

Memorandum

TO: Jerome Johnson – UTU
James Brown - BLET

FROM: Raymond Kenny – SVP/GM Rail Operations
Brian Lapp – SVP, Chief Safety Officer

DATE: October 25, 2019

SUBJECT: Suffern Crew Quarters – Mold Issues – Contingency Plan

The double wide trailer in Suffern Yard houses crews from Transportation, Mechanical and Norfolk Southern (NS). The space consists of a locker room, two bathrooms (designated men's and women's), two offices for NS, a lunch room, a NJT office, an equipment room and an ice machine. The overall dimensions are 62' x 28'. Fifteen mechanical and twenty-nine transportation employees are quartered at this location. The NS count is unknown at this time.

After mold was discovered during maintenance work in the men's bathroom, the Environmental Services Unit (ESU) obtained the services of an abatement contractor to address the mold issue. It was determined that the mold is wide spread and a new trailer is the best economical solution. A quote of \$20,000 was received on October 21, 2019 to address problems on an interim basis while a new trailer was procured, foundations constructed and delivered. This action would require relocating the employees and removing the contents of the building while the work was performed. The estimated duration of the work is five business days plus the necessary time to move back in. There is no alternative location for the employees.

A second quote has been requested from the same abatement contractor that will include a non-destructive cleaning of the interior spaces and the HVAC ducts. The men's bathroom will remain closed. Positive air flow as recommended by the contractor will be provided. The duration of this work will be three days, and no one will need to leave the building. This is a state contractor and no additional quotes are required. It is anticipated that he can mobilize quickly.

The port-a-john that is on site will remain unless the women's room can be made unisex. In yesterday's Health and Safety meeting, it was noted that there is no sink in the existing port-a-john. Transportation has ordered a new one equipped with a sink.

In parallel, a quote has been received to lease a temporary trailer to utilize until a permanent one can be installed. The size of this trailer is 60' x 24'. The basic model

includes one bathroom, four office spaces and a conference area. This space can be utilized as such: conference room as locker space, one office as equipment, one office as lunch room, one office each for NJT and NS. If the unisex bathroom is unacceptable, the port-a-john will remain and access to the existing trailer's bathroom can remain if it is feasible. The temporary trailer will not be plumbed for a shower.

Metro North still has not responded on their permitting/construction process. We will treat the temporary trailer installation as an emergency and move forward nevertheless. The construction requirements will be determined for the permanent solution.

The electrical, plumbing, IS components and move should be able to be completed by our in-house forces. This was one of the asks of Metro North. We will presume that we can.

The lead time on the temporary trailer will be determined once the order is made. The requisition is currently in the approval routing process. The purchase order for the cleaning will be executed once the quote is received. ESU understands the need to expedite this work.

Of note the original abatement contractor proposal discusses issues with sewer backups. The septic tanks were cleaned yesterday.

In addition, ESU has ordered air monitoring of the existing trailer.

The building is safe to enter based on the following conditions. This will be communicated at the site with a bulletin:

Is it safe to access and use a facility with visual and airborne mold?

There are many types of mold. Mold spores are always found in the air we breathe, but extensive mold exposures might cause health problems for some individuals. Currently, there are no federal/state standards or recommendations, (e.g., OSHA, NIOSH, EPA) for airborne concentrations of mold or mold spores in the workplaces. It is not known at which concentration of mold might cause health problems, as some people are more sensitive to mold than others. Due to the lack of guidance, OSS recommends that an individual who has a pre-existing health condition (e.g., allergies, asthma, emphysema, or compromised immune system), young infants, and the elderly should limit access to the complaint areas where there is mold. If any employee exhibits adverse health effects from working in the complaint areas, the employee should limit their access to the complaint areas until the mold remediation is completed.

We hope that your concerns have been addressed at this time. We will continue to provide updates as information on key tasks is obtained.