

## NOTIFICATION PRIOR TO USE OF DATA

### PLEASE READ COMPLETELY.

**NOTE:** Please read both pages thoroughly, complete all requested information, and initial or sign in all appropriate spaces on page 2.

The BASE study developed baseline data on the status of indoor air quality in office buildings across the country. As part of this effort, the US EPA Office of Air and Radiation's Indoor Environments Division is making the Building Assessment Survey and Evaluation (BASE) data set for the 100 randomly selected buildings studied from 1994 to 1998 available to the general public. BASE data were collected according to a specific protocol, from a randomly selected study area within the office building. The study area was defined based upon a minimum occupancy of 50 persons served by no more than two air handling units. In conducting data analyses using these data, the manner of collection and the limitations associated with that collection must be considered.

Although EPA has extensively quality assured the data, the release of the data in no way implies that the data set is free of errors or that the data should be used without a comprehensive review of the background information and data collection notes. Research that relies upon the data may be seriously compromised if the researcher fails to understand these implications. If any anomalies in the data are found, the researcher should notify EPA immediately.

To avoid misinterpretation of these data and to ensure their consistent use and application we request that you read the following points, sign and return this notification acknowledging your receipt and understanding.

- The large building protocol used to collect BASE data should be referenced as an important basis for interpreting any data. For example, while the data set is coded by building, it should be understood by anyone using the data that some of the data come only from a randomly selected test space within the building.
- In addition to the protocol, supplementary information such as comments fields and notes files contain important information which affects how the data can be correctly interpreted. It is imperative that data are used in analyses only after a review of the corresponding relevant supplementary information.
- The study was conducted over multiple years. When referencing the data set, the designation BASE '94 - '98 should be used to avoid any possible confusion with earlier releases of partial data sets. If a subset of the data for only one year is used it should be labeled as such.
- These data have undergone documented quality assurance procedures and all reasonable efforts have been made to ensure the validity of the data. However, it is expected that anomalies may be discovered as further analysis is made and therefore it is incumbent upon the researchers to assess the reasonableness of the data prior to use and after analysis. EPA is not responsible for any research, analysis, or conclusions drawn from the data that turn out to be flawed. If any anomalies are suspected, please contact EPA through the website [www.epa.gov/iaq/base](http://www.epa.gov/iaq/base).

I understand the caveats regarding the use of these data.

Signature \_\_\_\_\_ Date \_\_\_\_\_

EPA plans to maintain a list of all requesters of these data. This list will help EPA provide updates and information on any major anomalies in the data identified, if necessary.

Name \_\_\_\_\_ (please print) Phone: \_\_\_\_\_  
Address \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ email: \_\_\_\_\_  
\_\_\_\_\_

To assist EPA in facilitating communication among researchers it would be helpful to get a brief description of your area(s) of interest in using the data (optional):

Please sign and return the second page of this Notification Prior to Use of Data Form with your mailing address to:

US EPA  
Indoor Environments Division  
BASE Workgroup  
1200 Pennsylvania Avenue, NW  
Mail Code 6609J  
Washington, DC 20460  
FAX: (202) 343-2393

If you have any questions regarding the use of these data or identify problems with the data set, please contact the BASE workgroup at [BASEworkgroup@epa.gov](mailto:BASEworkgroup@epa.gov). Thank you for your cooperation.