

ENV COMPLIANCE

Fax:17185954422

**** Transmit Conf. Report ****

P.1

Oct 28 2004 13:36

Location	Mode	Start	Time	Page	Result	Note
917187527960	NORMAL	10/28,13:36	1'29"	5	* O K	

10/28/04
Called her at home
She was 2 emails at home
She didn't call back
Roe
Thanks

New York City Department of Environmental Protection • 59-17 Junction Blvd • Flushing, New York 11375 • 718 DEP HELP
www.nyc.gov/dep

go out to morning
email that I could send it to. The Questionnaire has to
email the Questionnaire to you. Please get me an
to you it must be emailed so I need to
Please fill out the questionnaire but as I explained
I indicated on the attached.
didn't y thought with more grace/humane on the way
Here's the email I tried to send you — it
Teresa —

Re: NYC Law Dept's Questionnaire on WTC Evidence Collection
FAX: 718-752-7960/796A
FAX: 718-752-7904

To: Teresa Grace-More
HRA-Queens Food Stamps
FIA-53

including
(over)

10/28/04

ROSE MARABETTI

DIRECTOR, ENVIRONMENTAL ECONOMIC DEVELOPMENT ASSISTANCE UNIT

BUREAU OF ENVIRONMENTAL COMPLIANCE

(718) 595 - 4541 PHONE • (718) 595 - 4422 FAX

rmarabetti@dep.nyc.gov



(5 pages
including
cover)

10/28/04

To: Ticheria Grace-Moore
HRA-Queens Food Stamps

FIA-53

FAX: 718-752-7960/7962 TEL: 718-752-7904

Re: NYC Law Dept.'s Questionnaire on WTC Evidence Collection

Ticheria—

Here's the email I tried to send you—it
didn't go through with moore-grace@hranyc or the way
I indicated on the attached.

Please fill out the questionnaire—but as I explained
to you it must be emailed—so I need to
email the Questionnaire to you. Please get me an
email that I could send it to. The Questionnaire has to
go out tomorrow.

www.nyc.gov/dep

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Thanks
Rose

Marabetti, Rose

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: Gilsenan, 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):

PII

Days starting on 9/15/01 to 11/03/01
 Days starting on 9/15/01 to 11/16/01 (confirm with John Leonforte)
 Days starting on 9/18/01 to 11/16/01
 Days starting on 9/18/01 to 11/16/01
 Days starting on 9/18/01 to 11/16/01
 [PII] - worked about one or two days during 9/18/01 to 11/16/01.
 [PII] 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.

PII

/11/02 – 5/31/02
 [PII]ald – 3/11/02 – 5/31/02
 [PII]ti – 3/11/02 – 5/31/02
 [PII]e [PII] – 3/11/02 – 5/31/02
 [PII] – work ended on 5/31/02; don't know start date
 [PII] – 3/11/02 – 4/17/02 (confirm with timekeeper or Barbara Raffo)
 [PII] did not work at this location

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

- 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) referrals files in alphabetical order; 5) DEP's original file of callers (in alphabetical order) who required BWTC (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

10/28/2004

WTC Evidence Questionnaire

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

10/28/2004

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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:
Last Name:
Phone Number:
Email:
Agency:

1. What is your current job title?

1a. Please describe your duties:

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.

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.

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.

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)