



FOR IMMEDIATE DISTRIBUTION

**130 Liberty Street Memorandum**

**To: ALL ROOFTOP EXAMINATION PERSONNEL**

**From: [REDACTED] DIRECTOR OF CONSTRUCTION**

**Date: April 11, 2006**

**Re: PROTOCOL FOR DISCOVERY OF POTENTIAL HUMAN REMAINS, ARTIFACTS, 9/11-RELATED DEBRIS, and/or PERSONAL PROPERTY DURING ROOFTOP EXAMINATION PHASE ONLY**

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This notice memorializes the protocols all workers (supervisors, foremen, laborers, technicians, consultants, suppliers, etc.) involved in any aspect of the Rooftop examination must follow in the event of the discovery of potential human remains, artifacts, 9/11-related debris, personal property, and other sensitive materials. These protocols were developed in conjunction with the Office of Chief Medical Examiner ("OCME") of the City of New York and [REDACTED] Ph.D., RPA, Senior Archaeologist from TRC, to ensure that all potential human remains are protected and provided to the OCME as well as to ensure that all potential artifacts, personal property, or 9/11-related debris are preserved and provided to the appropriate entities.

ALL personnel participating in the examination of the rooftop ballast at the 130 Liberty Street Building are required to review and follow the protocols outlined in this Memorandum. Failure to properly train or instruct your work crew or failure to handle potential remains properly will result in immediate dismissal from the 130 Liberty Street job.

Workers and/or managers with questions regarding the attached procedures are asked to direct them to LMDC's Project Manager, [REDACTED]

**Protocols for All Personnel Involved in Rooftop Examination Work**

LMDC, URS Corporation, TRC, Bovis Lend Lease, FDNY, and the Office of Chief Medical Examiner (OCME) have assisted in the development of the following protocols specific to the rooftop examination effort:

- 1) When any potential human remains (i.e., bones, teeth, etc.) are located, immediately inform the Medical Legal Investigator (MLI) from the Office of Chief Medical Examiner (OCME) of the City of New York and/or [REDACTED] Ph.D., RPA, Senior Archaeologist from TRC, both of who will be present on the rooftop during all examination activities.

- 2) Authorized representatives from FDNY will be present for all roof cleaning activities to assist with locating Potential Human Remains (PHR).
- 3) TRC's Senior Archaeologist, [REDACTED] and a Medical Legal Investigator (MLI) from the Office of Chief Medical Examiner are required to be present for all roof examination activities to assist with locating PHR.
- 4) Any personnel working on the ballast must wear latex gloves to preserve any component of PHR for the Office of Chief Medical Examiner per their request.
- 5) The ballast which is piled against the roof parapet in 2-3 foot piles on 3 sides (north, east and west) is to be carefully raked in small quantities, on the concrete surface towards the roof so as to leave it in a single layer, so that any and all participants involved can visually and thoroughly examine strictly by hand sorting methods as approved by the MLI and/or [REDACTED].
- 6) Upon inspection, if anything of uncertainty is found, it shall be shown to the archeologist and MLI who then proceeds to either place it in a bag identified as miscellaneous metals, plastics, etc., or as Potential Human Remains.
- 7) After a small pile of roof ballast's examination is completed by the team, the MLI and/or [REDACTED] shall clearly direct Bovis laborers (or others as appropriate) to shovel the ballast into a wheelbarrow and place it in a pile designated for removal. Piles shall be kept separate by a minimum of 10 feet of clean rooftop containing no ballast.
- 8) As the Office of Chief Medical Examiner (OCME) will have a Medical Legal Investigator on the roof during the aforementioned procedures, URS Corporation will no longer receive the PHR at days end and hold it until the ME's office arrives, as had been the previous protocol. However, this protocol is limited to the rooftop examination.
- 9) The team (FDNY, Bovis, TRC's Archeologist, OCME, URS) will meet at 7:00 AM daily to discuss the days work plan, safety procedures, and protocols. At 3:00 PM daily, the team will reconvene to review the days events, compare notes, hand over all PHR to the ME's office representative and thus conclude the days activities.
- 10) If large body portions are found **do not disturb**. Notify the OCME immediately and contact [REDACTED] or [REDACTED]. Note the exact location and do not touch or disturb unless directed by Office of Chief Medical Examiner.
- 11) If personal effects are located, i.e. jewelry, photo identifications, credit cards, cell phone remains, please provide to [REDACTED] TRC's Archeologist.

- 12) Do not discard any plane debris. Place the debris in a bag and follow the protocols identified in this memorandum – specifically those outlined in number 11.
- 13) Do not discard any clothing items. Discovery of any clothing articles shall be handled in a manner consistent with the protocols outlined in number 11.
- 14) Personnel are directed not to take photographs other than the MLI and/or [REDACTED] who shall be allowed to take photographic documentation.
- 15) The examination efforts, including the quantity of potential human remains, artifacts, 9/11-related debris, personal property, and other sensitive materials shall not be known to any personnel other than the MLI and [REDACTED] and personnel are required to observe strict confidentiality in relation to the activities associated with the rooftop examination.
- 16) The MLI and [REDACTED] shall be responsible for documenting a proper Chain of Command for discovered materials.

The examination for PHR is expected to take between 1-2 weeks at the roof level. These protocols have been developed specific to the rooftop. The previously issued Memorandum relating to the discovery of potential human remains, artifacts, 9/11 related debris, and/or personal property issued on September 28, 2005 and reissued on March 28, 2006 shall still be in effect for all site personnel working in any area other than the rooftop of 130 Liberty Street.

If you have any questions or concerns regarding the implementation of these protocols, please contact [REDACTED] or [REDACTED] at any time.