ahead of your 11:15 meeting. Please let me know if you have any questions. Thanks!

**Erin Harbin, Director**

Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)

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[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)

----- Forwarded message -----

From: **Nancy Sellers - 4P1SBA** <[nancyl.sellers@gsa.gov](mailto:nancyl.sellers@gsa.gov)>

Date: Tue, Feb 13, 2024 at 9:49 AM

Subject: Re: FW: Droppings - 15th floor

To: Weeks, Sharon E. <[Weeks.Sharon@epa.gov](mailto:Weeks.Sharon@epa.gov)>, DistpatchSN

<[distpatchsn@delsurservicesinc.com](mailto:distpatchsn@delsurservicesinc.com)>

Cc: [alan.johnson@gsa.gov](mailto:alan.johnson@gsa.gov) <[alan.johnson@gsa.gov](mailto:alan.johnson@gsa.gov)>, Westra, Don <[Westra.Don@epa.gov](mailto:Westra.Don@epa.gov)>,

Williams, Patrice <[williams.patrice@epa.gov](mailto:williams.patrice@epa.gov)>, Erin Harbin - Harbin - 4P1S <[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)>

Sharon,

The process for reporting rodent droppings is the same you'd report work orders. Your facilities folks should be the ones reporting this, as always. You have two options - Please call 404-562-4328 to report, OR email [distpatchsn@delsurservicesinc.com](mailto:distpatchsn@delsurservicesinc.com) and report them, providing the location, onsite POC name and phone number (photos can be helpful as well). DelSur has a rodent contractor now under their contract. If your facilities folks are teleworking, depending on what time of day you report, then perhaps you provide a POC for that day and the next day (if they're not the same persons) who are familiar with the area of concern.

I hope this helps. Feel free to copy me if you like. '

Erin - FYI

**Nancy L. Sellers, Operations Manager**

GSA | Public Buildings Service | Region 4

Atlanta Metro Operations Section (4P1SBA)

100 Alabama Street, SW, Suite GR-40, Atlanta, GA 30303

(O) 404-562-0088 (C) 404-433-5734

[nancyl.sellers@gsa.gov](mailto:nancyl.sellers@gsa.gov)

**Security Concerns? After Hour Escorting: Call Downtown Atlanta Ambassador Force at 404-215-9600 from 7:00am-12:00am-Monday-Sunday**

\

On Mon, Feb 12, 2024 at 3:35 PM Weeks, Sharon E. <[Weeks.Sharon@epa.gov](mailto:Weeks.Sharon@epa.gov)> wrote:

Hello Nancy and Alan –

Please see the shared photos below from today taken on the 15<sup>th</sup> floor. As we move forward, please let us know what the protocols will continue to be for rodent evidence. As GSA has custodial contractors on all floors daily, what are those daily actions associated with these types indications? Thank you for your assistance in this matter.

Thank you,

*Sharon E. Weeks*

Acting Section Manager, Facilities & Infrastructure Solutions Section (FISS)

Designated Official Alternate | Lead Occupant Emergency Coordinator

U.S. Environmental Protection Agency (EPA) - Region 4

Sam Nunn Atlanta Federal Center (SNAFC)

61 Forsyth Street - Atlanta, GA 30303

✉ [weeks.sharon@epa.gov](mailto:weeks.sharon@epa.gov) | ☎ (404) 562-8160 | 📞 (678) 206-9429 | MS TEAMS

Local [weather](#)



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**From:** Eubanks, Kristy <[Eubanks.Kristy@epa.gov](mailto:Eubanks.Kristy@epa.gov)>

**Sent:** Monday, February 12, 2024 3:14 PM

**To:** Westra, Don <[Westra.Don@epa.gov](mailto:Westra.Don@epa.gov)>; Weeks, Sharon E. <[Weeks.Sharon@epa.gov](mailto:Weeks.Sharon@epa.gov)>

**Subject:** FW: As discussed

*Kristy H. Eubanks*

Comptroller

Manager, Business Operations and Financial

Management Branch

Mission Support Division

USEPA – Region 4

404-562-8039 (w)

706-340-2746 (c)

---

**From:** Zapata, Cesar <[Zapata.Cesar@epa.gov](mailto:Zapata.Cesar@epa.gov)>  
**Sent:** Monday, February 12, 2024 1:19 PM  
**To:** Eubanks, Kristy <[Eubanks.Kristy@epa.gov](mailto:Eubanks.Kristy@epa.gov)>  
**Subject:** FW: As discussed

Kristy,

We need to figure out how we communicate this to GSA. It seems we found some droppings in the 15<sup>th</sup> floor.

**César A. Zapata**

Acting Deputy Regional Administrator

Region 4

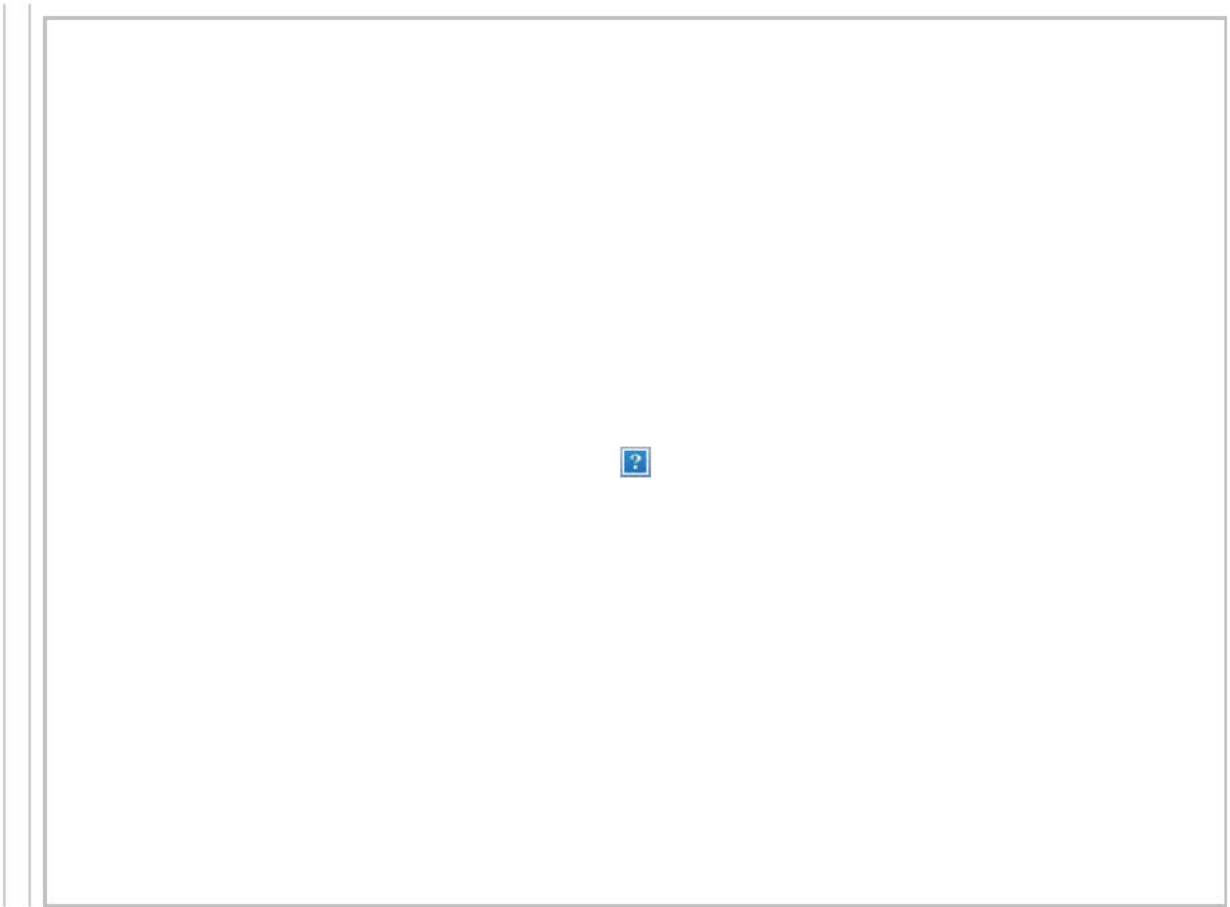
United States Environmental Protection Agency

---

**From:** Diaz, Denisse <[Diaz.Denisse@epa.gov](mailto:Diaz.Denisse@epa.gov)>  
**Sent:** Monday, February 12, 2024 12:49 PM  
**To:** Zapata, Cesar <[Zapata.Cesar@epa.gov](mailto:Zapata.Cesar@epa.gov)>  
**Subject:** As discussed







**From:** [Erin Harbin - 4PRA](#)  
**To:** [Gettle, Jeaneanne](#)  
**Cc:** [Zapata, Cesar](#); [Nicholson, John](#); [Rob Miller \(4PZ\)](#); [Eubanks, Kristy](#)  
**Subject:** Sam Nunn Atlanta Federal Center (SNAFC) - Weekly Update - Rodent Remediation Project 2/08/24  
**Date:** Thursday, February 8, 2024 4:44:42 PM

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**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Good Evening, Jeaneanne,

Please see this week's update. I appreciate the continued partnership between our two agencies. Please let me know if you have any questions.

### **What We Did This Week**

- EPA's designated point of contact Sharon Weeks consulted with GSA's Operations Manager Nancy Sellers to identify additional ceiling tiles in need of replacement.
- GSA has sent a request for proposal to replace the 126 ceiling tiles identified by EPA and GSA.
- Continued collaboration with GSA and EPA leadership, and weekly Monday afternoon status meeting cadence.
- Continued monitoring traps throughout the Sam Nunn AFC.

### **What's On Deck For Next Week**

- GSA will share timeline for ceiling tile replacement.
- EPA will provide guidance on disposal of their contaminated bags. For clarification, this bullet references the "red" bags that have been stored in GSA's basement space prior to the initial remediation contract. Waiting on approval from NARA on proper disposal.

### **Next 30 Days**

- GSA will keep EPA updated on the status of ceiling tiles on EPA floors.
- EPA will keep GSA apprised of its testing and cleaning schedules.

**Erin Harbin, Director**

Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)



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[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)

**From:** [Erin Harbin - 4PRA](#)  
**To:** [Gettle, Jeaneanne](#)  
**Cc:** [Rob Miller \(4PZ\)](#); [Zapata, Cesar](#); [Eubanks, Kristy](#); [Nicholson, John](#)  
**Subject:** Sam Nunn Atlanta Federal Center (SNAFC) - Weekly Update - Rodent Remediation Project 2/15/24  
**Date:** Thursday, February 15, 2024 6:49:59 PM

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**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Good Evening, Jeaneanne,  
Please see this week's update. I am happy to answer any questions.

### **What We Did This Week**

- A proposal for the project to replace the ceiling tiles identified by GSA and EPA has been received and approved.
- GSA has secured funding for the ceiling tile project, and a PR has been routed.
- A list of trusted carpet vendors has been shared with EPA.
- Continued collaboration with GSA and EPA leadership through a Monday afternoon status meeting cadence.
- Continued monitoring traps throughout the Sam Nunn AFC.

### **What's On Deck For Next Week**

- GSA will invite EPA to the kick-off meeting for the ceiling tile project once award has been made and the NTP has been issued.
- EPA will be consulted on the project schedule before any work begins.
- EPA will provide guidance on disposal of their contaminated bags. For clarification, this bullet references the "red" bags that have been stored in GSA's basement space prior to the initial remediation contract, waiting on guidance from NARA for proper disposal.

### **Next 30 Days**

- GSA will keep EPA updated on the status of ceiling tile replacement on EPA floors.

- EPA will keep GSA apprised of its testing, cleaning, and carpet replacement schedules.

**Erin Harbin, Director**

Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)

77 Forsyth Street, SW | Atlanta, GA 30303 | 404-562-1954 (O) | 404-217-6483 (C)

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**From:** [Erin Harbin - 4PRA](#)  
**To:** [Gettle, Jeaneanne](#)  
**Cc:** [Rob Miller \(4PZ\)](#); [Zapata, Cesar](#); [Eubanks, Kristy](#); [Nicholson, John](#)  
**Subject:** Sam Nunn Atlanta Federal Center (SNAFC) - Weekly Update - Rodent Remediation Project 2/22/24  
**Date:** Thursday, February 22, 2024 6:57:26 PM

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**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Good Evening, Jeaneanne,

Please see this week's update. We are looking forward to starting our ceiling tile replacement project next week with EPA's support. As always, I'm happy to answer any questions you may have.

### **What We Did This Week**

- The ceiling tile replacement project was awarded on 2/22/24.
- Continued collaboration with GSA and EPA leadership.
- Continued monitoring traps throughout the Sam Nunn AFC.

### **What's On Deck For Next Week**

- The ceiling tile replacement project kick-off meeting is scheduled for 9:00 am on 2/27/24. Meeting was coordinated with local EPA Facilities Management who has acknowledged their availability for attendance.
- EPA will be provided a project schedule for the ceiling tile project before any work begins.
- EPA will provide guidance on disposal of their contaminated bags. For clarification, this bullet references the "red" bags that have been stored in GSA's basement space prior to the initial remediation contract, waiting on guidance from NARA for proper disposal.

### **Next 30 Days**

- GSA will keep EPA updated on the status of ceiling tiles on EPA floors.
- EPA will keep GSA apprised of its testing and cleaning schedules.

**Erin Harbin, Director**  
Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)  
77 Forsyth Street, SW | Atlanta, GA 30303 | 404-562-1954 (O) | 404-217-6483 (C)  
[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)

**From:** [Erin Harbin - 4PRA](#)  
**To:** [Gettle, Jeaneanne](#)  
**Cc:** [Rob Miller \(4PZ\)](#); [Zapata, Cesar](#); [Eubanks, Kristy](#); [Nicholson, John](#)  
**Subject:** Sam Nunn Atlanta Federal Center (SNAFC) - Weekly Update - Rodent Remediation Project 2/29/24  
**Date:** Monday, March 4, 2024 12:25:19 PM

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**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Good Afternoon, Jeaneanne,

I apologize for the delay, but please see last week's update. We are looking forward to kicking off our ceiling tile replacement project this week. Please let me know if you have any questions.

### **What We Did This Week**

- The ceiling tile replacement project kickoff meeting was held on 2/27/24 with EPA's facilities management team and EPA's industrial hygienist in attendance.
- Continued collaboration with GSA and EPA leadership
- Continued monitoring traps throughout the Sam Nunn AFC.

### **What's On Deck For Next Week**

- The ceiling tile replacement project will start on 3/6/24; a schedule and a copy of the SOW was provided to EPA.
- EPA's industrial hygienist, GSA's project manager and GSA's contractor representative will meet onsite on 3/6/24 to confirm the exact tiles to be replaced.
- EPA will provide guidance on disposal of their contaminated bags. For clarification, this bullet references the "red" bags that have been stored in GSA's basement space prior to the initial remediation contract, waiting on guidance from NARA for proper disposal.

### **Next 30 Days**

- GSA will keep EPA updated on the status of ceiling tiles on EPA floors.
- EPA will keep GSA apprised of its testing and cleaning schedules.

**Erin Harbin, Director**

Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)

77 Forsyth Street, SW | Atlanta, GA 30303 | 404-562-1954 (O) | 404-217-6483 (C)

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**From:** [Erin Harbin - 4PRA](#)  
**To:** [Gettle, Jeaneanne](#)  
**Cc:** [Rob Miller \(4PZ\)](#); [Nicholson, John](#); [Zapata, Cesar](#); [Eubanks, Kristy](#)  
**Subject:** Sam Nunn Atlanta Federal Center (SNAFC) - Weekly Update - Rodent Remediation Project 3/08/24  
**Date:** Friday, March 8, 2024 9:10:20 AM

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**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Good Morning, Jeaneanne,  
Please see this week's update. As always, please let me know if you have any questions.

### What We Did This Week

- Construction on the ceiling tile replacement project began on 3/6/24 with completion scheduled for 3/8/24. GSA's project manager, EPA's facility manager, and EPA's industrial hygienist collaborated with the contractor to confirm the tiles to be replaced and ensure construction was in compliance with the SOW.
- EPA received direction from NARA to not dispose of red contaminated bags
- Continued collaboration with GSA and EPA leadership
- Continued monitoring traps throughout the Sam Nunn AFC.

### What's On Deck For Next Week

- A final inspection will be conducted on the ceiling tile project on 3/13/24.
- EPA will provide guidance on disposal of their contaminated 'red' bags. GSA and EPA will work together to determine the best resolution for the contaminated bags.

### Next 30 Days

- GSA will continue to support EPA in its 6/3/24 return to work goal.
- EPA will keep GSA apprised of its testing and cleaning schedules.

#### Erin Harbin, Director

Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)

77 Forsyth Street, SW | Atlanta, GA 30303 | 404-562-1954 (O) | 404-217-6483 (C)



[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)

**From:** [Erin Harbin - 4PRA](#)  
**To:** [Gettle, Jeaneanne](#)  
**Cc:** [Rob Miller \(4PZ\)](#); [Nicholson, John](#); [Zapata, Cesar](#); [Eubanks, Kristy](#)  
**Subject:** Sam Nunn Atlanta Federal Center (SNAFC) - Weekly Update - Rodent Remediation Project 3/15/24  
**Date:** Sunday, March 17, 2024 6:50:30 PM

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**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Good Evening, Jeaneanne,

Please see this week's update. Please let me know if you have any questions. Have a great week!

### What We Did This Week

- The ceiling tile replacement project was completed on 3/8/24, and a final inspection was conducted on 3/13/24. There were no deficiencies noted during the inspection, and the project has moved to closeout.
- Continued collaboration with GSA and EPA leadership.
- Continued monitoring traps throughout the Sam Nunn AFC.

### What's On Deck For Next Week

- EPA will provide guidance on the removal of their contaminated 'red' bags after instructions from NARA that the files cannot be destroyed. GSA and EPA will work together to determine the best resolution for the contaminated bags.

### Next 30 Days

- Alabama St. parking garage entrance/exit gate repairs scheduled for completion on 5/6/24.
- EPA will keep GSA apprised of its testing and cleaning schedules.

#### Erin Harbin, Director

Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)

77 Forsyth Street, SW | Atlanta, GA 30303 | 404-562-1954 (O) | 404-217-6483 (C)

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**From:** [Erin Harbin - 4PRA](#)  
**To:** [Gettle, Jeaneanne](#)  
**Cc:** [Rob Miller \(4PZ\)](#); [Nicholson, John](#); [Eubanks, Kristy](#); [Zapata, Cesar](#)  
**Subject:** Sam Nunn Atlanta Federal Center (SNAFC) - Weekly Update - Rodent Remediation Project 3/22/24  
**Date:** Friday, March 22, 2024 1:01:59 PM

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**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Good Afternoon, Jeaneanne,

Please see this week's update and let me know if you have any questions or concerns. Thanks!

### **What We Did This Week**

- The final report for the ceiling tile replacement project was shared with EPA on 3/20/24.
- Continued collaboration with GSA and EPA leadership.
- Continued monitoring traps throughout the Sam Nunn AFC.

### **What's On Deck For Next Week**

- EPA will provide guidance on the removal of their contaminated 'red' bags after instructions from NARA that the files cannot be destroyed. GSA and EPA will work together to determine the best resolution for the contaminated bags.

### **Next 30 Days**

- EPA will keep GSA apprised of its testing and cleaning schedules.

#### **Erin Harbin, Director**

Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)

77 Forsyth Street, SW | Atlanta, GA 30303 | 404-562-1954 (O) | 404-217-6483 (C)

[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)

**From:** [Erin Harbin - 4PRA](#)  
**To:** [Gettle, Jeaneanne](#)  
**Cc:** [Eubanks, Kristy](#); [Zapata, Cesar](#); [Nicholson, John](#); [Rob Miller \(4PZ\)](#)  
**Subject:** Sam Nunn Atlanta Federal Center (SNAFC) - Weekly Update - Rodent Remediation Project 3/29/24  
**Date:** Friday, March 29, 2024 1:41:53 PM

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**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Good Afternoon, Jeaneanne,

Please see this week's update and let me know if you have any questions. Have a great weekend!

### What We Did This Week

- The ceiling tile replacement project is financially complete and scheduled for contract closeout on 4/1/24.
- Continued collaboration with GSA and EPA leadership.
- Continued monitoring traps throughout the Sam Nunn AFC.

### What's On Deck For Next Week

- EPA will provide guidance on the removal of their contaminated 'red' bags after instructions from NARA that the files cannot be destroyed. GSA and EPA will work together to determine the best resolution for the contaminated bags.

### Next 30 Days

- EPA will keep GSA apprised of its testing and cleaning schedules.
- Alabama Street garage gate repair scheduled for May 6 completion.
- GSA's project manager Alan Johnson will continue to check in with EPA's facilities management team for updates and offer assistance to EPA to help meet their 6/3/24 return date goal.

#### Erin Harbin, Director

Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)

77 Forsyth Street, SW | Atlanta, GA 30303 | 404-562-1954 (O) | 404-217-6483 (C)

[erin.harbin@gsa.gov](mailto:erin.harbin@gsa.gov)

**From:** [Erin Harbin - 4PRA](#)  
**To:** [Coogan, Daniel](#); [Eubanks, Kristy](#); [Jackson, Yvette](#); [Zapata, Cesar](#)  
**Cc:** [Rob Miller \(4PZ\)](#); [Jeff Smith - 4P](#)  
**Subject:** Today's EPA/GSA 4:00 Meeting  
**Date:** Tuesday, February 20, 2024 8:58:07 AM

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**Caution:** This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Good Morning, EPA Team,

I will be unable to join our standing 4:00 meeting this afternoon because of an onsite project meeting in Montgomery, AL. I spoke with our contracting officer this morning, and the ceiling tile replacement project will be awarded by Friday, February 23 **or sooner**. Please recall the contractor needs one week to mobilize, and the tile replacement itself will take only four days. Our project manager will be reaching out to Sharon Weeks this week to schedule a project kickoff meeting for early next week to coordinate the installation date with EPA and the contractor. Please let me know if you have any additional questions, and I'll be happy to respond via email this evening. Have a great week!

**Erin Harbin, Director**

Southern Service Center Division (4P1S)

GSA | Public Buildings Service | Southeast Sunbelt Region 4 | (4P)

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