

Fax:2127045142

** Transmit Conf. Report **

P.1

Mar 15 2002 19:02

Telephone Number	Mode	Start	Time	Page	Result	Note
917185954422	NORMAL	15.18:59	1'57"	4	* O K	

Wkly 3/11-3/16

Rose

Thank you

Any questions, please call at the above number.

- Attached please find:
- 1) Summary of Attendance for week of 3/11 - 3/15
 - 2) B. Macdonald's Overtime Authorization Form
 - 3) R. Macalotti's Managerial Time Sheet

Re: Attendance of BSC Staff +
R. Macalotti's Time Sheet

Mayor's best man, A. O. Kottner - (Call)

(212) 704-5170 fax
(212) 704-5115 tel

From Rose Macalotti

To: Ellen Dine Houston

(~~2~~⁴ pages with
cover)

BEC —

(718) 595-4422 FAX

From: Rose Marabetti

(212) 704-5170 fax

(212) 704-5115 tel

(Mayor's lower man. A Q Notice — (212)

Re: Attendance of BEC Staff +
R. Marabetti's Time sheet

Attached please find:

- 1) Summary of Attendance for week of 3/14 — 3/15
- 2) B. MacDonald's Overtime Authorization Form
- 3) R. Marabetti's Managerial Time Sheet

Any questions, please call at the above number.

Thank you

Rose

Attendance of DEP Staff at the
Lower Manhattan Air Quality Hotline
(212) 221-8635

Monday

Attendance of NYCDOP (EEDHU + B. Poff's staff) at Lower Manhattan Air Quality Hotline Call 201-86355

Monday 3/11/02	Tuesday 3/12/02	Wednesday 3/13/02	Thursday 3/14/02	Friday 3/15/02
Rose Marabetti 9-7:00 PM	R. Marabetti* 9:00 - 7:00 PM	R. Marabetti 11:25-7:15	B. Macdonald 11-7:00 PM	R. Marabetti 11-7:00 PM
Bruce Macdonald 9-7:00 PM	Bruce Macdonald 11-7:00 PM	B. Macdonald 11-7:00 PM	K. Ellis 11-7:00 PM	B. Macdonald 10-7:00 PM
Rach Ellis 9-7:00 PM	Tiekria Moore 11-7:00 PM	K. Ellis 10-7:00	T. Moore 9:30-3:45	K. Ellis 10:00-7:00 PM 7:00-7:00 PM
Savern Rollins 9-7:15 PM	Karen Ellis* 8:00 - 4:30	T. Moore 10:15-6:10	S. Rollins 10:00-7:00	T. Moore 10-7:00 PM
Tiekria out today	S. Rollins 11:15-7:15	Savern Rollins 10:00-7:00	R. Marabetti at conference at Hunter College on Health Issues after the WTC 9:00-4:30 PM	Savern out today

Attendance of NYC OEP (EFDAA + B. Pollins staff) at Lower Manhattan Air Quality Hotline Call 201-86355

Monday 3/11/02	Tuesday 3/12/02	Wednesday 3/13/02	Thursday 3/14/02	Friday 3/15/02
Rose Marabetti 9-7:00 PM	R. Marabetti 9:00 - 7:00 PM	R. Marabetti 11:25-7:15	B. Macdonald 11-7:00 PM	R. Marabetti 11-7:00 PM
Bruce Macdonald 9-7:00 PM	Bruce Macdonald 11-7:00 PM	B. Macdonald 11-7:00 PM	K. Ellis 11-7:00 PM	B. Macdonald 10-7:00 PM
Karen Ellis 9-7:00 PM	Fickesha Moore 11-7:00 PM	K. Ellis 10-7:00	T. Moore 9:30-3:45	K. Ellis 10:00-7:00 PM
Savern Pollins 9-7:00 PM	Karen Ellis 8:00-4:30	T. Moore 10:15-6:10	S. Pollins 10:00-7:00	T. Moore 10-7:00 PM
Fickesha out today	S. Pollins 11:15-7:15	Savern Pollins 10:00-7:00	R. Marabetti at conference at Hunter College on Health Issues after the WTC 9:00-4:30 PM	Savern out today
	* Am - Held a Printers' Workshop at the Guardia College			

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF ENVIRONMENTAL COMPLIANCE**

WEEK: MONDAY - FRIDAY
3/11/02 - 3/15/02

UNIT: ENV. ECONOMICS DEV. ASSISTANCE
TITLE: CITY SEASONAL AIDE
DIST #: 5005

The undersigned certify that they were present and engaged in the business of the office during the hours placed opposite their respective names.

NAME	ARR	SIGNATURE	LUNCH OUT IN	DEP	SIGNATURE	REMARKS
MON						
GRACE, 3/14 TIEHESIA						A.L.
TUES						
GRACE, 3/12 TIEHESIA	11 ⁰⁰		1 ⁰⁰ 2 ⁰⁰	7 ⁰⁰		
WED 3/13						
GRACE, TIEHESIA	10 ¹⁵		1 ⁰⁰ 2 ⁰⁰	6 ¹⁰		
THUR 3/14						
GRACE, TIEHESIA	9 ³⁰			3 ⁴⁵		No Lunch worked str.
FRI 3/15						
GRACE, TIEHESIA	10 ^{00am}			7 ^{00pm}		

Supervisor initials required for other than scheduled work hours.

Certification of Accuracy

Supervisor Signature

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF ENVIRONMENTAL COMPLIANCE**

WEEKENDING: 3/16/02SECTION: ENV. ECONOMICS DEV. ASST.DISTRIBUTION NO: 1601 & 5005

The undersigned certify that they were present and engaged in the business of the office during the hours placed opposite their respective names.

FULL TIME

NAME	ARR	SIGNATURE	LUNCH OUT IN	DEP	SIGNATURE	REMARKS
------	-----	-----------	-------------------	-----	-----------	---------

MONDAY 3/11

DIST# 1601 ELLIS, KAREN	9	Kellis	2 3 7		Kellis	9
MACDONALD, BRUCE	9	Bruce	2 3 7		Bruce	9

TUESDAY 3/12

DIST# 1601 ELLIS, KAREN	8	Kellis	2 3 7	4:30	Kellis	7 1/2
MACDONALD, BRUCE	11	Bruce	2 3 7		Bruce	7

WEDNESDAY 3/13

DIST# 1601 ELLIS, KAREN	10	Kellis	2 3 7		Kellis	8
MACDONALD, BRUCE	11	Bruce	2 3 7		Bruce	7

THURSDAY 3/14

DIST# 1601 ELLIS, KAREN	11	Kellis	2 3 7		Kellis	7
MACDONALD, BRUCE	11	Bruce	2 3 7		Bruce	7

FRIDAY 3/15

DIST# 1601 ELLIS, KAREN	1	Kellis	3 4 7		Kellis	1 5 (Pm)
MACDONALD, BRUCE	10	Bruce	2 3 7		Bruce	8

Supervisor's initials required for other than
scheduled work hours.

AM IN OFF.

Certification of Accuracy

Rose Marabetti

Supervisor's Signature

MANAGERIAL
TIME RECORD

THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION
WEEKLY TIME SHEET

NAME Rose Marabetti
WEEK ENDING (SATURDAY) 3/16/02
S.S.# 11

BUREAU BEC
ETDAU
DIVISION _____

CHARGES TO LEAVE BALANCES

DAY	ARRIVE	DEPART	NO. HOURS WORKED	ANNUAL LEAVE	SICK LEAVE	OVERTIME	REMARKS
3/12 SUNDAY							
3/13 MONDAY	9	7	9				James Marabetti AW Not home
3/14 TUESDAY	9	7	9				9-11-02 for James Marabetti 1-7 at home Marabetti
3/15 WEDNESDAY	12:25	7:15	6 3/4				
3/16 THURSDAY	9	4:30	6 1/2				
3/17 FRIDAY	11	7:00	7				
3/18 SATURDAY							
TOTAL			38 1/4				

I HEREBY CERTIFY that the time shown above, correctly
represents my attendance for the indicated week.

EMPLOYEE'S SIGNATURE Rose Marabetti DIVISION OR BUREAU HEAD _____ AGENCY HEAD _____
DATE 3/15/02 DATE _____ DATE _____

INSTRUCTION:

DUPLICATE (BUREAU HEAD)

MANAGERIAL
TIME RECORD

THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION
WEEKLY TIME SHEET

NAME Rose Marabetti
WEEK ENDING (SATURDAY) 3/16/02
S.S.# PI

BUREAU BEC
DIVISION ELDAU

CHARGES TO LEAVE BALANCES

DAY	ARRIVE	DEPART	NO. HOURS WORKED
3/12 SUNDAY			
3/13 MONDAY	9	7	9
3/14 TUESDAY	9	7	9
3/15 WEDNESDAY	12:25	7:15	6 3/4
3/16 THURSDAY	9	4:30	6 1/2
3/17 FRIDAY	11	7:00	7
3/18 SATURDAY			
TOTAL			38 1/4

ANNUAL LEAVE	SICK LEAVE	OVERTIME	REMARKS
			<u>James</u>
			<u>AW Not in</u>
			<u>9-11 for 6 months</u>
			<u>1-7 at 10:15 AM</u>

I HEREBY CERTIFY that the time shown above, correctly
represents my attendance for the indicated week.

EMPLOYEE'S
SIGNATURE Rose Marabetti
DATE 3/15/02

DIVISION OR BUREAU HEAD _____ AGENCY HEAD _____
DATE _____ DATE _____

INSTRUCTION:

DUPLICATE (BUREAU HEAD)

3/11/02 - Monday

Dept. of Health

Dept. of Environmental Protection

Sign in Sheet

	<u>Name</u>	<u>DEPT.</u>	<u>In</u>	<u>Out</u>
	1. Diane M. Dineen	(ATSDR) DEP	8:45*	
	2. Rose Macalath	DEP	9:05	
1:00 L.	3. BRUCE Macdonald	11	9:00	# 2 PM
1:00 L.	4. Karen Ellis	DEP	9:20	7:00 PM
12:00 L.	5. Annie Chandler	DOH	8:50	T LTH
	6. SAVERN Rollins	DEP	9:15	2:15
1:00 L	7. ANDRÉ M. TITUS, JR	DOH/CAPP	9:20	6:25 PM FTH #810
1:00 Lunch	8. Harold M. Robinson	DOH	9:30	open
12:30 L	9. DANIEL FERNANDO	DOH	8:30.	M / W 212-693-1065
12:30 L	10. Sherbreina Watson	DOH/MCA	9:30	Fr: 2 5:30
	11. Jennifer Mandel	DOH	8:30	
12:30 L	12. Myke Leazer	D.O.H	10:56.	open
12:30 L	13. Michael Nardiello		8:50 AM	
	14. E. L. Chevere		Y-	
	15. Catherine Addei-Mcnam	DOH	4-	
	16. Benji Verman	DOH	4	
	17. Wilfredo Lopez	DOH	#	
	18. DIANIESE FIGUEROA			
	19.			
	20.			
	Caroline Bragden 8:30-5:00			

LOWER MANHATTAN AIR QUALITY HOTLINE

DATE: 3/12/02

X

	NAME	Dept/Agency	Time IN	Time OUT	Supervisor's Name
1	Harold M. Robinson	DOH	11:10A		Victor Hunter
2	Annie Chandler	DOH	11:00		Edwina Helbitt
3	Diane M. Drey	DOH	9:45A		Nancy Jeffries
X 4	Saver / R/M	DEP	11:15	7:1	Saver R/M
5	Reena Mahajan	DOH	10:00		Reena Roger Hayes
6	Sehu Teppi	DOH	11:10		Roger Hayes
X 7	Loise McDonald	DEP	11:00	2	R. MARGENT
8	André M. Tins Jr	DOH	11:20	6:20 PM	Jois Solis/CAPP
X 9	Juliana Grace	DEP	11:20	7-	Rose Marabetti
10	Wyles / owner	DOH	11:20	7-	
X 11	Rose Marabetti	DEP	1:15		Michael Gilman
12	Catherine Mann	DOH	4:00	7:00	Ad
13	DIANESE FIGUEROA	DOH	4:00	7	Diane Figuer
14	Renee Womack	DOH	4:00	7	Renee Womack
15	E. H. Chevere	DOH	4	7	
16	Wilfredo Lopez	DOH	4:00	7	W. Lopez
17					
18	CAROLINE BRADON	DOH/CDC	9:00		Carline Bradon
19	Michael Nardiello	DEP	10:30 AM	7 PM	Michael Nardiello
20					Rose Marabetti
21					David Longshore
22					
23					
24					
25					

LOWER MANHATTAN AIR QUALITY HOTLINE

DATE: 3/13/02

X

	NAME	Dept/Agency	Time IN	Time OUT	Supervisor's Name
1	DANIEL FERNANDEZ	DOH	10:40		
X 2	SAVERN ROLLINS	DEP	10:05	7:05	
X 3	KAREN ELLIS	DEP	10:05	7:00	Rose Marabetti
4	Michael Nardiello	DEP	10:00 AM	7 PM	
X 5	SAVERN ROLLINS	DEP	10:05 PM	6:10 PM	Rose Marabetti
6	Liza Henry	OEM	10:50		
X 7	Rose Marabetti	DEP	11:25	7:15	
8	Myles Lesoner	D.O.H	11:25	7	Myles Lesoner
9	Annie Chandler	DOH	11:00		Edwina Nelbott
10	Diane M. Drew	DOH	9:00		
X 11	BRUCE MACDONALD	DEP	11:50	2 PM	R. MARABETTI
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

LOWER MANHATTAN AIR QUALITY HOTLINE

DATE: 3-14-02

X

	NAME	Dept/Agency	Time IN	Time OUT	Supervisor's Name
1	Diane M. Drew	ATSDR/DOH	9:00A		C. Bragdon/Roger Payer.
X 2	SAVERIN, Rellian	DEP	11:00		
X 3	Thomas M. Gage	DEP	9:50	7:15	John McLaughlin Rose
X 4	Karen Ellis	DEP	11:00	7:00	
5	Michael J. Lerner	OAS/DD.H	11:20		
6	Michael Nardiello	DEP	11:10		DEP John McLaughlin
7	Andre M. Tatis	DOH/CAPP	12:20		OEM David Longshore
8	Andre M. Tatis, Jr	DOH/CAPP	12:20		
X 9	Bruce MacDonald	DEP	11		R. MARABET
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

DEP

LOWER MANHATTAN AIR QUALITY HOTLINE

DATE: 3/15/02

	NAME	Dept/Agency	Time IN	Time OUT	Supervisor's Name
1	Rose Marabetti	DEP	11:00	7:00	(Pm) - Michael Gilman
2	Saturn Pellins	_____	_____	_____	out today
3	Karen Ellis	DEP	1:00	7:00	Rose Marabetti
4	Dehesia Grace	DEP	10:57	7:00	Rose Marabetti
5	BRUCE MADDEN	"	3:20	7:00	"
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Sign-in

3/7/02

Name	Dept/office	phone #	e-mail
Jennifer Mandel	DOH/BTS	212-295-5356	jmandel@health.nyc.gov
Kara Cadag	OEM	718-422-4823	kcadag@oem.nyc.gov
VINCENT Coluccio	CONSULTANT TO NYC DOH	845-657-8753	vcoluccio@hvc.rr.com
ANDRÉ M. TITUS	DOH/HIV	212-676-2900 ext 22	DIAMOND@ADL.COM
WILLIE WALKER	DOH	212-676-2920	WILLIAM@KAMINC.COM
DANIEL FERNANDEZ	DOH-PPH	212-693-1015	DFERNANDEZ@HEALTH.NYC.GOV
Harold Robinson	DOH/Minority Health	(212) 676-2932	hrobinso@health.nyc.gov
Sherbreina Watson	DOH/Health Care Access	212-385-8112	swatson@health.nyc.gov
Dewayne Jolly	DOH/CBA	(212) 676-6379	DJolly@Health.nyc.gov
Penny Theodorellis	DEP/Asbestos Control	(718) 595-3657	
Rose Marabetti	DEP/Econ. Environ. Develop. Asst. Unit	(718) 595-4541	rmr@ny.gov.net
Julesia Moore-Gace	DEP/Econ. Environ. Develop. Asst. Unit	(718) 595-4455	
BRUCE MACDONALD	DEP/ "	tel. 718-595-4454	
✓ KAREN ELLIS	DEP/ENVR. ECONOMIC DEV. Asst. Unit	718-595-4394	karellis@nys.net
Lee Ilan	MOEC	212-788-2929	lilan@cityhall.nyc.gov
JIM MILLER	DOH	917-642-2809 (cel)	JMILLER@HEALTH.NYC.GOV
CAROLINE BRAUDON	DOH	212-676-6336	CBRAUDON@HEALTH.NYC.GOV
CHRIS D'ANDREA	DOH	212-788-4290	CDAN@HEALTH.NYC.GOV
STEVE DEARWENT	USPHS/ATSDR	404-498-0488	SDEARWENT@CDC.GOV
RAYMOND C. HENRIQUES	NYC DOH CALL CENTER	(917) 438-9773	rhenriqu@health.nyc.gov
✓ SAVERN ROLLINS	DEP	718-595-4436	
Ann G Chandler	PHCP	212-676-2980	
Diane M. Drew	ATSDR	404-498-0321	ddrew@cdc.gov
Sam Benson	OEM	718-422-4800	sbenson@oem.nyc.gov
Roger Hayes	DOH	(212) 341-9810	rhayes@health.nyc.gov
Reena Mahajan	DOH	(917) 442-5369	rmahajan@health.nyc.gov
Nancy Jeffery	DOH	212-788-4290	njeffery@health.nyc.gov

(M)

543-0645

" 1501 Broadway
8th Floor "

Hotline Training: WTC Related Environmental Concerns March 7, 2002

1. Introductions: 9 – 9:15
 - Agencies: OEM, DOH, DEP
 - Hotline operators *9:30 Am started Roger Hayes*
2. Background: Why are we setting up this hotline? 9:15 – 9:45
 - Description of ongoing coordination among agencies: OEM
 - Community concerns: DOH
 - Ongoing environmental monitoring among agencies: DOH
 - Re-entry + building cleaning policies: DEP ✓
3. Approaches to Risk Communication 9:45 – 10: 15
 - Basic Communication tips: ATSDR ✓
 - Environmental Risk 101: ATSDR ✓ *Steve*
4. Results of Air/Dust Monitoring 10:15 – 10:45
 - Outdoor Air: DOH ✓
 - Indoor Air: DOH + DEP ✓
5. Review KeyWords/Q+A 10:45 – 11:45
 - Walk through of script/keywords -
 - Review information in the binder
 - Dealing with specific types of callers
6. Operational Questions: OEM 11:45 – 12:30
 - Routing complaints
 - Contacts at other agencies
 - Feed-back + follow-up