



**Department of
Environmental
Protection**

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

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

**Mark D. Hoffer
General Counsel
Bureau of Legal
Affairs**

Tel (718) 595-6555
Fax (718) 595-6543
www.ci.nyc.ny.us/dep

⑤ WORLD TRADE
CENTER

MEMORANDUM

TO: Staff

FROM: Sandy Fernandez *st.*

DATE: September 19, 2001

SUBJECT: Phone Volunteers

I just received a call from our Personnel Office asking for volunteers to work a 12-hour shift (8 a.m. to 8 p.m. and 8 p.m. to 8 a.m.), five days a week, manning the phones at the Call Center located at 1501 Broadway in Manhattan. Please be aware that if you are interested you must be committed to work the **five days**. If anyone is interested please see Robin immediately.

If you have further questions, please let me know.

cc: Mark Hoffer
Robin Levine



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(718) DEP-HELP