



# Fire Department

## Request for Copies of Environmental Documents

I, the undersigned, hereby request the following document(s), or portions thereof, as indicated below.

I agree to pay the City of El Segundo, at the time of receipt of these documents, a copying charge of twenty cents (.20) per page (first five pages are free) and ten cents (.10) per page if Fair Political Practices Commission Forms.

\_\_\_\_\_  
FULL NAME (Please Print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
TODAY'S DATE

### DESCRIPTION OF DOCUMENT(S)

I am requesting the following environmental documents:

Storage Tanks |  Hazardous Materials Inventory |  Hazardous Wastes |  Chemical Incidents

Other (Describe Other Documents. Please use a separate line for each document requested):

**List up to 3 locations (please be specific and identify only by address(s) and not by name of company):**

1<sup>st</sup> ADDRESS: \_\_\_\_\_

2<sup>nd</sup> ADDRESS: \_\_\_\_\_

3<sup>rd</sup> ADDRESS: \_\_\_\_\_

**PURPOSE OF REQUEST:**  Phase I and/or II  Right-to-Know  
 Investigation  Other \_\_\_\_\_

### INSTRUCTIONS:

1. After completing this form, submit for processing to the attention of Carol Lynn Anderson; By **EMAIL** to [canderson@elsegundo.org](mailto:canderson@elsegundo.org) by **FAX** to (310) 414-0929; by **U.S. MAIL** to El Segundo Fire Station 1, 314 Main Street, El Segundo, CA 90245; or **IN PERSON** to El Segundo Fire Station 1, 314 Main Street, El Segundo, CA 90245.
2. Once your completed form is received, you will be contacted within a few days with a date and time (*within 10 working days of your request*) when the documents will be available for you to review. Documents will remain available for an additional 10 working days beyond the date they become available.
3. Please bring a current Driver's License or other Government I.D. to validate your identification.
4. You may use the City's copier (for a charge), or bring contract copy services. There will be no City staff available to assist you with making copies.