

Gilsenan, Michael

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Sent: Thursday, May 02, 2002 12:00 PM
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DEPARTMENT OF ENVIRONMENTAL PROTECTION ASBESTOS CONTROL PROGRAM

EPA – DIRECT ASSISTANCE PROGRAM

Recommended Course of Action

Responsibilities

EPA – Responsible for the Call Center and coordination all activities

NYCDEP – Develop scope of work and manage the contract

FEMA - Funding

1. Award two types of contracts

- a. Clean-up - Multiple Asbestos Contractors
- b. Consultant / Third Party Monitoring Firm

2. Scope of work

- a. Asbestos – Clean up all the surface including floors, walls, tabletops and all other horizontal surfaces. Cleaning refers to wet wipe and HEPA vacuum.
- b. Consultant –
 - I. Responsible for coordinating with EPA and the complainants.
 - II. Monitor the clean-up
 - III. Conduct air monitoring at the end of clean-up activities

3. Process

- a. The concerned citizen calls the EPA hotline
- b. The call center obtains all the information which includes address, apt#, building owner information, date and time of caller's availability for the clean-up activity, etc. This information is entered in a database and emailed to the consultant at the end of each day.
- c. The consultant staff contacts the complainant and the contractor and sets up time for the clean-up. The consultant also contacts the owner, if applicable, and gets the consent form signed (this needs to be worked out). A minimum of two days notice must be given prior to the clean-up. The database is updated with the clean-up schedules.
- d. At the end of each day the consultant emails the updated information to both EPA and DEP.
- e. Clean-up starts on the specific day and time. The consultant monitors the clean-up activities and conducts the air monitoring. All these activities are carried out in the presence of the complainant or his/her representative for security reasons.
- f. The consultant will email the updated database to EPA and DEP.
- g. The consultant signs off on the clean-up and sends the document to EPA and DEP for payment.

First draft- krish 04/29/02