

<b>OTA Virtual Site Visit Preparation Template</b>		
<b>Company Name:</b>		<b>Date of Site Visit:</b>
<b>OTA Staff Lead:</b>		<b>OTA Secondary Staff:</b>
<b>Main Company Contact</b> (must be reachable during site visit in case of disconnection):		<b>Contact Phone</b> (must be reachable during site visit in case of disconnection):
<b>Contact Email:</b>		
<p><b>Virtual site visit protocol:</b> OTA staff would like to engage your company in a virtual Zoom site visit. All services provided by OTA are free and confidential under the Toxics Use Reduction Act (TURA), and therefore, <u>will never be recorded</u>. Only staff approved by the OTA company contact will be allowed into the meeting. In the event that an unknown person joins the Zoom meeting, the meeting will be terminated by OTA staff who will then call you directly at the phone number that you have provided.</p> <p>In order to best serve your needs please supply OTA with the following items <b>1 week</b> before the scheduled virtual site visit. Following a review of the requested information, OTA will contact you to address any additional questions and finalize the schedule for the visit.</p>		
<b>Please provide the following requested items to:</b>		
<b>OTA Staff Name</b>	<b>OTA Staff Email</b>	<b>Deadline</b>
<b>Names of company staff allowed into the zoom meeting:</b>		<b>SDS sheets or pictures of product labels:</b>
<b>Pictures of facility areas:</b>		<b>Pictures of equipment:</b>
<b>Process flow diagrams:</b>		<b>Facility floor plan:</b>
<b>Other relevant information:</b>		
<p><b>Company Requirements During Virtual Site Visit:</b> See the <b>Virtual Site Visit Instructions for OTA Clients</b> document sent to you by your OTA contact for a description of the technology requirements and procedures that will be used to conduct the virtual visit.</p>		