

DRAFT

Date

Building Owner Name
Address

Subject: Building Address, Block, Lot

Dear Sir/Madam:

In September 2001, the New York City Department of Environmental Protection (NYCDEP) and the Department of Health (NYCDOH) advised building owners regarding building maintenance and re-occupancy issues following the collapse of the World Trade Center. The steps included the assessment of building contamination for possible hazardous components, including asbestos.

Recently, a visual survey of your building's roof and façade was conducted as a follow up to DEP's October survey of buildings around the World Trade Center site. The survey was conducted by teams consisting of staff from the Federal EPA, NYCDEP and NYSDOL. Their report indicated that your building façade and/or roof had dust accumulations.

Please be advised, building owners are responsible for the cleaning of building exteriors, grounds and common areas. Due to changing conditions and continued activity at Ground Zero, building owners should periodically assess the condition of building exteriors and air conditioning systems for cleanliness and may have to periodically re-clean areas. Adherence to proper cleaning methods is important for the protection of public health and the environment.

In addition to addressing the dust accumulation on your building, we are requesting copies of the environmental hazard assessments including bulk sample results, air monitoring results and a summary of clean-up activities at the above-referenced site. The requested documents must be faxed to (718) 595-3744 or sent to the NYCDEP Asbestos Control Program at 59-17 Junction Boulevard, 8th floor, Corona, New York 11373-5108.

If you have any questions, you may reach the NYCDEP at (718) 595-3682 during office hours or the 24-hour Help Center at (718) DEP-HELP. The NYCDOH may be reached at (212) - . The NYCDEP and NYCDOH staff is available to provide guidance and technical assistance.

Sincerely,

Department of Environmental Protection
Department of Health