NYC 9/11 Public Portal Document

All appropriate data, original field forms/data sheets, and chain-of-custody forms shall be completed in accordance with the instructions contained in the contract and provided to EPA. All samples and copies of necessary documentation shall be hand delivered to EMSL laboratories at: 307 W. 38th St., New York, New York 212-290-0051. This information may also be provided via FormsII Lite (F2L) or an alternative electronic format that is accessible by the laboratory.

Deliverables

All deliverables shall be provided via F2L or an agreed upon alternative electronic format approved by USEPA and DEP.

The Project Monitor shall also maintain a copy of each deliverable and all filed documentation submitted under this contract for 365 days.

The Project Monitor shall direct and coordinate all services and report all findings to EPA. The scope of this project will be as follows:

1. The Project Monitor shall be responsible for accessing a secure EPA Website (url, user name and password to be provided by EPA) to obtain requestor information (address, building identification numbers, etc.). In coordination with the EPA, the Project Monitor will access residential services requested from the Website and schedule clean-up activities and air sampling with the tenants/owners, asbestos abatement contractors and air monitoring technicians for the various apartments. The Project Monitor will then supply relevant information on activities for the EPA Indoor Air database via the secure EPA website. Data to be input may include but is not limited to start and completion dates for the cleaning, sampling dates and sample identification numbers.

Deliverable

The Project Monitor shall review all deliverables prior to submission to EPA. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors.

The Project Monitor shall provide a validated address and scheduling information into the EPA Indoor Air web database via F2L or an agreed upon alternative electronic format or website approved by EPA within 24 hours of activity.

2. The Project Monitor will schedule and conduct pre-cleaning or pre-sampling building inspections of the residential units, heating, ventilation and air conditioning systems (HVAC) and common spaces based on the information and requests from the residents and building owners. Residents will be provided with information **prepared by EPA** regarding sampling

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