

Putting History in its Proper Place

Fifteen years ago DEP partnered with the Cooper Union School of Architecture on an ambitious summer internship program to restore order to a 10,000 square-foot space filled from floor to ceiling with boxes, flat files and a thick layer of dust. Nearly forgotten, this space contained a gold mine of water supply and civil engineering history—the hidden treasures of the future DEP Archive. Five seasons of summer interns culminated in a 2001 exhibition of drawings and photographs at Cooper Union. The same year DEP hired a consultant to advance the work fulltime. In 2003, DEP created two fulltime positions to continue the work and the rest—is history!

Today the DEP Archive is clean and organized and still relies on students to inventory the records. As a part of the Office of Records and Archives



Management, its mission is to secure, preserve and make accessible records that have long-term business, operational, and legal value to DEP and NYC.

The bulk of its records document the design, construction and operation of the NYC water supply and distribution systems. There are construction drawings, real property documents, chief engineer reports, meeting minutes, photographs, and more. The earliest records date from the Old Croton Aqueduct in the 1830s and

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Spotlight on Safety

Be Prepared!

September Is National Preparedness Month

Emergency Action Planning Training occurs on a routine basis, although despite that, many people don't think emergencies can happen in the workplace, but they can. Be prepared to respond properly and safely to these types of emergencies:

- Fires
- Explosions
- Hazardous spills or leaks
- Power outages
- Natural disasters such earthquakes, hurricanes, tornados or floods
- Terrorist events

Employees should know what to do in emergencies, including any assigned response tasks they may have. Please note that rescue or response tasks require special training. Some of these tasks include:

- Help others to evacuate
- Shut down equipment
- Account for employees after evacuation
- Close windows and doors

In order to learn the basics of emergency response and be informed, employees should attend Emergency Action Plan (EAP) and related trainings and pay attention to DEP's EAP. They should also know the locations of fire exits, fire extinguishers, and alarms in facilities; know whom to contact in an emergency; and follow instructions of response crews. Sometimes it is safer to stay inside a building, rather than go outside, where the real hazard may exist. If everyone listens and follows prescribed procedures, we can all do our part to keep emergencies from turning into disasters.

At DEP, everyone is responsible for safety. If you or anyone on your team is concerned about your working conditions, it's okay to ask your supervisor or your bureau's EHS liaison how they can help. If you've still got questions, you can call the EHS Employee Concerns Hotline. It's DEP's responsibility to acknowledge and fix unsafe situations, procedures, and practices. With your help, we'll not only get the job done, we'll make it safer for ourselves, our coworkers, our families, and our city.

CALL (800) 897-9677 OR SEND A MESSAGE THROUGH PIPELINE. HELP IS ON THE WAY.

Commissioner's Corner

The numbers are all in, and DEP had a strong Fiscal Year 2010. The data—compiled over the past two months by Assistant Commissioner of Management Analysis, Planning and Auditing **Mark Ritze** and Director of Management Analysis **Bill Morris**—shows that we made major improvements in several key areas.

Some highlights: DEP purchased an additional 10,913 acres of land to protect our watershed—the second highest total ever. Credit goes to DC for Water Supply **Paul Rush**, Assistant Commissioner **Dave Warne** and Deputy Chief of Land Acquisition **David Tobias**; and to our Legal team, led by General Counsel **Robin Levine**, and Assistant Counsels **Sandy Jackson** and **May Chin**.

On the distribution side, water main breaks are down nearly 30%—the fewest in at least a decade and a testament to BWSO DC **Jim Roberts**, Assistant Commissioner **Ed Coleman**, Director of Operations **Mike Farnan**, Director of Field Operations **Tasos Georgelis** and Chief of Distribution Operations **Kate DeFazio**. For wastewater treatment, DEP has for the past few months been significantly reducing the amount of nitrogen discharged into the East River and Jamaica Bay—a tribute to the operators under DC **Vinny Sapienza**, particularly those at Hunts Point and 26th Ward.

DC **Joe Singleton** and the AMR team led by **Warren Liebold**, **Mike Roach** and **Purna Movva** installed an astonishing 334,227 wireless water meters. And, perhaps the best news of all for DEP employees and their families, Environmental Health and Safety Directors **Persis Luke**, **Bill Yulinsky**, **Charlene Graff** and **Heather Belovin** and the rest of the EHS team helped our facilities and contractors reduce workplace injuries and illnesses by 17%. Tracking this data is crucial to helping us assess the effectiveness of our programs, allowing us to target resources where they are needed most. Great work everyone, and I have no doubt that we will do even better this year.



Last Tuesday, I attended an event honoring the end of our Summer Internship Program at the Visitor Center at Newtown Creek, a send-off which included members of the newly-formed DEP Alumni Association. DC Vinny Sapienza introduced the interns, who provided recaps of their hot summers. They helped clean up our beaches, staff our Water-On-the-Go fountains, and greet guests at the Visitor Center.

In other news, we completed a 16-acre restoration in Alley Creek. This \$20 million project—overseen by Director of the Office of Ecological Services **John McLaughlin**, Deputy Director **Helen Forgione** and Geologist **Kaled Alamarie**—reintroduced native plant life, which will help reduce stormwater runoff that contributes to combined sewer overflows. When these plantings mature, the land will be opened to the public, providing New Yorkers a chance to see Alley Creek's incredible biodiversity: horseshoe crabs, egrets and ospreys. Read more about it in today's Daily News or check out some amazing photos of the work.

Building on the success of the Land Acquisition Program in FY2010, we just spent \$7.8 million acquiring an additional 1,323 acres of upstate land. I've said it before, but it's important to reiterate: watershed protection is essential to maintain drinking water quality over the long term. Since 1997, NYC has committed about \$541 million to purchase land to protect our unfiltered drinking water—it's a tremendous investment, but protecting the water that nine million New Yorkers rely on each day is a tremendous responsibility.



Any City Agency—especially one with a rich history like DEP—will produce a lot of records over its lifetime. **Samar Qandil**, the Director of Records and Archives Management, sees to it that all of our records, historic or not, are managed throughout their lifecycle.

Samar has been with DEP since the inception of Records and Archives Management, starting out at the archive as a consultant in 2001, and becoming a DEP employee in July, 2003. Reporting to **Sue Dennis**, Director of Facilities Management and Construction, and **Zoe Ann Campbell**, Deputy Commissioner of Human Resources Administration, Samar's main focus now is to work on get-

ting the backlog of engineering records inventoried and preparing the archive for a rehabilitation project this fall. Her other big push is developing new records retention schedules for DEP and she is hoping to get NY State Archives grant money to fund this.

While she enjoys the challenge of records management, her first love is the archive. "It's an amazing treasure of City history and water supply engineering. It's such a heroic story and I feel passionate about sharing it. When I handle a hand inked drawing I get excited about the human story that got this system built," says Samar.

Prior to DEP, Samar's work experience was at art museums. She studied art history at the University of Kansas. She's worked at the Guggenheim Museum and the Nelson-Atkins Museum of Art in Kansas City. "Archives are not so different from museums; they're really just a different way of managing and sharing information," says Samar.

Did You Know?

... that the **Jacqueline Kennedy Onassis Reservoir**, originally and sometimes still known as the Central Park Reservoir, holds up to 1 billion gallons of water. It was never a collecting reservoir, but it received water from the Croton system via trunk mains out of the 135th Street Gatehouse. For 131 years, from 1862 to 1994, this reservoir was part of New York City's drinking water supply until it was decommissioned. It is still part of the New York City water supply system as emergency back up.

DEP: Then & Now

Then: The DEP Archive in 1992 before the effort to organize the space and survey its contents. This is what can happen when records are not systematically managed. Effective records management requires organized attention throughout the lifecycle of the records in order to meet operational, fiscal, legal and historical obligations.



Now: Today all DEP Archive records are in flat files or in boxes designed to store records. Most records have some level of inventory and with student support detailed inventories are being produced for priority records pertaining to DEP infrastructure. These records are an invaluable resource for maintaining DEP's infrastructure and understanding the development of one of the country's most significant water supply systems



Q. Why are some manhole covers square instead of round, such as the one pictured here? What is its function?

A. There are thousands of access points into the sewer system and the vast majority are round. But other openings have square and even oval covers that are referred to as "pine-apples." Many of the larger square covers are for regulator chambers, which control or regulate the flow to the wastewater treatment plants. During dry weather, a regulator conveys all wastewater to the treatment plant via intercepting sewers. During a heavy rain, the regulator diverts a portion of sewage and stormwater to an overflow structure and into the receiving waterways. This is called combined sewer overflow, or CSO. Having these large square covers on our larger underground infrastructure makes maintenance much easier.



(Putting History in its Proper Place... - continued)

continue through the development of the New Croton, Catskill, and Delaware Aqueducts, and City Water Tunnels Nos. 1, 2 and 3.

The archive is an invaluable resource to DEP employees and consultants working on infrastructure repair projects like the Delaware Aqueduct. It's also a resource for NYC agencies like the Department of Parks and Recreation for the High Bridge restoration.

Although the archive has been focused on restoring access to DEP's

past, it's a big part of DEP's future. It is poised to become the central repository for all DEP records with long-term value. A reliable and secure place to get the information DEP counts on to do business.

Employees can request records by completing an Information Request form. Since the records concern NYC, infrastructure requests undergo a security review process that involves the relevant operational bureaus and the DEP Bureau of Police and Security.

Event Calendar:

DEP's NYC WATER-ON-THE-GO FOUNTAINS WILL BE OUT TUESDAY THROUGH SUNDAY EVERY WEEK THROUGH LABOR DAY. FOR SPECIFIC INFORMATION, CLICK HERE

Important Information Regarding your Health Benefits

Effective August 30, 2010, the Health Benefits Enrollment process has been centralized to NYCAPS, a Division of DCAS. If you need to update dependent information or have any questions regarding your health benefits, contact ESS (Employee Self-Service) or NYCAPS Central via phone, fax or email instead of your Agency Health Benefits Representative.

Employee Self Service:

To access self-service options go to <http://cityshare.nycnet>-> Human Resources->Employee Self-Service or from home: www.nyc.gov/ess

NYCAPS Central:

Phone: (212) 487-0500 weekdays from (8:30am-5:30pm).

Email: EmployeeSupport@dcas.nyc.gov

Fax: (212) 313-3411

Milestones

"Congratulations to **Dennis Baccamo**, BWS, and his wife **Kelly** on the birth of their son **Jacob**, on August 3, 2010. Mother and baby are both doing fine."

Correction: Anthony DiMascio's bureau was misidentified in the EOM edition of Weekly Pipeline. He works in BWT.

We welcome your feedback! To submit an announcement or suggestion, please email us at: newsletter@dep.nyc.gov.