

DRAFTS

REQUEST FORM FOR WORLD TRADE CENTER INDOOR DUST CLEANING PROGRAM

Name of Authorized Building Representative

Address

New York, New York _____

Telephone Number:

REQUEST

As authorized representative for the Building, I have read the fact sheets (*Cleaning and Testing Fact Sheet, Common Area and HVAC*) on the World Trade Center Indoor Dust Cleaning Program ("Program") and considered the information provided to me by the U.S. Environmental Protection Agency ("EPA"). Having considered the cleaning and monitoring offered, the Building would like to participate in the following cleaning and monitoring alternatives under the Program.

Initial one of the following:

I request dust cleaning of the Building identified above and monitoring after the cleaning.

OR

I request monitoring of the Building.

AGREEMENT

I consent to employees, authorized representatives and contractors of the EPA and the New York City Department of Environmental Protection ("NYCDEP") and contractors for NYCDEP having access to the Building and the personal property in the Building, for as long as necessary to conduct dust cleaning and monitoring activities. I understand that these activities are to be performed in accordance with the roles of EPA and NYCDEP under the Federal Response Plan and the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121 et seq.

I agree to inform EPA or its representatives or NYCDEP's contractor during the scheduling meeting with the Project Monitor of any building rules that are applicable to the Program, including, for example, time restrictions, appropriate entrances to the building, and elevator usage. I agree to notify EPA and the contractors retained by NYCDEP as early as possible, but no later than **three business days**, before the scheduled date for the work in the Building, if it is necessary to cancel the date for the cleaning and monitoring activities.

I understand that the cleaning and monitoring will be performed by contractors retained by NYCDEP. I also understand that the contractors performing cleaning and monitoring activities are required to maintain insurance coverage for commercial general liability, workers compensation and environmental impairment liability related to this work, and that they are also bonded to cover loss by theft or destruction of property. The contractors are required to maintain such insurance at all times that they are conducting cleaning and monitoring activities in the Building.

-2-

I understand that the Program activities will require access, among other things, to the common areas and heating, ventilation and air condition systems ("HVAC"), the interior spaces, storage areas, elevators, and furnishings such as carpeting and upholstered furniture in the common areas of the Building. Cleaning activities will be performed, as necessary, throughout the entire Building and for the HVAC system.

I understand that the Program will employ various methods of dust removal from all surfaces, including, but not limited to, vacuuming, steam cleaning and wet wiping.

I understand that I, or my authorized representative, may be present and observe the Scope A cleaning and monitoring activities being performed in the Building.

I agree that insurance payments and/or any other compensation which was received for the Building, or will be received in the future, for activities covered by the Program for the Building, and which has not been spent for such purposes, will be paid to the Federal Emergency Management Agency. Instructions for such reimbursement will be provided upon request to EPA.

SAMPLING RESULTS

I understand that at the conclusion of the investigation, EPA will provide the undersigned with the results of the monitoring of the Building. Monitoring data in EPA's data base for the Program will be made available to the public, but the identity of the participants will be kept confidential.

AUTHORIZED SIGNATURE

I certify that I am authorized to make this request for the Building.

Signature

Date

Name and Title (PRINT)

WTC RESIDENTIAL DUST CLEANUP PROGRAM COMMON AREA AND HVAC FACT SHEET

People living south of Canal, Allen and Pikes Streets in lower Manhattan who are concerned that dust from the collapse of the World Trade Center may still be present in their residences may request assistance from EPA. Assistance offered includes the evaluation and cleanup (if necessary) of the common areas and Heating, Ventilation and Air Conditioning systems (HVACs) of residential housing (*this fact sheet*) as well as the cleaning and/or testing of individual residential units (*See separate fact sheet: Cleaning & Testing*).

Cleanup work will be conducted by contractors and workers (the Cleanup Contractor) certified by New York State and New York City. Separate, third-party contractors, also licensed by New York State, will oversee the cleanup work and will conduct all testing (the Project Monitor). Further oversight will be provided by EPA personnel. All personnel involved in this program will carry appropriate photo identification.

Owners and managers of residential buildings and coop boards can request to have their building's common areas cleaned and HVAC system evaluated and cleaned, if necessary. If a tenant association makes this request, EPA will seek agreement by building owner or manager. The Agency encourages tenant associations to work to coordinate residents' requests within a given building.

After receiving the request, common areas such as the building lobby, hallways, stairways and elevator interiors will be cleaned. Other common areas including laundry rooms, utility rooms, compactor rooms, and elevator shafts will be evaluated and cleaned as needed.

Unless EPA approves otherwise (based on the circumstance of an individual building), no residential, common space or HVAC system will be cleaned until the exterior of the building has been cleaned. The New York City Department of Environmental Protection is cleaning building exteriors. EPA will then evaluate, and if necessary clean, an HVAC system upon agreement from the building owner or manager. Finally, EPA will clean residences and common spaces.

The Project Monitor will provide daily oversight of cleaning operations. EPA staff will also visit the buildings to oversee work. When cleaning is completed, the Project Monitor will do a visual inspection. If any dust is seen, the residence will be re-cleaned as necessary. Once the visual inspection finds the residence to be dust free, final air sampling will be authorized. Air samplers are run for approximately eight hours. These samplers draw in a measured volume of room air and collect dust particles from the air on a filter. The collected dust is then examined in a laboratory for asbestos.

EPA will notify building residents and owners of the results of the post-cleanup airborne asbestos testing as soon as possible. Our goal is to provide this in writing within one month.