

Number: 2000-1

Date: January 11, 2000

Revised January 27, 2000

Subject:

PROCEDURE FOR OFF HOURS INSPECTION REQUESTS AND
THIRD PARTY BILLING.

Determination:

Effective immediately a fee of \$200.00 shall be paid to the Inspectional Services Department prior to scheduling inspections to be performed during non-working hours. In addition, the applicant shall pay any additional cost for overtime if the off hour inspection exceeds four (4) hours.

The following procedure is to be followed in arranging for off-hour inspections:

- 1) The request for the off hour inspection, first must be approved by a supervisor.
- 2) The applicant completes an "Off Hour Inspection Request Form" copy attached and pays \$200.00 to the Personnel Division. The Inspectional Services Department cashier shall acknowledge payment by perforating the form.
- 3) The Supervisor will sign for final authorization and shall then schedule the off hour inspection.

Any additional billing shall be performed by the Human Resources Division.

Signed: 
Commissioner
Inspectional Services Department



Boston Inspectional Services

Thomas M. Menino
Mayor

OFF HOUR INSPECTION REQUEST

As a condition to scheduling off hour inspections, the Boston Inspectional Services Department requires an initial payment of \$200.00 from the person requesting the off hour inspection. If the off hour inspection exceeds four hours, the applicant agrees to pay any additional costs associated with the inspection to the Boston Inspectional Services Department upon receipt of an invoice from the Boston Inspectional Services Department.

Instructions: Applicants please complete section I below. Section II is to be completed by ISD.

I. Application Information - Inspection Request

Date of This Request: _____

Applicants Name: _____
(Person to be contacted by ISD)

Billing Address: _____
No. Street City State Zip

Phone Number: () _____
(Phone number to be contacted by ISD)

Requested Inspection Date: _____

Location of Requested Inspection: _____
No. Street City State Zip

Permit Number: _____ Division: _____

Applicants Signature: _____

Print Name: _____

II. Request Approved: Yes No

Supervisor: _____

Print Name: _____

Human Resources Approval: _____ Amount: \$ _____

Payment Received: Yes No Date: _____

INSPECTION REQUEST AND PAYMENT FOR OFF HOURS

Date: _____

Name: _____

Home Address: _____

D/B/A: _____

Address: _____

Phone Number: (Home) _____ (Business) _____

REASON FOR THIS REQUEST: _____

Kevin J. Joyce, Commissioner of Inspectional Services
1010 Massachusetts Avenue, Boston, MA 02118

Dear Commissioner Joyce:

I, _____ of the above establishment request a Building, Health, Gas, Plumbing, Electrical Inspection, and Weights & Measures, (circle one).

(Inspection Location) (Date)

at: _____
(Time)

I agree to pay costs for this inspection to the City of Boston. Total now due is \$200.00. However, if the inspection exceeds four hours, I understand that a supplemental bill will be due which will be equal to the inspector's hourly rate for overtime for each additional hour.

(Signature) (Printed Name)
PLEASE BRING THIS FORM TO THE CASHIER FOR PAYMENT STAMP
PRIOR TO FINAL AUTHORIZATION. _____ (Initials)

ISD staff authorizing inspection: _____
1/4/00

Number: 2000-02

Page 1 of 2

Date: February 24, 2000

Subject:

MODIFYING THE PRACTICE OF WRITING "RIGHT OF ENTRY" VIOLATIONS

Purpose:

"RIGHT OF ENTRY" POLICY

Determination:

1. Commissioner's Bulletin 99-05 instructs BISD inspectors that they may not conduct inspections of private residences unless the inspector has obtained written consent from the occupant/owner, or has obtained an administrative search warrant for the premises, or the inspection is in conjunction with an issued building permit. Inspections under issued permits should be scheduled through BISD.
2. If an inspector wants to inspect a site and the owner/occupant is not present to consent, or if consent is refused, then the inspector must obtain an administrative search warrant prior to conducting the inspection. This practice is consistent with the requirements of both the State Sanitary Code and State Building Code.
3. If there is no one present at the site, the inspectors may leave a notice announcing that they were there and requesting that the owner/occupant call to schedule the inspection. Inspectors should not write violations when an occupant refuses to allow the inspector onto the premises prior to the inspector obtaining an administrative search warrant. Inspectors should not write violations if an occupant is not home to allow entry.
4. If the person on the premises denies access, inspectors are required to follow the procedures stated in Commissioner's Bulletin 99-05 for obtaining an administrative search warrant. Attached is an approved form to assist inspectors with obtaining an administrative search warrant.




Number: 2000-02

Page 2 of 2

Date: February 24, 2000

5. This bulletin is effective immediately.

Signed: 
Commissioner
Inspectional Services Department

Request for Administrative Search Warrant

1. For what address are you requesting a warrant?

Number _____
Street _____
City _____

2. Did the owner/occupant refuse, impede, interfere with, restrict or obstruct entry and free access to any part of the structure?

Yes _____ Complete the rest of #2 and omit #3.

No _____ Go to Question #3.

Date _____ Time _____

If so, how?

3. If access was not denied but no one was present to consent to the inspection how many attempts were made to gain access?

Number of attempts _____

Date _____ Time _____

Date _____ Time _____

Date _____ Time _____

4. Please describe any additional circumstances surrounding your attempt(s) to gain access that you feel is necessary.

Name of Inspector Requesting Warrant _____

Extension _____

Number: 2000-03

Page 1 of 2

Date: March 29, 2000

Subject:BOSTON ZONING CODE ARTICLE 2 § 24 DEFINITION OF HOTEL

Purpose:

To ensure the consistent application of the Boston Zoning Code definition of hotel among all divisions of this department when reviewing applications or inspecting premises in connection with building permits, certificates of use and occupancy, or any other related matter.

Determination:

1. Boston Inspectional Services Department employees are to use the following zoning code definition and relevant criteria when classifying an establishment as a hotel.
2. For the purposes of applying the definition of the word "hotel" contained in the Boston Zoning Code, art. 2, §24 (1997), a hotel is a building (other than a dormitory) which:
 - a) contains four or more apartments without kitchens;
OR
 - b) which contains sleeping accommodations for ten or more persons, which serves primarily as the *temporary abode of persons who have their residences elsewhere*.
3. When applying the phrase "temporary abode of persons who have their residences elsewhere", employees shall use the following criteria in making their determinations: 1) the stay of guests is temporary and guests have a permanent place of abode elsewhere; 2) whether there is a fixed rate of room and related charges per day; 3) whether the facility maintains a guest register; 4) whether there is an office and lobby; 5) whether there is a parlor or common area for the use of guests; 6) whether the building is held open to the public generally, i.e. advertises in publications as a hotel or other place offering accommodation for the public; and/or 7) whether the facility applies the Massachusetts 12.45% room tax.
4. The Boston Inspectional Services Department shall classify as a hotel any building which meets the definition contained in paragraph 2 AND meets some or all of the criteria outlined in paragraph 3. Although a building may reserve a portion of units for permanent lodging, if the dominant character of the building is for temporary use the Boston Inspectional Services Department shall classify the building as a hotel.¹ This policy is consistent with the legal standards of relevant Massachusetts case law.

¹ See, Selvetti v. Building Inspector of Revere, 353 Mass. 645, 648 (1968).

Number: 2000-03

Page 2 of 2

Date: March 29, 2000

5. The above bulletin is effective immediately.

Signed: 
Commissioner
Boston Inspectional Services Department

Number: 2000-04**Page 1 of 2****Date:** March 29, 2000

Subject:**ADMINISTRATIVE PROCEDURE FOR ANSWERING REQUEST FOR PUBLIC DOCUMENTS**

Purpose:

By law, members of the public are entitled to receive copies of or access to public records. The policy contained in this Commissioner's Bulletin is established to ensure that Boston Inspectional Services Department (BISD) effectively and consistently complies with the requirements of the Massachusetts Public Records Law, G.L. c. 66 § 10, which provides access to governmental records to members of the public.

Determination:

1. The public records law is administered by the Secretary of State, who has issued guidelines for compliance with the law. The guidelines contained in this Commissioner's Bulletin comply with the guidelines published by the Secretary of State.
2. The public records law presumes that all records and documents in possession of a governmental agency are public. Although there are exceptions to this general principle, the public records law permits government agencies to redact exempt information so they can comply with the law.
3. To comply with the public records law effectively and ensure consistency among divisions in answering requests for records, the following procedures are established:
 - a) The administrator of the document room is hereby designated the General Keeper of Records for the entire department. Each division in ISD shall appoint a designated Division's Keeper of Records who will be responsible for collecting records within that division. The General Keeper of Records is authorized to appoint Deputy General Keepers of Records. All such designations shall be posted in the document room for public viewing. The General Keeper of Records shall oversee the processing of all record requests, including, but not limited to, the gathering of record requests by individual divisions. The document room shall serve as a central location in the department where members of the public will be able to schedule appointments, view records, and pick up requested copies.
 - b) A member of the public may request to copy and view the records. Requests may be either oral (in person or by telephone) or written (fax or letter).
 - c) In order to expedite the request process, members of the public are asked to complete a public records request form. The purpose of this form is to assist BISD in assembling the

Number: 2000-04

Page 2 of 2

Date: March 29, 2000

requested records and to inform the person making the request of both the costs associated with fulfilling requests and of the required response time. The person requesting a record is not legally required to provide his or her name or address on the request form. Therefore, employees shall complete the form in all circumstances where the member of the public either withholds name and address or requests a document by telephone.

- d) Upon receipt of request or letter all public records requests shall be honored within ten calendar days. Requested documents must be assembled and ready for delivery or appointments to view documents must be scheduled within the allotted ten-day period.
 - e) If the BISD employee responsible for completing public records requests believes that the records requested, or portions thereof, are not public, he or she shall consult his/her supervisor. The supervisor shall consult with the Legal Division of this department to determine whether the requested records may be released. If it is determined that the requested records are not public records as defined by G.L. c. 66, § 10, then the General Keeper of Records shall notify the person requesting the records within ten days of the receipt date of the records request. This notification shall be in writing and contain the specific legal reasons why the requested documents will not be released.
 - f) Pursuant to the Code of Massachusetts Regulations Title 950 § 32.06 (2), if the estimated cost of copying and locating the records is greater than \$10, the person requesting the records shall be contacted, where possible, and informed of the expected cost.
 - g) Copied records may be picked up in person or mailed to the petitioner upon receipt of payment.
4. Attached to this bulletin are copies of the approved public records request form.
 5. The above policy is effective immediately.

Signed: 
Commissioner
Inspectional Services Department

BOSTON INSPECTIONAL SERVICES DEPARTMENT

PUBLIC RECORD COPY REQUEST

LOCATION OF RECORD(S)	
Division	Section / Branch

PLEASE TYPE OR PRINT FIRMLY - YOU ARE MAKING 2 COPIES.

RECORD(S) REQUESTED (Identify by title, control number, date, description)

REQUEST MADE BY:		
Name of requestor	Daytime telephone number	
Address (if records are to be mailed):		
Date / time of request	Date / time filled	Request filled by (name and title)

STANDARD SIZE (8 1/2" X 11" OR 8 1/2" X 14")	
copy fee	\$
No. of copies made	x
TOTAL CHARGE	\$

OPTIONAL

IF REQUEST IS NOT FILLED, STATE REASON (i.e., confidential by statute, etc.)

Signature	
Title	Date

BOSTON INSPECTIONAL SERVICES DEPARTMENT

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copy fee	\$
No. of copies made	x
TOTAL CHARGE	\$

OPTIONAL

IF REQUEST IS NOT FILLED, STATE REASON (i.e., confidential by statute, etc.)

Signature	
Title	Date

Number: 2000-5

PAGE 1 OF 1

Date: May 1, 2000

Subject:

INTERIM PROCEDURES FOR ISSUING BUILDING PERMITS FOR WORK
REQUIRING G-12 LICENSES

Determination:

The City of Boston Board of Examiners is presently reviewing its criteria for accepting applications for G-12 licenses.

Pending conclusion of review the following procedure is established for issuing building permits in the interim:

1. The Board of Examiners will accept and file all applications tendered for G-12 licenses.
2. The Boston Inspectional Services Department shall issue building permits for G-12 work provided that:
 - A. The applicant has an application for a G-12 license on file with the Board of Examiners and ;
 - B. The applicant is deemed qualified to undertake the proposed work by the building official.
3. This policy is effective immediately, and shall automatically terminate without notice at the end of thirty days from the date of this bulletin unless it is extended in writing.

Signed: 
Commissioner
Inspectional Services Department



Number: 2000-5

PAGE 1 OF 1

Date: May 1, 2000

Subject:

**INTERIM PROCEDURES FOR ISSUING BUILDING PERMITS FOR WORK
REQUIRING G-12 LICENSES**

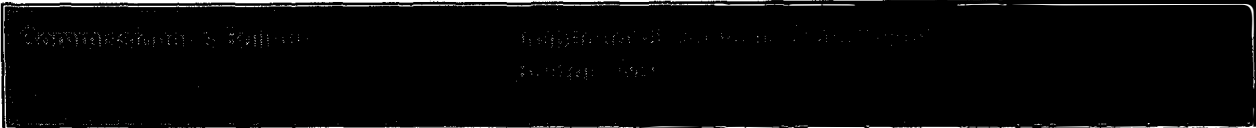
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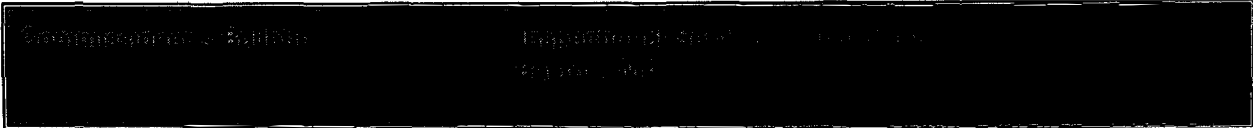
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Commissioner

Inspectional Services Department

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Signed:
Commissioner

Inspectional Services Department

Number: 2000-6
Date: May 23, 2000

Page 1 of 1

Subject:

BOSTON ZONING CODE ARTICLE 2, § 44 AND ARTICLE 2A;
DEFINITION OF "STREET"

Purpose: To ensure the consistent application of the Boston Zoning Code definition of "street" and its applicability to private ways when reviewing applications for building permits.

Determinations:

1. ISD employees are to use the following Zoning Code definition and interpretation when determining if a private way is a "street."
2. For the purposes of applying the definition of the word "street," the Boston Zoning Code, Article 2, § 44 and Article 2A both define "street" as: a public way, alley, lane, court, sidewalk and such parts of public squares and public places as form traveled (sic) parts of highways.
3. When determining whether a private way is a "street," employees shall reference the latest edition of "Boston's Streets, Squares, Places, Avenues, Courts and other Public Locations" as prepared by the City of Boston's Public Works Department (the "Street Directory").
4. Employees shall also determine if the private way is open and available for public passage, either paved or hardpack soil, and not designated as a "paper street." This determination shall be made by the registered Land Surveyor for the proposed project, and shall be shown on the site plans submitted for project review.

5. If a private way is listed in the Street Directory, and it is open and available for public passage, it is a "street" for the purposes of applying the definitions in Articles 2 and 2A.
6. This bulletin memorializes and is consistent with past and existing practice.

Signed: 
Commissioner
Inspectional Services Department

Number: 2000-7

Page 1 of 1

Date: October 20, 2000

Subject:

PORCHES AND DECKS: DESIGN AFFIDAVITS

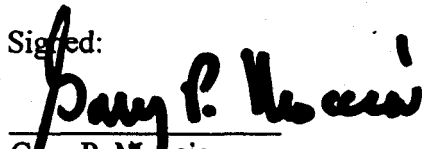
Determination

Effective immediately, pursuant to authority under Chapter One of 780 CMR, where an applicant seeks to construct a deck or porch whose height exceeds 15 feet above grade on a structure of 35,000 cubic feet or more, the following must be supplied:

1. Two (2) copies of a structural engineer's stamped affidavit certifying that the addition of the porches (decks) design live load (in accordance with Chapter 16, Table 1606.1 = 60 psf for 1 family and 2 family, = 100 psf all other) plus the dead loads to the existing building structure are in compliance with 780 CMR 16, et seq;
2. A detail of the attachment of the deck or porch to the building structure; and
3. As per the requirements of Chapters Eighteen and Twenty Three of 780 CMR, evidence of a foundation system indicating size and depth of footings, framing plans indicating size, spacing of material and methods of attachment to existing structure.

Where in the discretion of the Inspector of Buildings public safety will be furthered, the above requirements, in part or in their entirety, may be applied to alterations or repairs of similarly situated porches or decks.

Signed:


Gary P. Miccia
Inspector of Buildings

Signed:


Kevin J. Joyce
Commissioner of ISD

Number: 2000-7

Page 1 of 1

Date: October 20, 2000

Subject:

PORCHES AND DECKS: DESIGN AFFIDAVITS

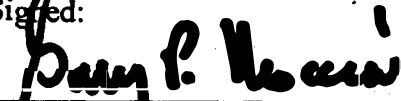
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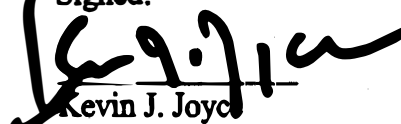
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Signed:


Gary P. Moccia
Inspector of Buildings

Signed:


Kevin J. Joyce
Commissioner of ISD

Number: 2000-7

Page 1 of 1

Date: October 20, 2000

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PORCHES AND DECKS: DESIGN AFFIDAVITS

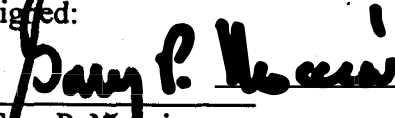
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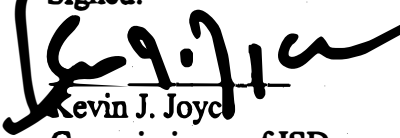
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Signed:



Gary P. Meccia
Inspector of Buildings

Signed:



Kevin J. Joyce
Commissioner of ISD

Number: 2000-7

Page 1 of 1

Date: October 20, 2000

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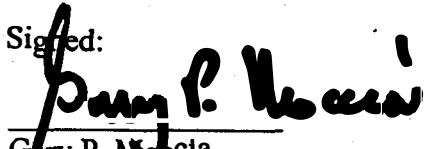
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Signed:



Gary P. Meccia
Inspector of Buildings

Signed:



Kevin J. Joyce
Commissioner of ISD

Number: 2000-8

Page 1 of 1

Date: October 23, 2000

Subject:

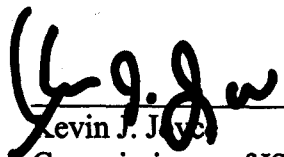
**AUTHORIZATION OF THE LEGAL DIVISION TO ACCEPT SERVICE OF
SUBPOENAS, SUMMONSES, AND LEGAL NOTICES**

Determination

Department Policy Statement 92-1 is hereby rescinded.


Effective on this date only Legal Division staff are authorized to accept service for any subpoenas, summons, and legal notices addressed to the Inspectional Services Department or to any individual employed at the Department. Any mail service of process is to be immediately directed to the Legal Division. Any process server shall be directed to go to Legal Division.

Signed:



Kevin J. Joyce
Commissioner of ISD

Signed:



Gary P. Moccia
Inspector of Buildings

Number: 2000-9
Date: October 23, 2000

Page 1 of 1

Subject:

HAYMARKET FISH VENDOR DATES OF OPERATION

Purpose: To ensure the protection of the public health during the periods of high heat.


Determinations:

1. Open-air fish vendors in Haymarket will not operate from July 1 through September 1.
2. During the time periods of June 15 through July 1 and/or September 1 through September 15, open-air fish vendors may apply for a special permit.
3. The application must indicate who will be responsible and what measures will be taken to mitigate odors and spoilage during hours of operation.
4. Review and approval will be by the Commissioner of ISD or his designee.
5. Allowable dates of operation will be printed on the annual permit.

Signed:


Kevin J. Joyce
Commissioner of ISD

Signed:


Gary P. Moccia
Inspector of Buildings

Number: 2001-01

Page 1 of 1

Date: February 14, 2001

Subject: **Boston Zoning Code Article 23 §1; Off-Street Parking Requirements with FAR of 6.0.**

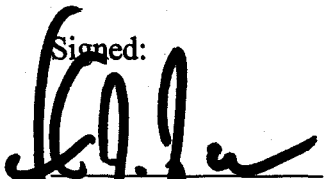
Purpose: Interim measure to ensure the consistent application of the Boston Zoning Code for off-street parking requirements when the FAR is 6.0.

The following interpretation shall be applied when determining the off-street parking requirements as noted in Article 23, §1:

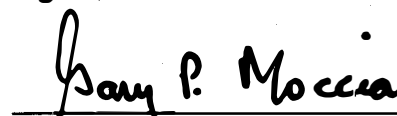
Where the underlying zoning district has an FAR of 6.0, the off-street parking requirements shall be 0.3 space+.

Effective immediately. Expires upon signing of relevant Amendment to the Boston Zoning Code.

Signed:


Kevin J. Joyce
Commissioner of ISD

Signed:


Gary P. Moccia
Inspector of Buildings

Number: 2001-02**Page 1 of 3****Date:** April 5, 2001**Subject:****SPECIAL OPERATIONS UNIT ESTABLISHED****Purpose:** Establishing a Special Operations Unit ("SOU") within the Investigations and Regulatory Enforcement Division of the Inspectional Services Department.**Determination:**

Increased co-operation between law enforcement and public health and safety agencies and the community requires the Inspectional Services Department ("ISD") to participate in working arrangements with these agencies. And in special circumstances such as in the aftermath of fires, sudden death and other emergency incidents the SOU is required by these agreements to respond appropriately to these requests for assistance. For this reason, the SOU is being established.

Responsibilities:

1. The SOU is hereby created and shall be located within the Investigations and Regulatory Enforcement Division of ISD. The SOU shall be under the charge of the Director of the Investigations and Regulatory Enforcement Division. The SOU shall have assigned to it personnel as needed by the Commissioner from the various divisions of ISD. Any personnel so appointed shall perform their duties in accordance with the requirements of all applicable laws, regulations, and work rules.
2. The SOU is hereby designated as this department's first responder when ISD is called to the scene of major emergency incidents by law enforcement and public safety agencies. The SOU shall assist and co-ordinate its activities at the scene of an emergency with the incident commander or such other official designated by City of Boston Ordinances and/or federal or state laws or regulations.
3. The SOU shall participate as requested in working arrangements between law enforcement and public safety agencies and shall direct all co-operative undertakings between inspectors from different divisions of ISD and these outside agencies and organizations.

Number: 2001-02

Page 2 of 3

Date: April 5, 2001

4. The Investigations and Regulatory Enforcement Division shall be notified of requests for assistance from outside agencies including Boston Police Department ("BPD"), Boston Fire Department ("BFD") and Emergency Medical Services ("EMS") by all ISD employees.
5. The SOU shall administer all special enforcement and public safety initiatives including but not limited to the Auto Shop Team, the Rooming House Enforcement Team, the Hazardous Awareness Team, Boston Emergency Management Agency ("BEMA"), Receiverships and any other co-ordinated enforcement initiatives that may be assigned to it from time to time.
6. For the purposes of BEMA's response the Inspector of Buildings or his designee is designated as the SOU's representative to BEMA.
7. The Director of the Investigations and Regulatory Enforcement Division is hereby designated as ISD's representative to the Boston Environmental Strike Team ("BEST") and shall be responsible for assisting in developing and implementing prudent enforcement policies and procedures.
8. The SOU shall coordinate ISD's efforts regarding the abatement of substandard housing units or commercial properties that are reported as nuisances in the community. The SOU shall focus its enforcement efforts to best abate problems of chronic abandoned buildings, squatters, vagrancy, fire hazards, or other illegal use of premises, which contributes to the deterioration of buildings, land and neighborhoods.
9. In conducting its activities the SOU shall adhere to and shall follow all established departmental polices and procedures for conducting inspections, vacating buildings, initiating legal proceedings and in abating conditions and aftermaths of sudden death and other conditions which may be harmful to the public health and safety. The SOU shall coordinate their actions on scene with the appropriate city departments so that the best response is accomplished.

Number: 2001-02

Page 3 of 3

Date: April 5, 2001

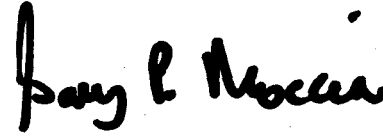
10. The SOU shall respond to all incidents and requests for assistance from the BPD, BFD and EMS Departments and shall take all steps that are appropriate to abate squalid conditions. Squalid conditions found in buildings and on land include but are not limited to accumulation of garbage and trash, infestations of rodents, spilling of blood and body fluids resulting from sudden death and matter from decomposing human bodies and animals. The abatement shall be after the site has been turned over to the SOU from BPD, BFD, and or EMS.
 11. The SOU shall provide assistance to effected parties by referring them to professional counseling and other services that may be warranted by the circumstances and it shall co-ordinate its activities with other agencies.
 12. The SOU shall sponsor training seminars to inform inspectors of precautions and procedures to follow when they come in contact with hazardous or squalid conditions.
 13. This Commissioner's Bulletin is effective immediately and shall remain in place unless superseded or revoked.
-

Signed:



Kevin J. Joyce
Commissioner of ISD

Signed:



Gary P. Moccia
Inspector of Buildings

Number 2001-03

Date 4-25-01

Subject: Guidelines for the enforcement of the Site Cleanliness Ordinance in the City of Boston


Purpose: The City of Boston Code (CBC) Ordinance Chapter 9. Section 9-9.8 regulates the maintenance and operation of bulk refuse containers within the City of Boston. This bulletin is issued to provide guidance for the orderly and consistent administration of this Ordinance.

Determination:


Any City official designated to enforce CBC, ord. § 9-9.8 shall follow these guidelines:

1. Enforcement of the Site Cleanliness Ordinance will be independent of, and in addition to, enforcement of any other applicable statute, regulation, by-law or ordinance.
2. Officials shall issue a written Site Cleanliness warning, citing violations of CBC, ord. § 9-9.8(1-3) for each of the first two violations within a calendar year.
3. If three written warnings are issued to any one licensee within a year, the Commissioner of Inspectional Services may, with notice to the licensee, convene an Administrative Hearing pursuant to § 9-9.8(L3). The policy of the Inspectional Services Department is to seek compliance of this Ordinance pursuant to CBC, ord. § 9-9.8 (L2.3).
4. Notice of violation shall be served to all licensees pursuant to CBC, ord. § 9-9.8(1-4).
5. A Site Cleanliness data base will be established and maintained.
6. City officials shall review the licensee's history to determine the number of existing warnings or violations and will take appropriate action under this bulletin regarding the licensee.
7. This Bulletin is effective immediately.

Signed:


Commissioner
Inspectional Services

Signed:


Deputy Commissioner
Inspectional Services

Number 2001-03

Date 4-25-01

Subject: Guidelines for the enforcement of the Site Cleanliness Ordinance in the City of Boston

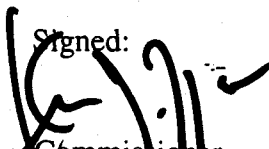
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Determination:

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1. Enforcement of the Site Cleanliness Ordinance will be independent of, and in addition to, enforcement of any other applicable statute, regulation, by-law or ordinance.
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7. This Bulletin is effective immediately.

Signed:


Commissioner
Inspectional Services

Signed:


Deputy Commissioner
Inspectional Services

Number: 2001-4

Page 1 of 2

Date: June 14, 2001

Subject:

REQUIRED PERMITS FOR ALL SITE WORK

Purpose:

Clarifies Permitting Requirements for all site work including parking uses.

Determination:

The City of Boston Zoning Code regulates uses of property and the Building Code regulates demolition and excavation for structures. When anyone causes construction, reconstruction, demolition, or excavation, a permit is required to verify compliance with the above codes.

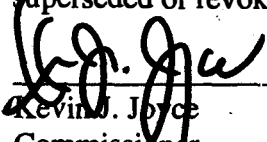
The Building Code 780 CMR 3310.1 requires notice of intent. The person intending to cause a demolition or an excavation shall deliver written notice of such intent to the owner of each potentially affected adjoining lot at least one week prior to commencement of work.

The Zoning Code Article 8 regulates uses of land and structures and it is the duty of the Inspectional Services Department to enforce the provisions of the code. Section 8-7 use regulations state no land or structures shall be erected, used or arranged or designed to be used, in whole or in part except in conformity with the code.

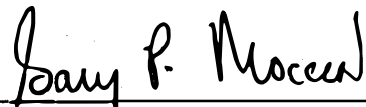
Based on the requirements of notice of intent of the Building Code and alteration of land for use in design (whole or part) of the Zoning Code, the Inspectional Services Department requires an issued permit for all site clearing including clear cuts, paving operations, tree removal and the like.

FULL DISCLOSURE FOR LAND USE OR FUTURE BUILDINGS IS REQUIRED AT TIME OF APPLICATION.

This Commissioner's Bulletin is effective immediately and shall remain in place unless superseded or revoked.



Kevin J. Joyce
Commissioner



Gary P. Moccia
Asst. Commissioner/Inspector of Blds.

Number: 2001-5**Page 1 of 2****Date:** June 28, 2001

Subject: **Guidelines for Removal of Solid Waste Containers**

Purpose: To ensure compliance with the solid waste container removal laws in Boston. These guidelines are intended to reduce the potential safety and health risks associated with leaving multiple and/or unattended dumpsters on or near a public way. These guidelines are to be applied absent a special permit from the department of Public Works or Inspectional Services Department.

Determination:

The following guidelines are adopted effective this date:

Under the authority of the City of Boston Municipal Ordinance Ch.23 §§ 2,5 and the Massachusetts State Building Code 780 CMR 106.1 and 780 CMR 111.1, the following guidelines are adopted effective this date.

1. For purposes of this bulletin, a dumpster is defined as a device used or intended for the storage of one cubic yard or more of trash, rubbish, construction debris, or the like.
2. Boston Inspectional Services shall allow the temporary placement of a dumpster in or upon any way, street, alley, or other public place within the City, while replacing a dumpster that is lawfully placed on a private lot, provided the dumpster is supervised while on or near public property and removed immediately following the replacement of the new dumpster.
3. It shall not be permissible for a waste removal company to replace a dumpster and leave the filled dumpster in or upon any way, street, alley, or other public place within the City, nor in or upon any estate within the City for removal at a later time.
4. It shall not be permissible for a waste removal company to deposit one or more dumpsters at a site in or upon any way, street, alley, or other public place within the City, nor in or upon any estate within the City that is not directly abutting the site where the waste is generated, regardless of whether there is supervision over the site.

5. It shall not be permissible for a waste removal company to place a dumpster within 20 feet of an intersection. It shall not be permissible for a waste removal company to block visibility at any location, regardless of the proximity to an intersection, that would create a safety concern for vehicular or pedestrian traffic.

Signed
Commissioner


Inspectional Services Department


Gary P. Moccia
Inspector of Buildings

Number: 2001-6**Page 1 of 2****Date:** July 3, 2001

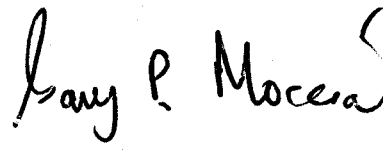
Subject: Procedures to be followed by inspectors when relocation of occupants from buildings is required.

Purpose: To establish procedures to be followed by the inspectors when relocation of occupants from buildings is required because of dangers and life threatening conditions. These procedures shall be followed by all Inspectors in all cases where relocation of tenants is required.**Determination:**

1. The inspector in charge of the scene shall make arrangements for the accommodation of the occupants to be relocated with approval from the Deputy Commissioner of Administration and Finance who shall require that all arrangements made for relocation comply with applicable procurement procedures.
2. Once relocation arrangements are made, the inspector in charge of the scene shall use reasonable efforts to locate the building owner or other responsible persons to pre-pay the accommodations which were secured, before obligating the Inspectional Services Department ("ISD")
3. In all cases where ISD is obligated from necessity to make payment for accommodating displaced occupants, it shall be the duty of the on scene inspector to file a report with the Director of Special Operations. This report shall make full disclosure of all facts material to securing accommodations and efforts made to obtain pre-payment of the legally obligated persons.
4. It shall be the duty of the Director of Special Operations to obtain reimbursement from third parties of the amount expended by the City of Boston for providing accommodations to occupants of buildings displaced by emergency and life threatening conditions, in addition, the Director of Special Operations shall check for other ISD expenditures (ie, board-up, police, or o.t. expenses) for each event to obtain reimbursement as described. The Director of Special Operations shall obtain reimbursement by:
 - a. Secure a lien for expenses of the property/building that was maintained, or
 - b. File a complaint seeking reimbursement of expenses in a court of competent jurisdiction,
 - c. From the Commonwealth of Massachusetts pursuant to the provisions of G.L.c III § 27,
 - d. In any other manner deemed appropriate and warranted by the circumstances.

5. To assist the Director of Special Operations in fulfilling the duties imposed under the bulletin, the Inspectional Services Department shall make available such staff and administration support as the Commissioner may determine.
6. The Deputy Commissioner of Administration and Finance shall assist the Director of Special Operations in the implementation of the procedures/guidelines as may be necessary to accomplish these purposes.
7. Within three months of the publication of this bulletin the Director of Special Operations and Deputy Commissioner of Administration and Finance shall train and educate all department personnel in the provisions of this bulletin.
8. This Commissioner's Bulletin is effective immediately and shall remain in place unless superseded or revoked.

Signed 
Commissioner
Inspectional Services Department


Gary P. Moccia
Inspector of Buildings

Number: 2001-7 **Page 1 of 1**

Date: July 18, 2001

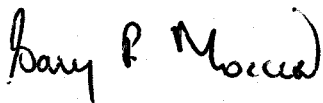
Subject: **MITIGATION OF NUISANCES AND HEALTH HAZARDS CAUSED DURING SITE WORK, DEMOLITION, EXCAVATION AND CONSTRUCTION, AS REQUIRED BY LAW.**

Purpose: Requiring Building Permit Applicants /Projects to Submit Mitigation Plans for Nuisances and Health Hazards in Connection With Their Building Permit Applications and Plans.

Determination:

1. 780 CMR § 3307 (The State Building Code) mandates construction project safeguard the public from nuisances and health hazards caused by excavation and construction operations. Diffusion of airborne dust, stone or other small particles, toxic gases or other harmful substances shall be mitigated to ensure safety of the public and protection of the public health, noise and other conditions.
2. The prompt removal of dust or mitigation of other harmful agents is required in order to keep them from diffusing and spreading over adjoining premises or streets.
3. The building official shall require all applicants to submit a nuisance health and hazard mitigation plan in conjunction with the building permit application. Controls may include but are not limited to water trucks, sprinklers, street sweepers and the like, protective curtains, special ventilation, vacuuming, and chemical treatment.
4. The building official shall consult with the Boston Health Commission, the Boston Environmental Department or any other appropriate agency before approving any mitigation plans if the building official deems such consultation is warranted in the circumstances.
5. The Inspectional Services Department may require the applicant to alter or amend any approved mitigation plans, at any time, if the Inspectional Services Department deems such action is necessary to protect the public from harm or injury.
6. This bulletin is effective immediately and shall remain in force until it is altered, amended or revoked.

Signed 
Commissioner
Inspectional Services Department


Gary P. Moccia
Inspector of Buildings

Number: 2001-8**Page 1 of 3****Date:** August 6, 2001

Subject: **PROCEDURES FOR PROVIDING SECURITY FOR VACANT BUILDINGS AND LAND IN THE TEMPORARY CUSTODY OF THE INSPECTIONAL SERVICES DEPARTMENT AND FOR THE TRANSFER OF CUSTODY TO THE MUNICIPAL POLICE DEPARTMENT FOR SECURITY.**

Determination:

The Inspectional Services Department is responsible for abating dangerous conditions found in abandoned buildings and land including the aftermath of sudden death, squalor, life threatening hazards and for the temporary security and custody of the scene. Once the location is cleaned and made safe custody of the location will be maintained by the City of Boston. The Municipal Police Department shall provide security for the location while it remains in the custody of the City of Boston. This bulletin establishes the procedures for Inspectional Services Department employees to follow when transferring custody of locations in their temporary custody to the Municipal Police Department.

Responsibilities:

1. It shall be the duty of all managers and all employees whose duties relate in any way to the cleaning, boarding, or otherwise providing for the temporary care and custody of buildings and land to read and be familiar with a certain "memorandum of agreement related to security of condemned buildings and vacant lots by and among Boston Inspectional Services and the Municipal Police of the City of Boston dated 01 June 2001 (copy attached, exhibit "A") and the policies and procedures contained in this bulletin.
2. The Boston Inspectional Services Department has provided the Municipal Police Department with a list of buildings in the temporary custody of the Inspectional Services Department as of July 31, 2001 (copy attached, exhibit "B") and in accordance with the requirements of the agreement referenced in paragraph one of this bulletin.

3. After the date of this bulletin the Inspectional Services Department shall notify the Municipal Police Department of any building or land being transferred from the temporary custody of the Inspectional Services Department to the Municipal Police Department by forwarding a completed "notification of transfer of building and/or land for security to the Municipal Police Department" in the form approved by the Commissioner (the notice)(copy) attached, exhibit "B") along with any necessary locks and keys, or other security devices to the Municipal Police Department. It shall be the duty of the Director of the Emergency Response Unit to provide a completed notice to the Municipal Police Department no later than
 - (a) within twenty four (24) hours from the time when ISD has taken custody of a building or land from an incident commander (as designated by City of Boston ordinances see Bulletin 2001-02 paragraph 2), or
 - (b) within twenty four (24) hours from the time when ISD has taken custody of a building or land by virtue of a legal notice of condemnation or such legal order as from time to time may be issued by a court or public safety or health official.
4. Once the completed notice is delivered to the Municipal Police Department, then the Municipal Police Department shall solely control all access to the building or land which is the subject of the duly completed and delivered notice.
5. The Municipal Police Department shall permit access to buildings under its control only upon twenty-four (24) hour notice from ISD. To provide for reasonable access by building owners and tenants, the Inspectional Services Department shall coordinate the scheduling of appointments with those seeking access and shall notify the Municipal Police Department within the proscribed period.
6. The Municipal Police Department may from time to time in their discretion install such alarms and other security devices in buildings or land under their care. The Inspectional Services Department shall co-operate with and provide such assistance to the Municipal Police Department to the extent requested by the Municipal Police Department in connection with the installation of alarms and or other security devices. The Inspectional Services Department may also provide the Municipal Police Department with such assistance as may be requested in connection with the posting or removing signs from buildings and lots as contemplated by the agreement or for any other reason deemed necessary for accomplishing the purposes of the agreement or the purposes of this bulletin.
7. Upon receipt of any notice from the Municipal Police Department or any other person that a secured building has been broken into or otherwise invaded the Inspectional Services Department shall immediately secure the building and so notify the Municipal Police Department.

8. It shall be the duty of the Director of the Emergency Response Unit to promptly inform the Municipal Police Department of the dissolution of any order or any subsequent order regarding any building in the custody of the Municipal Police Department. Thereafter, the Inspectional Services Department shall undertake whatever means are necessary to effect whatever responsibilities are imposed upon it, if any, by any order effecting buildings and land under its custody.
9. All notices required by this bulletin shall be sent to the municipal Police Department addressed as follows:

Frank Pedersen (or his successor)
Chief of Staff
Boston Municipal Police Department
170 Hancock Street
Boston, Ma 02114

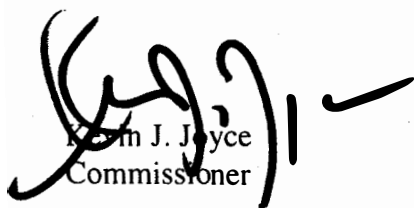
Telephone: (617) 635-4918

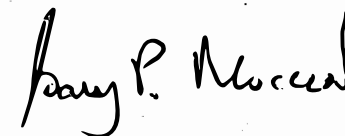
Fax: (617) 635-0590

Email Address: Frank.Pedersen@ci.boston.ma.us

10. It shall be the duty of the Director of Emergency Services for the Inspectional Services Department to inform all staff members of any changes in the notification procedures or any other matter contained in this bulletin as from time to time may occur. The director of Emergency Services shall provide all training necessary to employees so that provisions of this bulletin are strictly followed. All divisions of ISD shall cooperate with the Director of Emergency Services in planning and implementing training programs as required by this bulletin.

11. This bulletin is effective immediately upon publication.


Tom J. Joyce
Commissioner


Gary P. Moccia
Inspector of Buildings

**MEMORANDUM OF AGREEMENT RELATED TO SECURITY OF
CONDEMNED BUILDINGS AND VACANT LOTS**

BY AND AMONG

**BOSTON INSPECTIONAL SERVICES AND THE MUNICIPAL POLICE OF
THE CITY OF BOSTON**

This Agreement related to security of boarded buildings and vacant lots is made as of June 01, 2001, hereinafter known as the effective date, by and among Boston Inspectional Services ("ISD") and the Municipal Police of the City of Boston, operating under the charter of the City of Boston, a duly incorporated municipality within the Commonwealth of Massachusetts.

Whereas, there are increasing numbers of vacant lots and abandoned buildings coming under the control of the City of Boston, through the enforcement efforts of Boston Inspectional Services, it has become necessary to increase security at these properties;

Whereas, since the number of illegal entries has increased into boarded, condemned buildings and trespassing has occurred onto vacant lots, the service of the Municipal Police has become increasingly necessary in order to facilitate greater protection for these properties;

Now THEREFORE, in consideration thereof, Boston Inspectional Services and the Municipal Police of the City of Boston agree as follows:

1. Joint Committee:

Commencing on the effective date of this Agreement, ISD and the Municipal Police of the City of Boston agree to establish a joint committee, consisting of a Municipal Police Supervisor, the Director of the ISD Emergency Response Unit or his designee, and the Director of ISD Special Operations or his designee. The purpose of this committee is to discuss any issues that may arise while this Agreement is in effect.

2. ISD Representation:

Commencing on the effective date of this Agreement, ISD will regularly provide the Municipal Police with a list of all condemned buildings and vacant lots under the control of ISD. The Director of Emergency Response for ISD, or his designee, will give the Municipal Police written notice within twenty-four (24) hours after an official condemnation of a building has taken place. ISD will notify the Municipal Police at least twenty-four (24) hours in advance when access is needed by ISD to any alarmed building and when any condemnation is officially lifted by ISD. ISD will provide the Municipal Police with the necessary locks and keys to any condemned building. ISD will provide no trespassing signs with the Municipal Police emergency number.

3. Municipal Police Representation:

Commencing on the effective date of this Agreement, the Municipal Police will monitor all vacant lots and condemned buildings that have been brought under the control of ISD. The Municipal Police will solely control access to all condemned buildings under the control of ISD and anyone wishing to gain access must contact the Municipal Police to make the appropriate arrangements. Post all appropriate no trespassing/no loitering signs on said vacant lots and condemned buildings. The Municipal Police will add to their schedule of regular patrols said vacant lots and condemned buildings under the control of ISD. The Municipal Police will, if circumstances allow, conduct regular interior inspections of condemned buildings. The Municipal Police will notify on call ISD manager immediately through the Mayor's 24 hour service of any unlawful intrusion into any condemned building or any other condition that may require further ISD action. The Municipal Police will install, monitor and maintain any alarm system provided by ISD for any condemned building. The Municipal Police will, after any condemnation is officially lifted by ISD, remove any and all posted signage and cease all regularly scheduled patrols. After notification from ISD, the Municipal Police will remove and return to ISD any installed alarm system after condemnation has been officially lifted by ISD.

4. Termination of Agreement:

One year after the date of commencement, this Agreement shall be reviewed by personnel from ISD and the Municipal Police. This review shall determine what adjustments in procedures are necessary to bring about the desired results articulated in this Agreement. This review shall also afford the departments the opportunity to extend this Agreement for another year.

EXECUTED as of the date first written above.

Boston Inspectional Services

By: [Signature]

Title: Commissioner

Date: 01 June 01

Municipal Police

By: [Signature]

Title: Deputy Director

Date: May 28, 2001

**BOSTON MUNICIPAL POLICE MONITORING LIST
ABANDONED BUILDINGS**

WARD	ADDRESS	BMP MONITORED	ALARM	RELEASED
1	97 Everett Street	Yes	No	
1	64 Trenton Street	Yes	No	
7	12 Wendover Street	Yes	No	
10	70 Wyman Street	Yes	No	
10	186-188 Heath Street	Yes	No	
11	32 Dennison Street	Yes	No	
11	54 Cedar Street	Yes	No	
11	2 Atherstone Street	Yes	No	
12	2-4 Nazing Street	Yes	No	
12	100 Walnut Ave.	Yes	Yes	
12	176 Humboldt Ave.	Yes	No	
12	40 Dale Street	Yes	No	
12	55 Crawford Street	Yes	No	
12	232 Magnolia Street	Yes	Yes	
14	79 Radcliffe Street	Yes	Yes	
14	16 Greenock Street	Yes	Yes	
14	27 Greenock Street	Yes	Yes	
14	139 Norwell Street	Yes	Yes	
14	1113 Blue Hill Ave.	Yes	No	
14	57 Westmore Road	Yes	Yes	
14	32 Fowler Street	Yes	No	
14	220 Magnolia Street	Yes	No	

WARD	ADDRESS	BMP MONITORED	ALARM	RELEASED
14	191 Bowdoin Street	Yes	Yes	
14	155 Woodrow Ave.	Yes	Yes	
14	139 Harvard Street	Yes	Yes	
15	20 Claybourne Street	Yes	No	
17	61 Colonial Ave.	Yes	No	
17	96 Harvard Street	Yes	No	
18	678 Cummins Highway	Yes	No	
18	150 River Street	Yes	Yes	
18	213 Dana Ave.	Yes	No	
19	30 Orchard Street	Yes	No	
20	50 Ardale Street	Yes	No	

MEMORANDUM

To: Municipal Police Department

From: Director of Emergency Response Unit
Boston Inspectional Services Department

Re: Notification of Transfer of Building and/or Land for Security to the Municipal
Police Department

Date: July 19, 2001

Subject Property: (For Example)
1010 Massachusetts Avenue
Boston, Ma 02118

Owner: John Doe
Owners Address: 1010 Massachusetts Ave
Boston, Ma 02118

Date: July 19, 2001

This memorandum transfers the above described building/land from the Boston Inspectional Services Department to the Municipal Police Department for security pursuant to the agreement dated 01 June 2001, until further notice thank you for your attention to this matter.



Boston Inspectional Services Emergency Response Unit

Building Opening Request Form

Date of Request: _____

Location: _____

Address: _____

Area: _____

Ward: _____

Request: _____

Date of Opening: _____

Time of Arrival: _____

Time of Departure: _____

Name of Resident/Owner
Requesting Access: _____

Phone: () _____

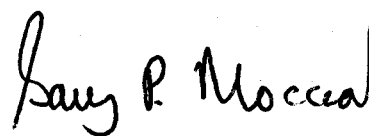
Number: 2001-9**Page 1 of 2****Date:** August 6, 2001

Subject: **Required Permitting For All Drilling Operations Within The City of Boston**

Purpose: To ensure consistent supervision of job sites for drilling operators applying the necessary safeguards for the protection of the public and adjacent structures.**Determination:**

1. All drilling for wells, monitoring wells, borings, augerings and the like are considered construction activities and shall be permitted per 780 CMR the Massachusetts State Building Code.
2. 780 CMR requires protection of adjoining property and supervisory control of the construction activity.
3. A short form building permit shall be secured by a licensed builder or registered engineer who will be responsible for overseeing the drilling activity.
4. The responsible party shall complete Attachment A, part I at the time of issuance of the short form permit. This information will assure ISD that the site has been reviewed/inspected for safety/hazards.
5. Attachment A, part II shall be completed and mailed back to ISD at the completion of the project (no call for inspection is required).
6. The building inspectors shall close the short form permit based on the completed Attachment A part II and attach it to the closed permit.
7. The front counter will issue the above referenced short form permit on a color code card.
8. For street and sidewalk drilling the permit address will be the project address with the description detailing the street on sidewalk locations.
9. It should be noted that the permit is in addition to all other permitting by other departments.

Signed 
Commissioner
Inspectional Services Department


Gary P. Moccia
Inspector of Buildings

ATTACHMENT A

Address:
Date:
Permit Number:

Part I To be completed at time of issuance or permit

I understand that I am providing the supervisory controls for this drilling operations and will provide the necessary safety precautions to protect the public and adjacent structures as required by law.

I have reviewed the site prior to the drilling operation for both below grade and above grade hazards.

I have determined that the listed items specified below are the necessary safety precautions to be taken: _____

Signed By Licensed Builder or Registered Engineer

Part II To be completed at time of completion of project

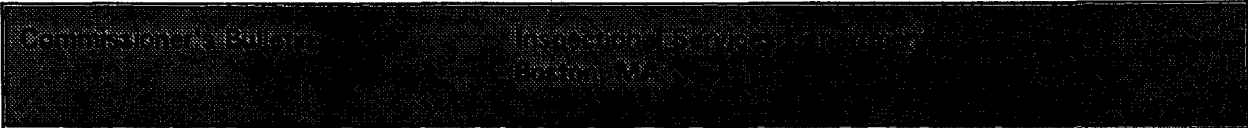
The drilling was completed on _____.

All conditions are safe and the site has been returned to it's original conditions.

Signed By Licensed Builder or Registered Engineer

Once completed
Note: This form is to be mailed to:

**Inspector of Buildings
City of Boston
Inspectional Services Department
1010 Massachusetts Avenue
Boston, Ma 02118
5th Floor**



Number: 2001 - 10
Date: September 13, 2001

Page 1 of 1

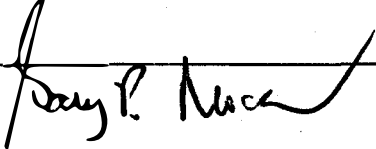
Subject: **APPLICATION OR ARCHITECTURAL ACCESS BOARD RULES AND REGULATIONS 521 CMR, TO BUILDING APPLICATIONS AND PLANS**

Purpose: Specifies The Application Of 521 CMR To Building Applications And Plans Submitted To The Inspectional Services Department For Review

Determinations:

1. All work performed on buildings, structures and facilities, including construction, reconstruction, alterations, remodeling, additions, and changes of use, shall conform to The Architectural Access Board Rules and Regulations promulgated as 521 CRM.
2. Both 521 CMR 3.2, New Construction, and 521 CMR 3.3, existing Buildings, are incorporated in the Massachusetts State Building Code 780 CMR under section 101.5 as a "specialized code." As such, 521 CMR is enforceable by the Architectural Access Board and all local and state building inspectors.
3. If compliance under a "specialized code" becomes impractical due to construction difficulties or regulatory conflicts, 780 CMR 3400.2 shall not be used to circumvent 521 CMR. The only available remedy under a "specialized code" is to obtain a variance directly from the specialized board.
4. 780 CMR 3400.2 allows for compliance alternatives of existing buildings where "such compliance is impractical because of construction difficulties or regulatory conflicts. 780 CMR 3400.2 is only permitted when "specialized code" do not apply.

Signed: 
Commissioner
Inspectional Service Department


Gary P. Moccia
Inspector of Building



Number: 2001 - 11
Date: October 15, 2001

Page 1 of 1

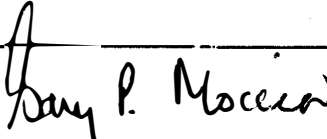
Subject: **INTERIM PROCEDURES AND PRECAUTIONS FOR PROCESSING MAIL AND PACKAGES PRESENTED TO THE INSPECTIONAL SERVICES DEPARTMENT**

Purpose: Because Of Recent National Events, The Following Interim Procedures And Precautions For Processing Mail And Packages Are Instituted Immediately.

Determinations:

1. All mail and packages presented to this department shall be received by the Administration and Finance division in the first instance.
2. The Administration and Finance division shall screen for security purposes all mail and packages delivered to it. Screening shall be undertaken in accordance with the criteria recently published by the Federal Bureau of Investigation (copy attached).
3. Once screened by the Administration and Finance division mail and packages shall then be delivered to the different divisions of the Inspectional Services Department for further processing in the usual manner.
4. All employees who process mail should inform themselves of the criteria provided by the Federal Bureau of Investigation regarding the processing of mail and packages. Employees shall take all appropriate care and caution while performing this function.
5. It is the duty and obligation of all division heads and managers to disseminate the contents of this bulletin to all employees. In order to assist division heads and managers in fulfilling this obligation, the director of Special Operations shall institute such training for division heads, managers and employees as the director of Special Operations may determine necessary and appropriate in these circumstances.
6. The interim procedures contained in this bulletin shall remain in effect until permanent procedures are instituted by the City of Boston for all departments or until such time as they are otherwise altered amended or revoked in writing.

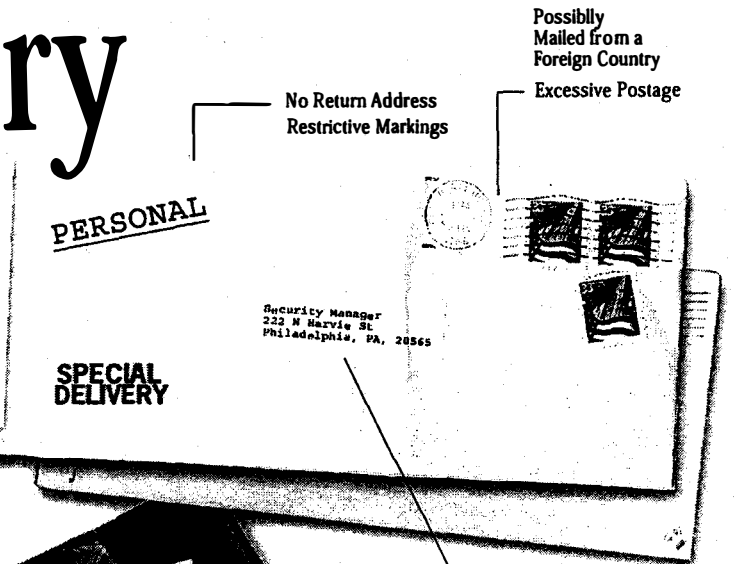
Signed: 
Commissioner
Inspectional Service Department


Gary P. Moccia
Inspector of Building

FBI Advisory

If you receive a suspicious letter or package

What should you do?

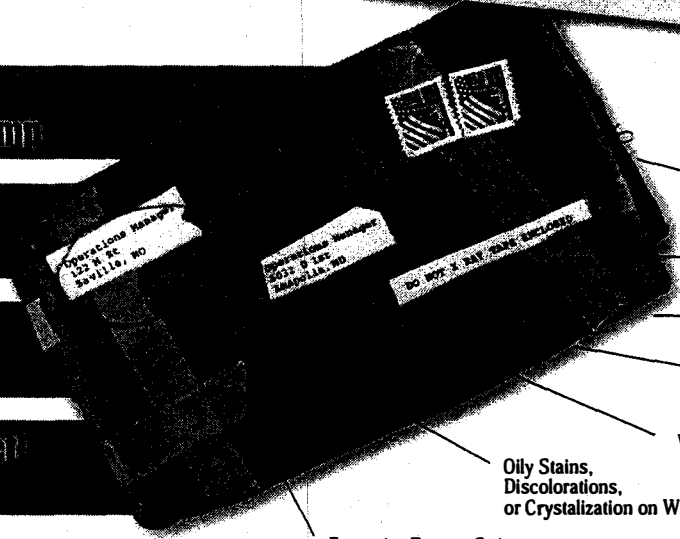


Handle with care
Don't shake or bump

Isolate and look
for indicators

Don't Open, Smell
or Taste

Treat as Suspect
Call 911



If parcel is open and/or a threat is identified...

For a Bomb

Evacuate Immediately
Call 911 (Police)
Contact local FBI

For Radiological

Limit Exposure - Don't Handle
Distance (Evacuate area)
Shield yourself from object
Call 911 (Police)
Contact local FBI

For Biological or Chemical

Isolate - Don't Handle
Call 911 (Police)
Wash your hands with soap and warm water
Contact local FBI



Police Department 911
Fire Department 911
Local FBI Office Will be contacted by Boston Police

(Ask for the Duty Agent, Special Agent Bomb Technician, or Weapons of Mass Destruction Coordinator)



Number: 2001 - 11A
Date: October 23,2001

Page 1 of 1


Subject: **CITY OF BOSTON PROTOCOLS FOR HANDLING MAIL AND PACKAGES**

Purpose: The City Of Boston Has Published Protocols For Handling Mail And Packages, Which Supplement The Procedures Contained In Commissioner's Bulletin No. 2001-11.

Determinations:

1. Recently the City of Boston adopted "Protocols for handling mail/packages," which are attached to this bulletin.
2. These protocols comport with the procedures contained in Commissioner's Bulletin No. 2001-11 and are published here as a supplement to the information contained in the Commissioner's Bulletin No. 2001-11.
3. All division heads, managers, and employees should take note of this information.

Signed: 
Commissioner
Inspectional Service Department


Gary P. Moccia
Inspector of Building



Thomas M. Menino, Mayor

City of Boston Protocols for Handling Mail/Packages

1. Guidelines from the CDC and the US Postal Service regarding handling biological agent threats that may be sent via the mail or through packages will be used to instruct all city staff handling mail and/or packages; all staff handling mail and/or packages will receive copies of these guidelines.
2. Mail will continue to be sorted in the Mail Room, and also in Departments. Staff sorting Mail will be provided with rubber gloves that they can choose to use. Suspicious mail or packages will not be sent any further. Rather, any suspicious mail will be separated and reviewed by Security prior to further distribution. Characteristics of suspicious letters/packages include:
 - No return address
 - Stained, discolored or mail with an odor
 - Return address not matching city/state in the postmark
 - Lopsided or uneven envelope
 - Ticking sound
 - Excessive postage/excessive weight
 - Mail with visual threats on packaging material
 - Mail with an international postmark
3. Mail that is not of an obvious suspicious nature will be sent on to the designated Department. Program staff who open mail will be supplied with rubber gloves that they can choose to use. All staff handling mail will receive instruction on basic safety techniques to be used when handling/opening packages and letters.
4. Suspicious mail will be placed in a sealed plastic bag in the Mail Room or the Department. Security should be called at 5-4444.
5. Should any staff identify any possible source of biological agent contamination, they will immediately contact security @ 5-4444.





Public Health Emergency Preparedness & Response

Your source for information about CDC & State activities

This is an official CDC Health Advisory

Distributed via Health Alert Network
October 12, 2001, 21:00 EDT (9:00 PM EDT)

HOW TO HANDLE ANTHRAX AND OTHER BIOLOGICAL AGENT THREATS

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do, so the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS "ANTHRAX":

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. What to do next...
 - If you are at HOME, then report the incident to local police.
 - If you are at WORK, then report the incident to local police, and notify your building security official or an available supervisor.
7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE:

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!
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5. REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
6. SHOWER with soap and water as soon as possible. *Do Not Use Bleach Or Other Disinfectant On*

Your Skin.

7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

QUESTION OF ROOM CONTAMINATION BY AEROSOLIZATION:

For example: small device triggered, warning that air handling system is contaminated, or warning that a biological agent released in a public space.

1. Turn off local fans or ventilation units in the area.
2. LEAVE area immediately.
3. CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
4. What to do next...
 - If you are at HOME, then dial "911" to report the incident to local police and the local FBI field office.
 - If you are at WORK, then dial "911" to report the incident to local police and the local FBI field office, and notify your building security official or an available supervisor.
5. SHUT down air handling system in the building, if possible.
6. If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS

Some characteristics of suspicious packages and letters include the following...

- Excessive postage
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- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

=====

You have received this message based upon the information contained within our emergency notification data base. If you have a different or additional e-mail or fax address that you would like us to use please notify us as soon as possible by e-mail at healthalert@cdc.gov.

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Updated October 15, 2001

The U.S. Postal Service has had only one confirmed incident of the U.S. Mail being used to transport anthrax bacteria

How likely is it that someone would receive a harmful biological or chemical substance in the mail?

The Postal Service delivers approximately 208 billion pieces of mail per year. Presently, there has been only one confirmed incident of anthrax bacteria being sent through the mail.

What Should I do if I Receive an Anthrax Threat by Mail?

Do not handle the mail piece or package suspected of contamination. Notify your supervisor, who will immediately contact the Inspection Service, local police, safety office or designated person. Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off. Ensure that all persons who have touched the mail piece wash their hands with soap and water. The inspectors will collect the mail, assess the threat situation and coordinate with the FBI. Designated officials will notify local, county, and state health departments. Designated officials will notify the state emergency manager. List all persons who have touched the letter and/or envelope. Include contact information. Provide the list to the Inspection Service. Place all items worn when in contact with the suspected mail piece in plastic bags and keep them wherever you change your clothes and have them available for law enforcement agents. As soon as practical, shower with soap and water. If prescribed medication by medical personnel, take it until otherwise instructed or it runs out. Notify the Center for Disease Control Emergency Response at 770-488-7100 for answers to any questions.

What Is Anthrax?

Anthrax is a bacterial, zoonotic disease caused by *Bacillus Anthracis*. Anthrax occurs in domesticated and wild animals, including goats, sheep, cattle, horses and deer.

The skin form of the disease may be contracted by handling contaminated hair, wool, hides, flesh, blood or excreta of infected animals and from manufactured products such as bone meal. Infection is introduced through scratches or abrasions of the skin, wounds, inhalation of spores, eating insufficiently cooked infected meat or from flies. *The spores are very stable and may remain viable*

for many years in soil and water. They will resist sunlight for varying periods.

, What Are the Symptoms and Effects of Anthrax?

After an incubation period of 1-7 days, the onset of inhalation anthrax is gradual.

Possible symptoms include:

fever

malaise

fatigue

cough

mild chest discomfort followed by severe respiratory distress

This mild illness can progress rapidly to respiratory distress and shock in 2-4 days followed by a range of more severe symptoms, including breathing difficulty and exhaustion. Death usually occurs within 24 hours of respiratory distress.

, What Are the Clinical Features of Anthrax?

Anthrax is an acute bacterial infection of the skin, lungs or gastrointestinal tract. Infection occurs most commonly via the skin.

The cutaneous or skin form of the infection occurs most frequently on the hands and forearms of persons working with infected livestock or contaminated animal products and represents 95% of cases of human anthrax. It is initially characterized by a small solid elevation of the skin, which progresses to a fluid-filled blister with swelling at the site of infection. The scab that typically forms over the lesion can be black as coal, hence the name anthrax - Greek for coal. With treatment, the case fatality rate is less than 1% among people who get the skin form of the disease. The fatality rate for untreated inhaled or intestinal anthrax is over 90%.

The inhaled form of anthrax is contracted by inhalation of the spores, occurs mainly among workers handling infected animal hides, wool and furs. Under natural conditions, inhaled anthrax is exceedingly rare, with only 18 cases reported in the United States in the 20th century.

, What Is the Treatment for Anthrax?

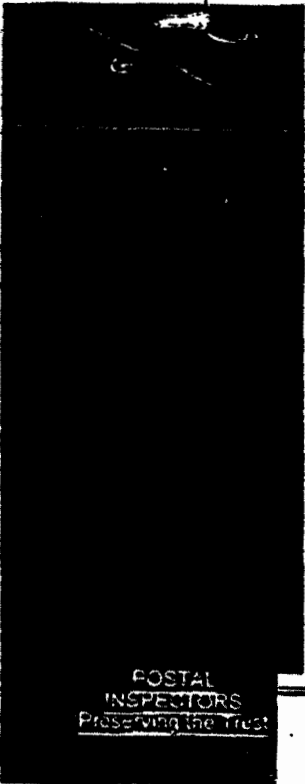
Treatment with antibiotics beginning one day after exposure has been shown to provide significant protection against death in tests with monkeys, especially when combined with active immunization. Penicillin, doxycycline, ciprofloxacin, are all effective against most strains of the disease. Penicillin is the drug of choice for naturally occurring anthrax. If untreated, inhaled anthrax is fatal.

A vaccine is available and consists of a series of 6 doses over 18 months with yearly boosters. This vaccine, while known to protect against anthrax acquired through the skin, is also believed to be effective against inhaled spores.

Effective decontamination can be accomplished by boiling contaminated articles in water for 30 minutes or longer and using common disinfectants. Chlorine is effective in destroying spores and vegetative cells. Remember, anthrax spores are stable, able to resist sunlight for several hours and able to remain alive in soil and water for years.

, What constitutes a "suspicious parcel?"

Some typical characteristics Postal Inspectors have detected over the years, which ought to trigger suspicion, include parcels that are unexpected or from someone unfamiliar to you.



- are addressed to someone no longer with your organization or are otherwise outdated.
- have no return address, or have one that can't be verified as legitimate.
- are of unusual weight, given their size, or are lopsided or oddly shaped.
- are marked with restrictive endorsements, such as "Personal" or "Confidential."
- have protruding wires, strange odors or stains.
- show a city or state in the postmark that doesn't match the return address.

What should I do if I've received a suspicious parcel in the mail?

- Do not try to open the parcel!
- Isolate the parcel.
- Evacuate the immediate area.
- Call a Postal Inspector to report that you've received a parcel in the mail that may contain biological or chemical substances.

###

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Preserving the Trust

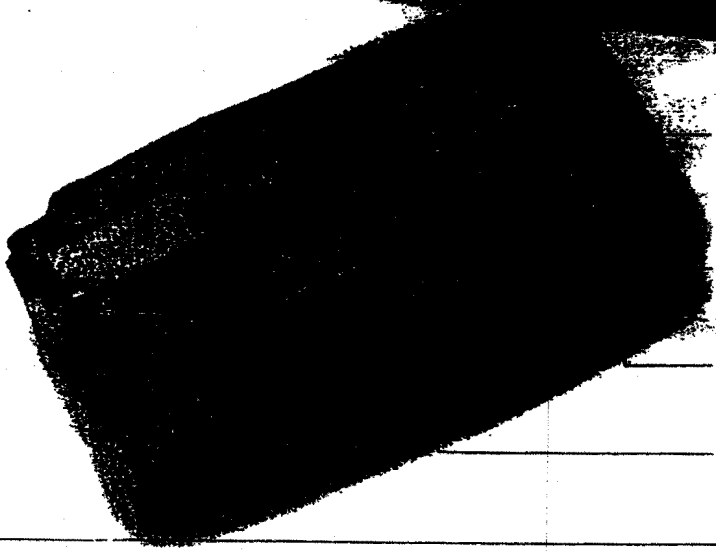
Warning Signs

Here are some things that the Federal Bureau of Investigation is asking people to look for in their mail

No return address

Restrictive markings

Misspelled words; addressed to title only or incorrect title; badly typed or written



Protruding wires

Excessive postage

Lopsided or uneven; rigid or bulky

Excessive tape or string

Oily stains, discolorations or crystallization on wrapper; strange odor



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Public Health Emergency Preparedness & Response
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 October 12, 2001, 21:00 EDT (9:00 PM EDT)

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4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
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6. What to do next...
 - If you are at HOME, then report the incident to local police.
 - If you are at WORK, then report the incident to local police, and notify your building security official or an available supervisor.
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ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE:

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For example: small device triggered, warning that air handling system is contaminated, or warning that a biological agent released in a public space.

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DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do, so the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS "ANTHRAX":

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with **soap and water** to prevent spreading any powder to your face.
6. What to do next...
 - If you are at **HOME**, then report the incident to local police.
 - If you are at **WORK**, then report the incident to local police, **and** notify your building security official or an available supervisor.
7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE:

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!
2. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
3. WASH your hands with **soap and water** to prevent spreading any powder to your face.
4. What to do next...

- If you are at **HOME**, then report the incident to local police.
 - If you are at **WORK**, then report the incident to local police, **and** notify your building security official or an available supervisor.
5. REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
 6. SHOWER with **soap and water** as soon as possible. *Do Not Use Bleach Or Other Disinfectant On Your Skin.*
 7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

QUESTION OF ROOM CONTAMINATION BY AEROSOLIZATION:

For example: small device triggered, warning that air handling system is contaminated, or warning that a biological agent released in a public space.

1. Turn off local fans or ventilation units in the area.
2. LEAVE area immediately.
3. CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
4. What to do next...
 - If you are at **HOME**, then *dial "911"* to report the incident to local police and the local FBI field office.
 - If you are at **WORK**, then *dial "911"* to report the incident to local police and the local FBI field office, **and** notify your building security official or an available supervisor.
5. SHUT down air handling system in the building, if possible.
6. If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS

Some characteristics of suspicious packages and letters include the following...

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

=====

You have received this message based upon the information contained within our emergency notification data base. If you have a different or additional e-mail or fax address that you would like us to use please notify us as soon as possible by e-mail at healthalert@cdc.gov.

Number: 2001 - 12
Date: October 26, 2001

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Subject: **DOCUMENT ROOM OFFICIAL DESIGNATED REPOSITORY FOR INSPECTIONAL SERVICES DEPARTMENT'S POLICY STATEMENTS AND COMMISSIONER'S BULLETINS**

Purpose: To Designate The Document Room As The Official Repository For Inspectional Services Department's Policy Statements And Commissioner's Bulletins

Determinations:

1. Inspectional Services Department's policy statements and Commissioner's Bulletins constitute the officially adopted policies and procedures of the department. As such, these principals, policies, procedures, and rules contained therein are to be followed by all division heads, managers and employees of the Inspectional Services Department while performing the duties and responsibilities incumbent upon them as employees of the department.
2. The Document Room, under the charge of the administrator and ex officio designated general keeper of records for the Inspectional Services Department, shall be the official repository of Inspectional Services Department policy statements and Commissioner's Bulletins.
3. The general keeper of records shall keep policy statements and commissioner's bulletins on file, in consecutive order according to the date each policy statement and commissioner's bulletin is issued. Simultaneously or as soon thereafter as practical (time being of the essence), a new policy statement or Commissioner's Bulletin shall be added to the electronic data file of this department and shall be available for public inspections in this format, or other appropriate format.
4. The general keeper of records shall make policy statements and Commissioner's Bulletins open for public viewing and copying in accordance with the provisions of the State records law and the criteria contained in Commissioner's Bulletin No: 2000-04 dated March 29, 2000.
5. The general keeper of records, shall no later than January 15th of each year publish and deliver to each division head a "Annual Supplement of Policy Statements and Commissioner's Bulletins" compiled as of December 31st of the previous calendar year.

6. The general keeper of records shall by January 31st of each year file with the Commissioner's office a "Certificate of Compliance" certifying that an annual supplement was delivered to and received by each division head. This "Certificate of Compliance" shall be maintained as a permanent record certifying deliveries and receipt of the annual year supplement.
7. This Commissioner's Bulletin is effective immediately and shall remain in force and effect until altered amended or revoked in writing.

Signed: *[Handwritten Signature]*
Commissioner
Inspectional Service Department

[Handwritten Signature: Gary P. Moccia]
Gary P. Moccia
Inspector of Building



Number: 2001 - 13
Date: October 26, 2001

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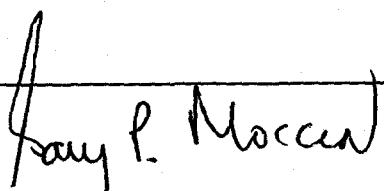
Subject: LEGAL SIGNATURES

Purpose: To Assure Documents Are Approved By Appropriate Personal And Provide Accountability To The Responsible Parties.

Determinations:

1. Effective immediately, if your signature can not be easily read by others; you are required to print your name under your signature. It is each employee's responsibility to check with their supervisor for legibility of your signature if you have any questions.

Signed: 
Commissioner
Inspectional Service Department


Gary P. Moccia
Inspector of Building