



Environmental Health Office Information Request Form

Instructions:

It in order to track all requests, the Environmental Health Office requests that all applicants complete this form. The Office will review all requests and an issue a response consistent with the time frames as provided by the Massachusetts Public Records law. The Commission may charge \$0.05 per page for copying. If necessary, the Commission will issue an invoice to the applicant prior to production of the records. The applicant will have the opportunity to narrow the request or visit the office to review the records in person. The Environmental Health Office address is:

Boston Public Health Commission
1010 Massachusetts Avenue, 2nd floor
Boston, MA 02118
Phone: 617-534-5965

Information Requested:

Please check off all information types that you are requesting.

- Permits issued (asbestos, tanning salon, nail salon, private well, solid waste/recycling, etc.)
- Inspections/enforcement activities
- Lead case records (environmental or medical interventions)

Lead records requests must include a completed/signed HIPAA release form

Requestor Information:

Requestor Name: _____

Company Name: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

Sites of Interest:

Please list all sites by street address and neighborhood (include child's name for lead records). Facility/business names help to refine the search, but the office can only process requests for sites for which complete and valid street addresses are provided (**Maximum of four sites per request**).

Signature: _____

Date _____