

Theodorellys, Penny

From: Theodorellys, Penny
Sent: Wednesday, January 29, 2003 1:53 PM
To: Radhakrishnan, Krish
Cc: Gilsenan, Michael
Subject: Athenica Environmental

I visited the temporary office set up by Athenica Environmental (Athenica) on January 29, 2003 to examine the monitoring contractor's performance with regards to the USEPA indoor residential cleaning and testing program.

Overall, Athenica was well organized, aware of the procedures for contacting and scheduling, was able to provide responses to any and all questions I posed with minimal effort. Athenica basically used Excel worksheets and the USEPA database for their tracking and did not resort to any handwritten notes to provide information.

Here are the figures and comments:

1. 1570 Original Requests, 411 "test only" requests and 1159 "clean and test" (count obtained from the information provided by USEPA).
2. Athenica was (and is) accepting changes to the original requests. 59 Residents changed their requests from "clean and test" to "test only" and 21 residents changed their requests from "test only" to "clean and test". I spoke to Athenica regarding changes from "test only" to "clean and test". They were not aware of the discussions with USEPA regarding this issue and had not received instructions from USEPA regarding this matter. Athenica is not able to make changes in the requests in the database. The list of changes to date was forwarded to USEPA to update the database. A check this morning indicated the changes were not made. Athenica will be making weekly updates and will confirm with Eric Wilson regarding the policy of changing from "clean and test" to "test only" (ie. not permitted) based on my instruction. Please note the figures in "1" above do not reflect the changes in the requests that Athenica reported.
3. To date Athenica has scheduled and completed one (1) Scope B clean-up at a residence and 198 Scope A. Two (2) whole building clean-ups, common spaces, (50 Battery Place, 9 floors and 99 Battery Place, 28 floors) have been completed. Work is in progress on the 3rd.
4. All "test only" have been contacted. Not all have responded.
5. Contacting "cleaning and testing" is based on the results of the HVAC inspection and the clean up of the common spaces. Eric Wilson directs when to start calling residents in the next building. All residents in buildings where Athenica was cleared to proceed have been outreached to.
6. The whole building requests have multiple entries in the database based on requests from different individuals. Athenica determines which of the requests is valid and works from the confirmation number of the valid requests (ie. request from management/owner not tenant). According to the

USEPA listing to Athenica, there are 44 whole building requests in the system. The actual figure of valid requests based on Athenica's report is 21 (this number was confirmed in an earlier telephone conversation between Athenica and Eric Wilson). The requests for whole building include both HVAC and common spaces for each. Athenica currently has four (4) buildings pending HVAC inspection (200 Rector, 300 Rector, 350 Albany, and 21 South End). All buildings in the quad have HVAC. HVAC inspections include the removal of "mushrooms" and the use of scopes).

7. Athenica reported an issue with 333 Rector. The HVAC inspection was completed and a clean up was to be performed of the HVAC and common spaces. The management withdrew from the program after signing the agreement. 333 Rector remains on the list and is still considered a valid request since the agreement is with Athenica. Documentation has not been provided from the management regarding the withdrawal from the program. Athenica needs a cancellation to be sent.
8. 41 Residents have withdrawn from the program and 22 residents have been sent letters based on the cancellation policy. Some of these 22 residents have until February 11, 2003 to be reinstated in the program.
9. Athenica is tracking contacts and calls. They enter notes regarding how the resident was contacted and the result of the contact.
10. Athenica will provide us copies of their excel files via my e-mail. I'll forward information.

This one was the easiest to date.