

Avaltroni, Robert

From: Schiano, Frank
Sent: Thursday, August 15, 2002 9:45 AM
To: Avaltroni, Robert; Gilsenan, Michael; Radhakrishnan, Krish
Cc: Hoffer, Mark; Pecunles, Russ
Subject: FW: Revised Access Forms

Attached are revised access forms for the WTC dust cleaning program which have just been provided to me by EPA. I gave them a quick look and there does not seem to be any substantive changes from the forms previously provided.

—Original Message—

From: Mannino, Carmen
Sent: August 15, 2002 09:37
To: Schiano, Frank
Subject: FW: Revised Access Forms



wtcaccessdust15.doc



wtcaccess-building5.doc

—Original Message—

From: Kolenberg.Beverly@epamail.epa.gov
Sent: Wednesday, August 14, 2002 6:01 PM
To: Mannino, Carmen
Subject: Re: Revised Access Forms

Please give these to Frank Schiano. The access documents incorporate the second set of changes from Adrian Sevier at FEMA. Thank you. If you have any questions. I am at 212- 637-3167.

(See attached file: wtcaccessdust15.doc)(See attached file: wtcaccess-building5.doc)

**REQUEST FORM FOR WORLD TRADE CENTER INDOOR DUST CLEANING
PROGRAM**

Name of Resident

Address

Apartment Number:

New York, New York _____

Telephone Numbers:

Home

Work

REQUEST

I have read the fact sheet 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, I 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 residence identified above ("Residence") and monitoring after the cleaning.

OR

I request monitoring of the Residence.

Initial one of the following:

I request "modified aggressive" air sampling.

OR

I request "aggressive" air sampling.

AGREEMENT

In consideration of the benefits of the Program, on behalf of myself and any other occupants of the Residence, I agree to the following:

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I consent to employees, authorized representatives and contractors of the EPA and the New York City Department of Environmental Protection ("NYCDEP") having access to the Residence and the personal property in the Residence, 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 obtain any required permission for cleaning and monitoring activities from my building management if such permission has not been obtained by NYCDEP's monitoring contractor ("Project Monitor") prior to the commencement of work in the Residence under the Program. I also agree to inform the Project Monitor at least **one business day** prior to the scheduled work 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 the Project Monitor as early as possible, but no later than **one business day**, before the scheduled date for the work in the Residence, if it is necessary to cancel the date for the cleaning and monitoring activities.

I agree to use best efforts to ensure the safety and security of fragile and valuable objects, including but not limited to jewelry, silver, fine china, decorative objects and art works located in the Residence. Such efforts will include, but not be limited to the following: Prior to the date scheduled for commencement of cleaning and monitoring, I agree to remove valuable and/or fragile objects from the Residence and/or to secure them in sealed containers for protection. I agree to identify with specificity to the Project Monitor any valuable or fragile objects that cannot be moved or secured, or that require special handling, prior to the commencement of the cleaning and monitoring in order to make provision for their safety and security. Such identification shall be in writing and shall state the estimated value of all the objects listed.

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 Residence.

I understand that the Program activities will require access to all the interior spaces, surfaces and personal property and use of electricity and water within the Residence. Cleaning activities will be performed throughout the entire Residence, including but not limited to the living room, bedroom(s), bathroom(s), dining areas and kitchen, as well as inside closets.

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. The cleaning will address areas and items such as walls and wall hangings, floors and floors coverings, draperies and window

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treatments, furniture, windows, air conditioning/heating units and appliances. The cleaning will also address surfaces of smaller items such as lamps, books and decorative items, but will not include clothing.

I understand that I, or my authorized representative, may be present and observe the Scope A cleaning and monitoring activities being performed in the Residence if I choose "modified aggressive" air sampling of the Residence. I understand that if I choose "aggressive" air sampling of the Residence, I may only be present for the cleaning, but not for the "aggressive" air sampling. Following "aggressive" air sampling of the Residence, I understand that neither I nor the occupants of the Residence will be allowed to return to the Residence until 48 hours after the beginning of "aggressive" air sampling. I, or my authorized representative, agree to comply with health and safety instructions for activities in the Residence under the Program.

I agree that insurance payments and/or any other compensation which I received, or will receive in the future, for activities covered by the Program at the Residence, and which I have not spent for such purposes, will be paid to the NYCDEP. Instructions for such reimbursement will be provided upon request to EPA.

SAMPLING APPROACH

I understand that if I choose "aggressive" air sampling of the Residence, an electric-powered leaf blower will be used to direct air onto all surfaces and personal property, and one or more oscillating fans will be used to circulate air throughout the areas being sampled.

I understand that if I choose "modified aggressive" air sampling of the Residence, one or more oscillating fans will be used to circulate air throughout the areas being sampled.

I understand that the air will pass through a filter and be sampled. I also understand that wipe samples of surfaces may be collected and analyzed.

I understand that at the conclusion of the investigation, EPA will provide the undersigned with the results of the monitoring of the Residence. 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 on behalf of all the occupants of the Residence.

Signature

Date

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Name and Title (PRINT)

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") 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 the Project Monitor at the scheduling meeting 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 the Project Monitor 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.

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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, and use of the Building's electricity and water. 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 NYCDEP. 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)