



**Department of
Environmental
Protection**

59-17 Junction Boulevard
Corona, New York
11368-5107

**Joel A. Miele Sr., P.E.
Commissioner**

Tel (718) 595-6565
Fax (718) 595-3525
jmiele@nysnet.net

**NEW YORK CITY
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**NOTICE TO BUILDING OWNERS
LOCATED SOUTH OF 14TH STREET, MANHATTAN**

**Building Maintenance Issues Involved in
Reopening Buildings Closed Since Tuesday**

- **Air Circulation Systems:** Building owners are advised that air circulation systems not operated since Tuesday must have their filters replaced before the system is restarted. Systems should be run on a recirculated air setting and not on fresh air, if possible, until the WTC fire is extinguished.
- **Asbestos or other Hazardous Materials situations:** Owners/managers should have possible contamination problems, indoors or at roofs, reviewed by competent professionals (i.e., R.A.s, P.E.s, Asbestos Inspectors, etc.) prior to beginning clean-up of buildings with maintenance personnel. Where no problems are noted, proceed with clean-up. Where problems (i.e., HazMat) are noted, contact DEP as indicated below.
- **All issues regarding air asbestos and/or hazardous material clean-up** should be directed to the Department of Environmental Protection's complaint center at 1-718 DEP-HELP (337-4357). Help center operators will refer your call to Asbestos and Hazardous Materials staff from 8:00 a.m. to 8:00 p.m. every day including weekends until such time as the Mayor's office declares the emergency over. Staff will review each case individually on the telephone and verbally approve clean-up activities--paperwork to follow. Emergency situations which arise outside of these time frames will be handled by help center staff taking down the caller's name and contact phone number and notifying personnel on stand-by who will then contact the caller directly.
- **Open Water tanks:** Building owners are advised that water tanks not operated since Tuesday must be completely drained from the cellar, flushed, cleaned, refilled and plumbing systems flushed before having the building reoccupied. You should contact the water tank cleaner who normally performs this yearly operation for you to arrange for this cleaning, if possible.
- **All other water pressure, sewage, noise and air quality complaints** should be directed to 1-718-DEP-HELP.



(718) DEP-HELP

1) use DEP letter head

(DRAFT)

Date: _____

Building Owners, Contractors and

**Clearance PROCEDURES FOR CLEAN-UP CREWS To Obtain
NEEDING ACCESS TO BUILDINGS NEAR THE WTC DISASTER SITE**

Building owners, Contractors,

needing
making to obtain

Sp. our
assessments or
first

Crew chiefs and all staff ~~requiring~~ access to buildings for clean-up must report to 110 Maiden Lane/80 Pine Street for check-in with the Economic Development Corporation. They must show

be prepared
to show
the
following:

- 1) An official work order/on company letterhead with (name, address and telephone number
- 2) A list of all employees who will be working [at the site] in the building
- 3) Each employee must show identification (i.e., work ID, license, passport, business cards)

the
names
of

Following check-in, they will be provided tickets for each person cleared and will walk over to Broadway and Fulton Street where they will provide this information to the Police Command Post for security clearance and an escort to the site.

other
ID with
picture

Access will be denied if any of the above ~~mentioned information is not available.~~ requirements for entry are not met ①

Clearance by EDC, building owners and contractors will be issued an "Approved Pass" and will be directed to walk a [few blocks] to B- & F- Street where they will ~~be asked to show~~ the "Clearance Pass" to the P-C Post ~~for security clearance~~. Once they receive security clearance, they will have police escort to the building site.

K-

Some suggestions,
Any questions, I'm
here. Please show
to Mike + whoever
else you were asked to
show it to, and please fax
to E. Kerry. The (P)

9/21/01

(P)



ROSE MARABETTI
DIRECTOR
ENVIRONMENTAL ECONOMIC DEVELOPMENT ASSISTANCE UNIT
BUREAU OF AIR, NOISE & HAZARDOUS MATERIALS
59-17 Junction Blvd., 11th floor
Corona, New York 11368-5107
Office: (718) 595-4541
Fax: (718) 595-4422
E-Mail: rosem@nysnet.net

Xent

9/21/01

To: Elizabeth Perry, Dir. Energy Services
EDC— 110 Maiden Lane office
FAX (212) 509-7544
TEL (212) 509-7549/7486/7537

From: Rose Marabetti (718) 595-4541
Karen Ellis (718) 595-4394
FAX (718) 595-4422

Elizabeth—

We are getting many calls about entry to
buildings by owners + contractors.

Please review the draft + let us know ASAP
whether these procedures are okay with EDC.

We don't plan to hand out, but to use for
internal use for DEP + USEPA.

Please call/fax back today.
Thank you, Rose

cc: m. Gibran

September 21, 2001

DRAFT

PROCEDURES FOR BUILDING OWNERS, CONTRACTORS AND CLEAN-UP CREWS TO OBTAIN ACCESS TO BUILDINGS NEAR THE WORLD TRADE CENTER DISASTER SITE

Building owners, contractors, crew chiefs and all staff needing to obtain access to buildings for assessment or clean-up must report first to 110 Maiden Lane/80 Pine Street for check-in with the NYC Economic Development Corporation (EDC) and must be prepared to show the following:

- 1) An official work order or request on company letterhead with the name, address and telephone number of the company
- 2) A list of the names of all employees who will be working in the building.
- 3) Each employee who will be working in the building must show identification with picture (e.g., work ID, passport, driver's license, other ID with picture)