

## Office Closure Notice

Effective Immediately

December 28, 2020

In response to COVID-19, the Department of Toxic Substances Control (DTSC) will be physically closing offices in the San Joaquin and Southern California regions to the public several days each week in an effort to protect DTSC staff and help prevent the risk of further stressing ICU capacities in those areas.

Offices impacted by this closure include Clovis, Cypress, Chatsworth, Pasadena, El Centro, Commerce, and San Diego. While these offices will be physically closed several days each week, we will be open to assist the public via email and phone.

The contact information for each of the affected offices is listed below:

<b>DTSC Office</b>	<b>Public Records Act (PRA) Requests</b>	<b>Reception Desk</b>	<b>Administrative Questions or Concerns</b>
Chatsworth	<a href="mailto:ChatsworthFileRoom@dtsc.ca.gov">ChatsworthFileRoom@dtsc.ca.gov</a>	(818) 717-6500	(916) 255-3729
Clovis	<a href="mailto:ClovisFileRoom@dtsc.ca.gov">ClovisFileRoom@dtsc.ca.gov</a>	(559) 297-3901	(559) 297-3977
Commerce	<a href="mailto:PubReqAct@dtsc.ca.gov">PubReqAct@dtsc.ca.gov</a>	(323) 803-2500	(323) 803-2497
Cypress	<a href="mailto:CypressFileRoom@dtsc.ca.gov">CypressFileRoom@dtsc.ca.gov</a>	(714) 484-5300	(916) 217-8676
El Centro	<a href="mailto:ElCentroFileRoom@dtsc.ca.gov">ElCentroFileRoom@dtsc.ca.gov</a>	(760) 352-0381	(760) 457-7376
Pasadena	<a href="mailto:ChatsworthFileRoom@dtsc.ca.gov">ChatsworthFileRoom@dtsc.ca.gov</a>	(626) 304-9802	(213) 923-4879
San Diego	<a href="mailto:SanDiegoFileRoom@dtsc.ca.gov">SanDiegoFileRoom@dtsc.ca.gov</a>	(619) 516-1982	(619) 458-2114

The mail will be processed weekly, and a process has been put into place to address any packages received that require signatures. On the days of physical closure, the reception line and Public Records Act Requests will continue to be processed and handled as normal.

At this time, the offices in the Bay Area and Greater Sacramento regions will remain physically open five days each week for the time-being, although with continued reduced attendance. DTSC's Administrative Services branch will continue to monitor the ICU capacities for all regions, and should it be deemed necessary to close offices in the Bay Area and Greater Sacramento regions, DTSC will provide notice as soon as possible.