

Marabetti, Rose

From: Marabetti, Rose
Sent: Friday, October 29, 2004 3:43 PM
To: Gilsenan, Michael
Subject: "Basic Evidence Questionnaire" for the WTC Unit of the NYC Law Department

Mike –

I have submitted my "WTC Questionnaire" to Mr. John Philip, "DEP Task Force Liaison" at the NYC Law Department today, 10/29/04. I received emails from [PII] that they also have submitted their questionnaires today.

[PII] who only worked with EEDAU at the 110 Maiden Lane location, sent an email saying the WTC disaster was "a very emotional subject" and that he had been to Mt. Sinai Medical Center for a mental and physical check-up. His attachment was merely a "Thank you" above my 10/26/04 memo to those that worked; there was no blank or completed questionnaire attached. When I called [PII] this AM to ask whether he sent the Questionnaire to the Law Dept., he said he couldn't talk about the subject; it upset him too much; he didn't answer whether it was sent or not, just hung up.

[PII] has not informed me as to whether he has submitted his questionnaire. Since he didn't work at the Maiden Lane location and had been involved with a City hotline (OEM?) before he came to the Mayor's Lower Manhattan hotline and sent in his time sheets to OEPA, I am not checking on the submittal of his questionnaire, unless you feel I should.

I hope the law Department finds our information helpful.

If you have any questions, Please let me know.

Have a good weekend!

Rose Marabetti

10/29/2004

Marabetti, Rose

From: Marabetti, Rose
Sent: Friday, October 29, 2004 2:59 PM
To: 'jphilip@law.nyc.gov'
Subject: FW: WTC Evidence Questionnaire

Mr. Philip –

I am submitting my "Basic Evidence Questionnaire for the WTC Unit of the NYC Law Department.

Rose Marabetti

-----Original Message-----

From: Gilsenan, Michael
Sent: Monday, October 25, 2004 3:18 PM
To: Kelpin, Gerry; Fawzy, Moustafa; Radhakrishnan, Krish; Raffo, Barbara; Marabetti, Rose; Smyth, Virginia
Cc: Catanzaro, Enzo; Theodorellys, Penny
Subject: FW: WTC Evidence Questionnaire

-----Original Message-----

From: Gilsenan, Michael
Sent: Monday, October 25, 2004 2:33 PM
To: Kelpin, Gerry; Fawzy, Moustafa; Radhakrishnan, Krish; Raffo, Barbara; Marabetti, Rose; Smyth, Virginia
Cc: Catanzaro, Enzo; Theodorellys, Penny
Subject: FW: WTC Evidence Questionnaire

Here is the Law Department's WTC Evidence Questionnaire that we discussed at today's mtg. Pls. ensure that all staff members with WTC information receive and fill out the questionnaire by this Friday Oct. 29th. This all can be done via E- mail. Thanks

10/29/2004

Attorney Client Communication
Privileged & Confidential
Property of NYC Law Dept.

BASIC EVIDENCE QUESTIONNAIRE (Rev.4)

The following questions are meant to assist the World Trade Center Unit of the NYC Law Department in its efforts to collect material related to the City's response to the terrorist attacks on the World Trade Center on September 11, 2001.

Type your responses into the gray boxes. Move to next box with the TAB key.

First Name: Rose
Last Name: Marabetti
Phone Number: 718-595-4541
Email: rmarabetti@dep.nyc.gov
Agency: Department of Environmental Protection

1. What is your current job title? Director, Environmental Economic Development Assistance Unit (EEDAU) in the Bureau of Environmental Compliance

1a. Please describe your duties: Responsible for managing a unit that fosters the goals of economic development & environmental protection through its core programs of Pollution Prevention, Regulatory Compliance, Guidance for Business Incentives & Financial Counseling, Green Business Development & Regulatory Reform

2. Did you hold a different job title in a New York City Agency on September 11, 2001?

Yes ☐ No ☒ (Please check the appropriate box with the mouse or spacebar)

If you answered Yes to Question 2, please answer Questions 2a through 2d below.

If you answered No, please skip to Question 3.

2a. What was your job title on September 11, 2001? Please include your agency, bureau, division, and unit (if applicable).

2b. What were your duties at that time?

2c. When did you leave this position?

2d. Who replaced you?

3. When you started your current job, did you inherit anyone's documents (whether in paper or electronic form) relating to the attacks of September 11, 2001, and/or the subsequent rescue, recovery or cleanup efforts? (if you are unsure, select Yes and describe below)

Yes ☐ No ☒

3a. If yes, please describe those documents, their source, contents, and location.

4. Did you do any work relating to the attacks of September 11, 2001, the collapse of the World Trade Center, the Frozen Zone, or any type of recovery from the aftermath of these events? (if you are unsure, select Yes and describe below) Yes ☒ No ☐

4a. If you answered Yes, please describe what work you did. From 9/18/01 to 11/17/01 (one or two people started on 9/15/01) members of my staff and I worked different shifts on different days from Monday - Sunday at 110 Maiden Lane chiefly assisting businesses affected by WTC disaster who needed information involved in reopening their businesses, about procedures to be taken to clean up light dust accumulations, water and air quality. We provided information on certified asbestos investigators (gave a list). Answered questions about when water would be turned on, about water supply security, about DEP's expanded and ongoing testing of drinking water quality for various parameters, that EPA was doing its own water testing, that NYC drinking water was meeting all Federal, State, and City standards. Gave out the DEP 24/7 Help Line number and website, the NYC DOH Help Line number and website, EPA's Air Quality Information telephone number and website. We also referred businesses and citizens to other agencies and organizations who had outreach people at the location, eg, Con Edison, SBA, for disaster loans, NYCDOB, NYCEDC, for building access, Verizon, FEMA, NYPA, etc. We also gave out informational materials.

At the Mayor's Lower Manhattan Air Quality Hotline members of my staff and I worked Monday through Friday, from 3/11/02 to 5/31/02. Here we answered telephone queries and recorded the concerns on forms regarding air quality issues, chiefly related to indoor air quality and clean-up, from residents in Lower Manhattan apartments, people in office buildings, owners of stores, others. Their questions related to safety of the indoor air, the cleaning of their individual air conditioners, cleaning of central HVAC (heating ventilation & air conditioning) systems, the air quality and dust in the common areas (corridors, lobby, basement, etc.) We also set up appointments for DEP inspectors to test for asbestos in dust on residents' and office workers furniture, window sills, carpets, balconies, etc. We also took down the names and addresses of buildings that requested and were on a list to have the clean-up of the facades, setbacks, roofs, yards, open garden areas. All forms filled out and information recorded (from 3/11/02 - 3/31/02) were turned into DEP's Assistant Commissioner of the Bureau of Environmental Compliance. These included: 1) The final OEM Indoor Air Calls Report dated 5/31/02; 2) Graph of the total Call Breakdown, from 3/11/02 - 5/28/02; 3) List of names of people inquiring about façade cleaning; 4) Xeroxed copies of the Indoor Air Quality (IAQ) referrals files; 5) DEP's original file of callers who required BWTC follow-up; and 6) DEP's original file of callers who did not require follow-up.

5. Did you ever generate, create, receive, or distribute documents relating to the attacks of September 11, 2001, and/or the subsequent rescue, recovery, or cleanup efforts? (if you are unsure, select Yes and describe below) Yes ☒ No ☐

5a. If you answered Yes, please describe those documents, their contents, location, and name of current custodian. I kept many of the handouts distributed at the 110 Maiden Lane location; perhaps some materials referred to when at the Mayor's Lower Manhatta Hotline. These include NYS Action Plan letter & attachment from Gov. Pataki, EDC's announcement about Mayor Giuliani's \$5 million Lower Man. Grant Program, examples of questions residents would possibly raise, news clippings, NYCDOH Fact Sheet on "Findings from Indoor Air Sampling in Lower Manhattan," List of Certified Asbestos Investigators, news clip announcing City's spending \$30 million for upstate water safety, NYCDOH fact sheets on "Re-Occupying Commercial Buildings & Residents Re-Entering Their Homes" and "Public Health Advisory Concerning Air Quality in the Affected Area of the WTC Disaster", DEP's fact sheet on "Clean-Up" of Asbestos-Containing Material", DEP's fact sheet on "Building Maintenance Issues Involved in Reopening Buildings Closed Since Tuesday," Q&A on various topics, Letter from former Commissioner Miele to Residents of Lower Manhattan regarding Asbestos in the Air/in Open Spaces, Drinking Water, NYC Dept. of Health., with a NYCDOH press release attached, and miscellaneous pieces.

6. Did you generate, create, receive, or distribute documents in electronic form relating to the attacks of September 11, 2001, and/or the subsequent rescue, recovery, or cleanup efforts? (For example, E-mail, Word Documents, Spreadsheets, Databases) (if you are unsure, select Yes and describe below) Yes ☐ No ☒

6a. If you answered Yes, please describe those electronic documents, their contents, location, name of current custodian, and whether they were saved on a hard-drive, shared drive (server), CD, DVD, floppy disc, or other media?

6b. Did you use any device other than your work desktop computer (such as a blackberry, PDA, laptop, home computer) to generate or receive any of these electronic documents? Yes ☐ No ☒

7. Please identify anyone you worked with or supervised who may possess documents or information relating to the attacks of September 11, 2001, and/or the subsequent rescue, recovery, or cleanup efforts. Karen Ellis, Bruce Macdonald

Law Department personnel comments (for internal use only):

Interview: Yes ☐ No ☐

E-Interview. Yes ☐ No ☐

Interview Date: (mm/dd/yy)

Other follow-up:

Notes from interview:

Reviewer:

Date reviewed: *(mm/dd/yy)*

WTC Evidence Questionnaire

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Marabetti, Rose**From:** Macdonald, Bruce**Sent:** Friday, October 29, 2004 3:20 PM**To:** Marabetti, Rose**Subject:** FW: WTC Evidence Questionnaire

Rose,

I forwarded the questionnaire to John Philip today. Thanks,

Bruce

-----Original Message-----

From: Marabetti, Rose**Sent:** Monday, October 25, 2004 6:07 PM**To:** Ellis, Karen; Edmond, Fred; Macdonald, Bruce; Nardiello, Michael; Rollins, Savern**Cc:** Gilsenan, Michael; Raffo, Barbara; Leonforte, John; McLaughlin, John**Subject:** FW: WTC Evidence Questionnaire

Hello-

Attached please find the questionnaire issued by the World Trade Center Unit at the NYC Law Department which must collect all World Trade Center-related materials created as the result of the terrorist attacks of 9/11/01, and the resulting rescue, recovery and cleanup efforts, from all City agencies.

Please help the WTC-Unit of the Law Department by filling out the attached questionnaire regarding your WTC-related activities and information (from Maiden Lane, the Call Center on Broadway, elsewhere, and include all related activities). Based on your response, the WTC Unit may contact you to schedule an interview to ascertain what documents and electronic data you have and where they are located. Most interviews will not be more than one hour.

Please complete and return the attached questionnaire electronically to: **John Philip, the WTC Unit's "DEP Task Force Liaison," at jphilip@law.nyc.gov, no later than Friday, October 29, 2004.** If the WTC Unit needs to schedule an interview with you, it will contact you shortly.

You can direct any questions to WTC Assistant Unit Chief Jesse Levine, at 212-341-3713, jlevine@law.nyc.gov, or to Assistant Corporation Counsel Brian D. Lieberman, at 212-788-1678, blieberm@law.nyc.gov.

Please confirm that you have emailed your completed questionnaire by Friday, 10/29/04.

Thank you.

Rose Marabetti

P. S. The questionnaire also will be sent to Tiehesia Moore, who is now at HRA.

-----Original Message-----

From: Gilsenan, Michael**Sent:** Monday, October 25, 2004 3:18 PM**To:** Kelpin, Gerry; Fawzy, Moustafa; Radhakrishnan, Krish; Raffo, Barbara; Marabetti, Rose; Smyth, Virginia**Cc:** Catanzaro, Enzo; Theodorellys, Penny**Subject:** FW: WTC Evidence Questionnaire

-----Original Message-----

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WTC Evidence Questionnaire

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From: Gilsenan, Michael

Sent: Monday, October 25, 2004 2:33 PM

To: Kelpin, Gerry; Fawzy, Moustafa; Radhakrishnan, Krish; Raffo, Barbara; Marabetti, Rose; Smyth, Virginia

Cc: Catanzaro, Enzo; Theodorellys, Penny

Subject: FW: WTC Evidence Questionnaire

Here is the Law Department's WTC Evidence Questionnaire that we discussed at today's mtg. Pls. ensure that all staff members with WTC information receive and fill out the questionnaire by this Friday Oct. 29th. This all can be done via E- mail. Thanks

10/29/2004

Marabetti, Rose**From:** Ellis, Karen**Sent:** Friday, October 29, 2004 2:49 PM**To:** Marabetti, Rose**Subject:** RE: WTC Evidence Questionnaire

Rose:

My completed questionnaire has been sent to Mr. Philip.

Thank you.

Karen

-----Original Message-----

From: Marabetti, Rose**Sent:** Thursday, October 28, 2004 1:00 PM**To:** Ellis, Karen; Edmond, Fred; Macdonald, Bruce; Nardiello, Michael; Rollins, Savern; 'moore-grace@hra.nyc.gov'**Cc:** Gilsonan, Michael; Raffo, Barbara; Leonforte, John; McLaughlin, John**Subject:** FW: WTC Evidence Questionnaire

Hi –

I've checked the dates of our service at 110 Maiden Lane and at the Mayor's Lower Manhattan Air Quality Hotline with our timekeeper and they are as follows:

110 Maiden Lane Location: Outreach Provided by Federal, State and City Agencies, Utilities, NYPA, PSC, Pro Bono Lawyers, Accountants, etc.:

We manned the DEP information table seven days a week, but not all of us worked every day. From my checking, I confirmed the following (please feel free to check with timekeeper yourself):

Savern Rollins -- Days starting on 9/15/01 to 11/03/01
 Fred Edmond -- Days starting on 9/15/01 to 11/16/01 (confirm with John Leonforte)
 Karen Ellis -- Days starting on 9/18/01 to 11/16/01
 Bruce Macdonald -- Days starting on 9/18/01 to 11/16/01
 Rose Marabetti -- Days starting on 9/18/01 to 11/16/01
 Tiehesia Moore-Grace - worked about one or two days during 9/18/01 to 11/16/01.
 Michael Nardiello did not work with us at this location.

Mayor's Lower Manhattan Air Quality Hotline (in Manhattan) – Representatives from NYCDOH, NYCDEP, OEM, CDC (from Atlanta):

The dates the following people worked at the Hotline are as follows. Here, each person worked every day, Monday through Friday.

Karen Ellis – 3/11/02 – 5/31/02
 Bruce Macdonald – 3/11/02 – 5/31/02
 Rose Marabetti – 3/11/02 – 5/31/02
 Tiehesia Moore-Grace – 3/11/02 – 5/31/02
 Mike Nardiello – work ended on 5/31/02; don't know start date
 Savern Rollins – 3/11/02 – 4/17/02 (confirm with timekeeper or Barbara Raffo)
 Fred Edmond did not work at this location

On June 18, 2002, I turned the following materials over to Mike Gilsonan:

- 1) The final OEM Indoor Air Calls Report dated 5/31/02; 2) Graph of the total Call Breakdown, from 3/11 – 5/28/02;
- 3) List of names of people inquiring about facade cleaning; 4) Xeroxed copies of the Indoor Air Quality (IAQ)

10/29/2004

WTC Evidence Questionnaire

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referrals files in alphabetical order; 5) DEP's original file of callers (in alphabetical order) who required BWTCH (I forget what this stands for?) follow-up; and 6) DEP's original file of callers (in alphabetical order) who did not require follow-up.

Reminder: The completed NYC Law Department WTC Questionnaire must be emailed to John Philip, the WTC Unit's "DEP Task Force Liaison" at jphilip@law.nyc.gov by tomorrow, Friday, October 29, 2004.

-----Original Message-----

From: Gilsenan, Michael

Sent: Monday, October 25, 2004 3:18 PM

To: Kelpin, Gerry; Fawzy, Moustafa; Radhakrishnan, Krish; Raffo, Barbara; Marabetti, Rose; Smyth, Virginia

Cc: Catanzaro, Enzo; Theodorellys, Penny

Subject: FW: WTC Evidence Questionnaire

Here is the Law Department's WTC Evidence Questionnaire that we discussed at today's mtg. Pls. ensure that all staff members with WTC information receive and fill out the questionnaire by this Friday Oct. 29th. This all can be done via E-mail.
Thanks

10/29/2004

Marabetti, Rose

From: Rollins, Savern
Sent: Friday, October 29, 2004 3:04 PM
To: Marabetti, Rose
Cc: Raffo, Barbara
Subject: WTC Evidence Question

Rose,
I e-mail the questionnaire to John Philip on 10/29/04. I also found the timesheet with 11/17/01 date so I change the date.

Marabetti, Rose

From: Edmond, Fred
Sent: Friday, October 29, 2004 10:29 AM
To: Marabetti, Rose; Leonforte, John
Cc: Rollins, Savern; Gunthorpe, Rick
Subject: RE: WTC Evidence Collection Project

This is a very emotional subject to me and I have been to the medical institution at Mt. Sinai Medical Hospital for a complete mental and physical check up, Thank you.



RE: WTC Evidence
 Questionnaire...

-----Original Message-----

From: Marabetti, Rose
Sent: Friday, October 29, 2004 7:37 AM
To: Ellis, Karen; Macdonald, Bruce; Rollins, Savern; Nardiello, Michael; Edmond, Fred
Cc: Gilseman, Michael; Raffo, Barbara; McLaughlin, John; Leonforte, John
Subject: FW: WTC Evidence Collection Project

Please see reminder below to **email** your WTC Evidence Collection Questionnaire from the City Law Dept. **today, Friday, 10/29/04.** (Yesterday I sent dates of service for the two locations we (not all) worked at in 2001 and 2002.)

Please confirm that you have sent today. Thank you!

-----Original Message-----

From: Gilseman, Michael
Sent: Thursday, October 28, 2004 12:10 PM
To: Fawzy, Moustafa; Kelpin, Gerry; Radhakrishnan, Krish; Smyth, Virginia; Marabetti, Rose; Catanzaro, Enzo; Theodorellis, Penny
Cc: Avaltroni, Robert
Subject: WTC Evidence Collection Project

Just a reminder that the WTC Evidence Collection Project Survey Forms are due to the Law Dept. by the close of business Fri., Oct. 29th. The completed form can be E-mailed to jphilip@law.nyc.gov. Thanks for cooperation in this matter. This project is a high priority to the city and needs to be completed timely. Thanks again.

WTC Evidence Questionnaire

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Marabetti, Rose

From: Edmond, Fred
Sent: Tuesday, October 26, 2004 9:47 AM
To: Marabetti, Rose
Subject: RE: WTC Evidence Questionnaire

Thank you.

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Sent: Monday, October 25, 2004 6:07 PM
To: Ellis, Karen; Edmond, Fred; Macdonald, Bruce; Nardiello, Michael; Rollins, Savern
Cc: Gilsenan, Michael; Raffo, Barbara; Leonforte, John; McLaughlin, John
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To: Kelpin, Gerry; Fawzy, Moustafa; Radhakrishnan, Krish; Raffo, Barbara; Marabetti, Rose; Smyth, Virginia
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