

Describe the screen established by your ethics officer: (Attach additional pages as needed.)

See attached

Area with horizontal dashed lines for describing the screen established by the ethics officer.

AFFIRMATION

Your signature below affirms that your disclosures on this form are true, complete, and correct to the best of your knowledge and belief. In addition to this form, you have attached a copy of your written disclosure to your agency appointing authority and ethics officer.

Signature of state officer, employee or special state appointee

Timothy R. Pettifor

Date signed (month, day, year)

06/20/2017

Printed full name of state officer, employee or special state appointee

Timothy R. Pettifor

FOR ETHICS OFFICER USE ONLY

Your signature below affirms that you have reviewed this disclosure form and that it is true, complete, and correct to the best of your knowledge and belief. You also attest that your agency has implemented the screen described above.

Signature of ethics officer

Kathleen Mills

Date signed (month, day, year)

6/20/2017

Printed full name of ethics officer

Kathleen Mills

Protocol
to Screen IDEM Employee Timothy R. Pettifor
from any matters regarding
Pink Front Laundry,
Big Bend Properties,
Harmon Two Corporation
and Dean and Michelle Harmon

Timothy R. Pettifor is employed as a Senior Environmental Manager in the Risk Services Section of IDEM's Office of Land Quality ("OLQ"). He is responsible for providing risk assessment services to OLQ staff, principally project managers involved in environmental remediation projects. He evaluates risk assessments and reports submitted by outside parties including evaluation of exposure scenarios used in risk assessment. He documents these evaluations in technical memoranda that provide a concise overview of risks and provides support to project managers in site meetings when necessary.

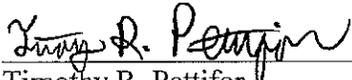
Prior to accepting a position in Risk Services in August 2015, Mr. Pettifor's brother-in-law and sister (Dean Harmon and Michelle Harmon, respectively) purchased a laundromat located at 266 E. Main Street, Mooresville, IN 46158 through Harmon Two Corp. The on-site building is owned by Big Bend Properties, and the laundromat is doing business as Pink Front Laundry. In 2016, Mr. Pettifor's relatives made the decision to sell the laundromat, and recently a prospective buyer's bank required a Phase I investigation. The Phase I investigation indicated the laundromat was once a dry cleaner, and a Phase II investigation was then conducted. Mr. Pettifor's relatives informed him the results of the Phase II investigation demonstrated tetrachloroethylene had impacted the ground water at this site.

To date, Mr. Pettifor has not been involved in any matters at IDEM regarding Harmon Two Corp, Big Bend Properties, Pink Front Laundry, Dean and Michelle Harmon, or the property located at 266 E. Main Street in Mooresville, IN.

IDEM shall implement the following procedures to screen Mr. Pettifor from any matters that may arise at IDEM regarding Harmon Two Corp, Big Bend Properties, Pink Front Laundry, Dean and Michelle Harmon or the property located at 266 E. Main Street in Mooresville, IN.

1. Risk Services Section Chief, Susan McKinley, shall provide written notification to Risk Services Staff that they are not to disclose any information regarding any matter involving or possibly involving Harmon Two Corp, Big Bend Properties, Pink Front Laundry, Dean and Michelle Harmon, or the property located at 266 E. Main Street in Mooresville, IN to Timothy Pettifor.
2. Ms. McKinley will assign any matter current or in the future regarding or possibly regarding the property located at 266 E. Main Street in Mooresville, IN, Harmon Two Corp., Big Bend Properties, Pink Front Laundry, or Dean and Michelle Harmon to another employee within the Risk Services Section.

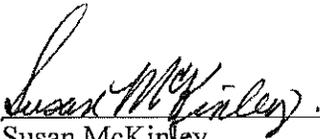
3. Mr. Pettifor shall recuse himself from the portion of any meeting in which any matter concerning Harmon Two Corp, Big Bend Properties, Pink Front Laundry, Dean and Michelle Harmon or the property located at 266 E. Main Street in Mooresville, IN is discussed. Staff shall refrain from discussing any matter or potential matter regarding these companies, entities or property in Mr. Pettifor's presence.
4. Mr. Pettifor shall not discuss any matter or potential matter involving the companies, entities or property listed above with any IDEM employee.
5. Any documents regarding matters involving the companies, entities, or properties listed above are a matter of public record and shall be contained in IDEM's Virtual File Cabinet ("VFC"). Those documents are submitted into the VFC by another section at IDEM and Mr. Pettifor shall not have access to the documents prior to their submittal to the VFC. He shall not have access to alter those documents.
6. Timothy R. Pettifor shall immediately inform Susan McKinley and IDEM Ethics Officer Kathleen Mills if any provision of this screening protocol is violated.
7. Mr. Pettifor shall follow IC §4-2-6-9(b) and either seek an advisory opinion from the State Ethics Commission or file a written disclosure statement with the Commission as required.



 Timothy R. Pettifor

June 2, 2017.

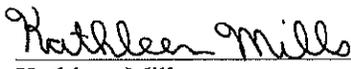
 Date



 Susan McKinley
 IDEM Risk Services Section Chief

6-1-17.

 Date



 Kathleen Mills
 IDEM Ethics Officer

6/2/17

 Date

Croft, Celeste

From: Pettifor, Timothy
Sent: Tuesday, June 20, 2017 10:50 AM
To: PIGOTT, BRUNO
Cc: MILLS, KATHLEEN; McKinley, Susan; Cooper, Jennifer
Subject: Potential Conflict of Interest

Follow Up Flag: Follow up
Flag Status: Flagged

Commissioner,

This email is to inform you as required by IC 4-2-6-9, that I have a potential conflict of interest in the performance of my work. I am a SEM 1 in Risk Services for OLQ and am responsible for providing risk assessment services. My sister and brother-in-law own a laundromat on a site that had once been a dry cleaning business. When attempting to sell the business, they found that tetrachloroethylene had impacted the ground water at the site. I have worked with my supervisor, Susan McKinley and Ethics Officer Kathleen Mills to institute a protocol to screen me from any matters regarding the companies and properties owned by my sister and brother-in-law.

Timothy R. Pettifor
Senior Environmental Manager 1
Risk Services Section

Croft, Celeste

From: Pettifor, Timothy
Sent: Tuesday, June 20, 2017 10:17 AM
To: Cooper, Jennifer
Cc: Croft, Celeste
Subject: RE: Conflict of Interest – Decisions and Voting - Email Scanned Copies
Attachments: Signed55860.pdf; Ethics screening protocol Pettifor.pdf

Jen Cooper,

Please see the attached documents.

Timothy R. Pettifor
Senior Environmental Manager

From: Cooper, Jennifer
Sent: Monday, June 19, 2017 2:50 PM
To: Pettifor, Timothy <TPettifo@idem.IN.gov>
Cc: Croft, Celeste <CCroft@ig.IN.gov>
Subject: FW: Conflict of Interest – Decisions and Voting - Email Scanned Copies

Hi Timothy,

Thank you for submitting this form to our office. I was reviewing your submission and noticed that the disclosure form itself is not signed by you or your Ethics Officer, Kathleen Mills. Both of you will need to sign the form (even though you included an attachment that is signed) in order for us to consider this a complete filing. Further, a copy of the notification you provided to your agency's appointing authority (Bruno Pigott) informing him of the potential conflict of interests is also required to meet the disclosure requirements.

Please let me know if you have any questions.

Thanks and have a great day,

Jen Cooper
State Ethics Director
Office of the Inspector General
315 W. Ohio Street, Room 104
Indianapolis, IN 46202
317-234-4108
jcooper@ig.in.gov

From: Croft, Celeste
Sent: Monday, June 19, 2017 2:11 PM
To: Pettifor, Timothy <TPettifo@idem.IN.gov>
Cc: Cooper, Jennifer <JCooper@ig.IN.gov>
Subject: RE: Conflict of Interest – Decisions and Voting - Email Scanned Copies

Dear Mr. Pettifor:

Good afternoon.

Please find attached a file-stamped copy of the Ethics Disclosure Statement that you emailed to our office earlier today.

Thank you. Have a great week.

Celeste Croft, Legal Assistant
Office of the Inspector General
315 W. Ohio Street, Room 104
Indianapolis, IN 46202
ccroft@ig.in.gov
T: 317-232-3850
F: 317-232-0707

From: Pettifor, Timothy
Sent: Monday, June 19, 2017 1:35 PM
To: IG Info <info@ig.IN.gov>
Subject: Conflict of Interest – Decisions and Voting - Email Scanned Copies

Inspector General:

Attached you will find State Form 55860 and the ethics screening protocol set up by my ethics officer. Please let me know if these documents are not sufficient.

Timothy R. Pettifor
Senior Environmental Manager 1