



Matthew Rodriguez
Secretary for
Environmental Protection



Department of Toxic Substances Control

Barbara A. Lee, Director
1001 "I" Street
P.O. Box 806
Sacramento, California 95812-0806



Edmund G. Brown Jr.
Governor

GUIDELINES FOR ACCESS TO PUBLIC RECORDS

Public records maintained by the Department of Toxic Substances Control (DTSC) are available for inspection by the public during regular business hours of the office where the records are located. Requests for public records may be made orally or in writing. The request may be made in person, or by telephone, mail, e-mail or fax, to the office where the records are located.

The request should be focused so that the records can be identified and located with reasonable effort. DTSC staff are available to help the requester identify the records that are responsive to the request or to the purpose of the request. DTSC may withhold any records that are exempt from disclosure under the California Public Records Act. If the request requires DTSC's review of numerous records, a mutually agreeable time should be established for the inspection of the records.

Copies of public records that are not exempt from disclosure are available upon pre-payment of fees covering the direct costs of duplication. If the request seeks copies of large-size or voluminous records, DTSC may send its records to a bonded copying service. The requester may also choose to bring his or her own copier, or send a bonded copying service to DTSC's office.

Persons inspecting DTSC's public records shall not destroy, mutilate, deface, alter, or remove any such records from DTSC's office. DTSC reserves the right to have its staff present during the inspection of public records, or take other precautions, in order to prevent the loss or destruction of records.

The contact information for DTSC's Public Records Coordinators at the headquarters and regional offices are as follows:

	<u>Phone number:</u>	<u>Fax number:</u>
Headquarters Office:	(916) 323-7811	(916) 323-5542
Sacramento Regional Office:	(916) 255-3758	(916) 255-6447
Berkeley Regional Office:	(510) 540-3800	(510) 540-3801
Chatsworth Regional Office:	(818) 717-6521	(818) 717-6526
Cypress Regional Office:	(714) 484-5337	(714) 484-5318
Clovis Regional Office:	(559) 297-3905	(559) 297-3904
San Diego Regional Office:	(619) 516-1982/83	(619) 516-1963
El Centro Regional Office:	(760) 352-0381	(760) 352-1641

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