

To: Virginia Smyth

From: Bruce Macdonald

cc. Mike Gilsenan, Rose Marabetti ✓

Re: Business Information Center -- 110 Maiden Lane, Manhattan

Date: 9-19-01

Following are the personnel shifts and activities for EEDAU's staff at the Business Information Center at 110 Maiden Lane (aka 80 Pine Street). Operations started on Saturday September 15th.

Shifts/Personnel:

<u>DATE</u>	<u>EEDAU PERSONNEL</u>
Sat. 9-15-01	Savern Rollins 3pm to 6pm
Sunday 9-16-01	Rose Marabetti 9am to 2 pm Savern Rollins 10am to 8pm
Monday 9-17-01	Rose Marabetti 1pm to 4pm Bruce Macdonald 1pm to 8pm Karen Ellis 1pm to 4pm
Tuesday 9-18-01	Bruce Macdonald 8am to 4:30pm
Wednesday 9-19-01	Karen Ellis 8am to 6pm Savern Rollins 10am to 6pm
Thursday 9-20-01	Karen Ellis 8am to 6pm
Friday 9-21-01	Bruce Macdonald 8am to 6pm Savern Rollins 12pm to 8pm
Saturday 9-22-01	Karen Ellis 3pm to 8pm
Sunday 9-23-01	Savern Rollins 12pm to 8pm

Activities:

EEDAU personnel at the Information Center are basically assisting businesses that have been affected by the World Trade Center tragedy and disaster and are attempting to reopen their businesses. All the above personnel perform this function, and specific activities include:

(1) Assisting businesses with DEP related issues such as getting/advising when their water will be turned on. We also have several handouts for distribution to help in DEP-related areas, such as the memo from Krish on Asbestos clean up, and the DEP "Building Maintenance Issues Involved in Reopening Buildings" memo. We also refer many inquiries to the DEP HELP number.

(2) Referring businesses to other appropriate organizations where applicable, e.g. getting electricity and telephones turned on again. Con Ed, Verizon, the SBA (on-site counselors for disaster loans) and NYCEDC (gaining building access etc.) also have desks at the Info Center. We are also distributing a handout that lists other contact numbers at DOB, FEMA etc.

We also provide businesses with our regular handouts, where appropriate, such as our list of financing sources and the "Smart Business" (DEP regulations) brochure.

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New York City DEP Building Owner Instructions



Department of Environmental Protection

Executive Offices
59-17 Junction Boulevard-19th floor
Corona, New York 11368-5107
www.nyc.gov/dep

Joel A. Miele Sr., P.E., Commissioner
(718) 595-6565 Fax #: (718) 595-3525
E-mail: Jmiele@nysnet.net

October 25, 2001

Dear Residents of Lower Manhattan:

Since September 11th, the U.S. Environmental Protection Agency (EPA), NYC Department of Environmental Protection (DEP), NYC Department of Health (DOH), and the Occupational Safety and Health Administration (OSHA), have been taking samples of the air, dust, water, river sediments and drinking water and analyzing them for the presence of pollutants. The samples are evaluated against a variety of benchmarks, standards and guidelines established to protect public health under various conditions. These agencies consider the amount of time a person is exposed to a particular pollutant and where—a school, workplace or home—in creating these criteria.

The following is a description of some of the benchmarks, standards and guidelines these agencies are using to evaluate environmental conditions in the aftermath of the World Trade Center disaster.

Asbestos in the Air / in Open Spaces

EPA is requiring the strictest protective standard under AHERA, the Asbestos Hazard Emergency Response Act, for asbestos in outdoor and indoor areas. (This standard is used to determine whether children may reenter a school building after asbestos has been removed or abated.) To be as protective as possible, EPA, together with NYCDEP and all the other health and environmental agencies, are requiring school reentry standards in tests around the World Trade Center site. NYCDEP, USEPA, and NYC Department of Sanitation worked to perform cleanups of all dust in exterior areas with HEPA vacuums and wetwashing. NYCDEP and EPA have both conducted tests in exterior spaces and all exterior areas of Lower Manhattan that were closed passed their strict protective standards before being opened again to the public.

Asbestos in Dust in Buildings

If a substance contains more than 1% asbestos, it is considered to be an "asbestos-containing material." There are Federal, State, and City regulations in place to ensure the proper handling and disposal of asbestos-containing material. If a substance contains 1% or less asbestos, these regulations do not apply.

DEP Schedule for the LMAQ Hotline for the Week of
May 13, 2002 – May 17, 2002 11:00a.m. to 7:00 p.m.

<u>5/13</u> <u>Monday</u>	<u>5/14</u> <u>Tuesday</u>	<u>5/15</u> <u>Wednesday</u>	<u>5/16</u> <u>Thursday</u>	<u>5/17</u> <u>Friday</u>
Rose	Bruce	Bruce	Rose Karen	Rose Karen
Tiehesia	_____	Tiehesia	_____	Tiehesia

IN QUEENS OFFICE

Bruce	Rose	Rose (Bx.)	Rose Karen	Karen Rose
Karen	Karen (EEO)	Karen (Bx.)	Bruce	Bruce
Nicole	Tiehesia	Nicole	Tiehesia	Nicole

Karen – one day at the Hotline; Four days in Queens.

(Signature)
5/1/02

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