

212 - 482-1320

To: Jane Maldonado

From: Bruce Macdonald

cc. Rose Marabetti

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

Date: 9-24-01

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

<u>DATE</u>	<u>PERSONNEL</u>
Mon 9-24	Karen Ellis 8am to 4pm Fred Edmonds/BEE 12pm to 8pm
Tues. 9-25	Karen Ellis 8am to 4pm Savern Rollins 12pm to 8pm
Wed. 9-26	Bruce Macdonald 8am to 4pm Savern Rollins 12pm to 8pm
Thurs. 9-27	Bruce Macdonald 8am to 4pm Fred Edmonds/BEE 12pm to 8pm
Fri. 9-28	Fred Edmonds 8am to 4pm Karen Ellis 12pm to 8pm
Sat. 9-29	Fred Edmonds/BEE 8am to 4pm Bruce Macdonald 12pm to 8pm
Sun. 9-30	Fred Edmonds/BEE 8am to 4pm Savern Rollins 12pm to 8pm

On Monday Sep. 24 and Tuesday Sep. 25 Rose will be in Albany (she can be reached at the Desmond Hotel, 600 Albany-Shaker Road tel. 518-869-8100).

FILE417.WPD

Schedule for Week of 11/5/01 Through 11/10/01 Walk-In Center at 110 Maiden Lane

<u>Mon.</u> <u>11/5</u>	<u>Tues.</u> <u>11/6</u> (Collection Day)	<u>Wed.</u> <u>11/7</u>	<u>Thurs.</u> <u>11/8</u>	<u>Fri.</u> <u>11/9</u>	<u>Sat.</u> <u>11/10</u>
Karen E.	Fred E.	Savern	Savern	Rose	Fred E.
9-6 PM	9-3 PM	9-6 PM	9-6 PM	9-6 PM	9-3 PM
			(may Switch with Rose)	(may change)	

Rose Marabetti (Floater)
Tiekasia Cas needed)

(212) 482-1320/1319/1318 (Cn Ed phone lines)
(212) 509-7549/7537/7486 (EDC's Lines)
(212) 509-7544 (EDC's FAX)

Extensions: 595-

Rose - X 4541
Brace - X 4454

Karen - X 4394
Savern - X 4436

Tiekasia - X 4455
Fred - X 6949

(Km
11/2/01

maldonado, jane (ex)

To: Millner, Natalie

Subject: HazMat Personnel

As per your request from Mike Gilsenan

HazMat staff on site the first day

Moustafa Fawzy

Enzo Catanzaro

Kim Hanna

Chris Haas

Wai Man Wong

Robert Chicola

Enzo and Bob Chicola were almost hit by part of the airplane

Schedule for Week of 10/29 — 11/3/01

Walk-In Center at 110 Maiden Lane — Near WTC Area

<u>Mon.</u> <u>10/29</u>	<u>Tues</u> <u>10/30</u>	<u>Wed.</u> <u>10/31</u>	<u>Thurs.</u> <u>11/1</u>	<u>Fri.</u> <u>11/2</u>	<u>Sat.</u> <u>11/3</u>
Rose M. 9-6:00 PM	Bruce Mc 9-6:00 PM	Savern R. 9-6:00 PM	Savern R. 9-6 PM	Karen E. 9-6 PM	Fred E. 9-3:00 PM

Rose Marabetti (Floater) (212) 482-1320/1319/1318 (Con Edison phone)
Tieisha Moore (as needed) (212) - 509-7544 (FAX - EDC)

Exts. 595-

Rose - X 4541

Bruce - X 4454

Karen - X 4394

Savern - X 4436

Tieisha - X 4455

Fred - X 6949

Savern - X 4436

Km
10/26/01

Schedule for Week of 11/12 Through Saturday, 11/17/01 Walk-In Help Center at Maiden Lane

<u>Mon., 11/12</u>	<u>Tues., 11/13</u>	<u>Wed., 11/14</u>	<u>Thurs., 11/15</u>	<u>Fri., 11/16</u>	<u>Sat., 11/17</u>
<u>Veterans' Day</u>	Bruce McD.	Savern R.	Saxern <u>Karen</u>	Karen <u>Savern</u>	Fred E.
Fred E.	9-6 pm	9-6 pm	9-6 pm	9-6 pm	9-3 pm
9-3:00 pm					

Rose Mancibetti (Floater)
Tichesia Moore (As needed)

(212) 482-1320/19/18 (Con Ed's lines)
(212) 509-7549/7537/7486 (EDC's lines)
(212) 509-7544 (EDC's fax)

DEP Extensions: 595-

Rose - x 4541
Bruce - x 4454

Karen - x 4394
Savern - x 4436

Tichesia - x 4455
Fred - x 6949

(12)
11/9/01

Schedule for
 Week of 10/15 - 10/20/01
 Walk-In Center at 110 Maiden Lane

<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thurs</u>	<u>Fri.</u>	<u>Sat.</u>
<u>10/15</u>	<u>10/16</u>	<u>10/17</u>	<u>10/18</u>	<u>10/19</u>	<u>10/20</u>
Karen E.	Bruce Mc.	Savarn R.	Savarn R.	Fred E.	Savarn R.
9-6	9-6	9-6	9-6	9-6	9-3

Rae Marabetti - floater
 Tichesia - as needed

(212) 482-1320/19/18 (Con Edison phone)
 (212) 509-7544 (EDC fax)

10/12
 Rm

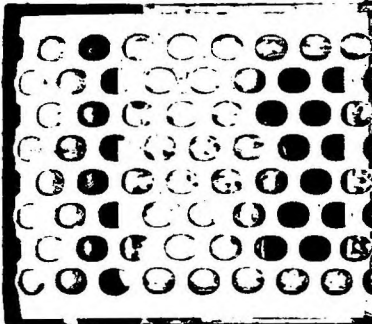
Week of 10/8 - 10/13/01
Walk-In Help Center on Maiden Lane

<u>10/8</u> <u>Monday</u> (Columbus Day)	<u>10/9</u> <u>Tuesday</u>	<u>10/10</u> <u>Wednesday</u>	<u>10/11</u> <u>Thursday</u> (Primary Run-Off)	<u>10/12</u> <u>Friday</u>	<u>10/13</u> <u>Saturday</u>
Fred E. 9-3 pm (a longer if necessary)	Karen 9-6 pm	Bruce 9-6 pm	Savern 9-6 pm	Savern 9-6 pm	Fred E. 9-3 pm.

Rose Macabetti - Floater
Tieko - as needed

(212) 482-1320 (On Edison phone)
(212) 509-7544 (EDC FAX)

(Pm) 10/1/01



ROBERT C. AVALTRONI, DEPUTY COMMISSIONER
BUREAU OF AIR, NOISE, & HAZARDOUS MATERIALS

59-17 Junction Blvd., 11th floor
 Corona, New York 11368-5107
 (718) 595-4418
 FAX (718) 595-4544

Date: 9/20/01

Log: _____

To: Comm. Miele, D. Chapin, C. Sturcken

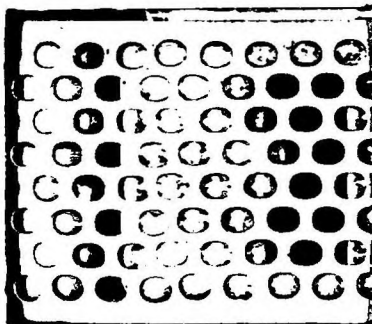
Re: BEC Staffing

- | | |
|---|---|
| ☐ Urgent | ☐ Per our conversation |
| ☐ For your information | ☐ Draft response for my signature |
| ☐ For appropriate action | ☐ Draft response for the
Commissioner's signature |
| ☐ For comment | ☐ Respond/copy me |

Comments: _____

As per your request, please find the
attached staffing schedule for

BEC



**Bureau of Environmental Compliance
World Trade Center Disaster Staffing**

Employee	Shift	Function	Vehicle
Executive			
Robert C. Avaltroni	24 hr.	Deputy Commissioner	
Michael Gilsenan	24 hr.	Assistant Commissioner	
Jane Maldonado	9a-6p	Admin. Assistant	
Direction of all Bureau activities and coordination with Commissioners Office, Mayor's Office, as well as all Federal, State, and local agencies involved.			
Administrative Services			
Virginia Smyth	9a-5p	Bureau Administrator	
Denise Atkins	9a-5p	Procurement Liaison	
Debra Settineri	8a-4p	Procurement Liaison	
Provide support to field staff in the procurement of emergency supplies such as cellular phones, respirators, safety shoes, etc. Tracking and documentation of all expenditures for reimbursement purposes.			
Division of Emergency Response and Technical Assessment			
Moustafa Fawzy	12 hr.	Dir., HazMat Specialist	C53453
Innocenzo Catanzaro	12 hr.	Supv., HazMat Specialist	C58343
Kim Hanna	12 hr.	Supv., HazMat Specialist	C53452
Wai Wong	12 hr.	HazMat Specialist	A72759
Chris Haas	12 hr.	HazMat Specialist	A66526
Stanley Siebenberg	12 hr.	HazMat Specialist	C13638
Stanley Baldwin	12 hr.	HazMat Specialist	C20125
Elie St. Jean	12 hr.	HazMat Specialist	A72758
Emmanuel Brutus	12 hr.	HazMat Specialist	C63461
Ahmad Soloki	12 hr.	HazMat Specialist	C20230
Robert Chicola	12 hr.	Dir. Haz Mat Technical Support	C63463
Ross Polenetsky	12 hr.	Haz Mat Technical Support	B11223
Howard Schneider	12 hr.	Haz Mat Technical Support	C63265
Gregg Costa	12 hr.	Haz Mat Technical Support	A89999
Leonard Atteloney	12 hr.	Dir. Laboratory Analysis	A75883
George Anakhu	12 hr.	Laboratory Analysis & Support	A84958
Gregg Fructman	12 hr.	Laboratory Analysis & Support	C73685
Staff of this Division are assisting the Mayor's Office of Emergency Management and other local, State, and Federal agencies, providing technical assistance, laboratory analysis, etc. at Ground Zero. Also assisting NYC Fire Dept. in HazMat issues.			

Employee	Shift	Function	Vehicle
Asbestos Control Program			
R. Radhakrishnan	8a-8p	Dir. Asbestos Control operations	990-005
Penny Theodorellys	8a-8p	Tech Supp. & Coordination	949-019
Carlstein Lutchmedial	8a-6p	Field Inspections	924-082
Michael Davis	8a-5p	Field Inspections	891-011
Alphonso Plumptre	8a-8p	Field Inspections	944-053
Ramasubbu Rammohan	8a-6p	Field Inspections	988-009
Robin Okello	8a-6p	Field Inspections	960-012
Sam Nebedum	8a-6p	Field Inspections	924-163
Dinesh Shah	8a-5p	Field Inspections	22A-073
Peter Lee Kim	8a-5p	Notification/apprv. Scope of work	924-164
Norma Richardson	8a-4p	Notification/apprv. Scope of work	
Karyn Brun	8a-4p	Notification/apprv. Scope of work	
Vincent Masullo	8a-6p	Notification/apprv. Scope of work	
Lisa Reyna	9a-5p	Notification/apprv. Scope of work	
Lisette Wyatt	9a-5p	Laboratory Analysis	
Cecilia DiStefano	8a-8p	Clerical Support	
Janet Melendres	8a-8p	Clerical Support	
Staff is involved in the assessment of buildings with regard to reoccupation. This includes field sampling, laboratory analysis, remediation where required, as well as the review of Notifications and approval of Scopes of Work.			
Division of Air, Noise Planning and Enforcement			
Geraldine Kelpin	8a-8p	Dir. Air/Noise Plan. & Enforce	EV009
Barbara Raffo	8a-8p	Dir. Management Analysis	EV008
Harry Mayer	8a-8p	Air Monitoring	988-008
Shailend Koya	8a-8p	Air Monitoring	924-162
Manoj Oza	8a-8p	Air Monitoring	
Management staff involved in meeting with Federal, State, and local agencies; developing air monitoring protocols, recording, interpreting, and compiling data. Staff working in conjunction with contract laboratory in performing air monitoring tasks.			

Week of 9/24 - 9/30 - at Maiden Lane
(212) 482-1320

<u>Mon. 9/24</u>	<u>Tues. 9/25</u>	<u>Wed. 9/26</u>	<u>Thurs. 9/27</u>	<u>Fri. 9/28</u>	<u>Sat. 9/29</u>	<u>Sun. 9/30</u>
8-4 Karen Bruce	8-4 Karen	8-4 Bruce	8-4 Bruce Rose	8-4 Fred	8-4 Fred	8-4 Fred
12-8 Fred	12-8 Savern	12-8 Savern	12-8 Fred	12-8 Karen	12-8 Bruce	12-8 Savern
(Bruce in off.)	(Bruce in off.)	(Karen in off.)	(Karen in off.)	(212) 482-1320 (Maiden Lane) Bruce M. - (718) 478-8650 X 4454 Karen E. - (718) 451-2135 X 4394 Savern R. - (718) 756-3573 X 4436 Fred E. - (718) 217-5285 X 6949		
Rose M. (Floater - (212) 988-2116 X 4541						

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.

FILE416A.WPD

ASBESTOS AND LEAD CONTROL PROGRAM

No.	NAME	TITLE	Vehicle #	Shifts Hrs.	Nature
1.	R. Radhakrishnan	Director of Asbestos & Lead Control Program	990-005	8:00am –8:00pm	Notification/approval of scope of work; technical questions; coordination
2.	Penny Theodorellys	Deputy Director of ALCP	949-019	8:00am –8:00pm	Notification/approval of scope of work; technical questions; coordination
3.	Carlstien Lutchmedial	Director of Enforcement Unit	924-082	8:00am –6:00pm	Field inspections
4.	Michael Davis	Associate Staff Analyst	891-011	8:00am –5:00pm	Field inspections
5.	Alphonso Plumtree	Deputy Director of Enforcement Unit	944-053	8:00am –8:00pm	Field inspections
6.	Ramasubbu Rammohan	Industrial Hygienist II	988-009	8:00am –6:00pm	Field inspections
7.	Robin Okello	Industrial Hygienist II	960-012	8:00am –6:00pm	Field inspections
8.	Sam Nebedum	Industrial Hygienist II	924-163	8:00am –6:00pm	Field inspections
9.	Dinesh Shah	Industrial Hygienist II	22A-073	8:00am –5:00pm	Field inspections
10.	Peter Lee Kim	Director of Technical Review Unit	924-164	8:00am –5:00pm	Notification/approval of scope of work; technical questions;
11.	Norma Richardson	Deputy Director of TRU		8:00am –3:00pm	Notification/approval of scope of work; technical questions;
12.	Karyn Brun	Industrial Hygienist II		8:00am –4:00pm	Notification/approval of scope of work; technical questions;
13.	Vincent Masullo	Industrial Hygienist II		8:00am –6:00pm	Notification/approval of scope of work; technical questions;
14.	Lisa Reyna	Industrial Hygienist II		9:00am –5:00pm	Notification/approval of scope of work; technical questions;
15.	Lisette Wyatt	Industrial Hygienist II		9:00am –5:00pm	Lab Work
16.	Cecilia Di Stefano	Clerical Associate III		8:00am –8:00pm	Support Staff
17.	Janet Melendres	Clerical Associate III		8:00am –8:00pm	Support Staff

ASBESTOS CONTROL PROGRAM – 8TH FLOOR

Name	Friday 9/21/2001	Saturday 9/22/2001	Sunday 9/23/2001	Technical Questions Extension#
R. Radhakrishnan	8:00am – 8:00 pm		8:00am – 4:00pm	3718
P. Theodorellys		8:00am – 4:00 pm		3657
Vincent Masullo	8:00am – 8:00 pm	8:00am – 6:00 pm		3663
Peter Lee Kim	8:00am - 8:00 pm		8:00am – 4:00 pm	3647
Stephanie Abanobi		10:00am-8:00 pm		3665
Lisa Reyna			10:00am-8:00 pm	3652
Alphonso Plumtree	8:00am – 8:00 pm	8:00am – 8:00 pm	8:00am – 8:00 pm	
Carlstein Lutchmedial	8:00am – 8:00 pm	8:00am – 8:00 pm	8:00am – 8:00 pm	
Rammasubbu Rammohan		8:00am – 8:00 pm.	8:00am – 8:00 pm	
Dinesh Shah	8:00am – 8:00 pm	8:00am – 8:00 pm		
Robin Okello		8:00am – 8:00 pm		
Sam Nebedum			8:00am – 8:00 pm	
Michael Davis			8:00am – 8:00 pm	

Week of 10/1 - 10/7							Closed
Mon. 10/1	Tues. 10/2	Wed. 10/3	Thurs 10/4	Fri. 10/5	Sat. 10/6	Sun. 10/7	
8-4 Karen	8-4 Fred	8-4 Fred	8-4 Rose	8-4 Bruce	8-4 Fred	8-4 Fred	
12-8 Fred	12-8 Screen	12-8 Screen	12-8 Screen	12-8 Screen	12-8 Screen	12-8 Screen	
(Bruce in office)	(B + K in office)						

Rose M. (Floater)
(212) 988-2116
X4541

Bruce M. - (718) 478-8650 X4454
Karen E. - (718) 451-2135 X4394
Screen R. - (718) 756-3573 X4436
Fred E. - (718) 217-5285 X6949

No. Here (Con Ed) (212) 482-1320