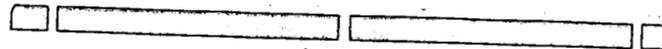


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G-000-1009.19

**AUDIT OF THE ADMINISTRATIVE RECORD (AR)
FILE COPY AT U.S. EPA REGION V OFFICE**

01/06/92

WEMCO:EMT(AR):92-003

WEMCO/DOE-FO

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LETTER

2631

Westinghouse
Environmental Management
Company of Ohio

PO Box 398704
Cincinnati, Ohio 45239-8704
(513) 738 6200

WEMCO:EMT(AR):92-003

January 6, 1992

Mr. R. E. Tiller
FEMP Site Manager
U.S. Department of Energy
P.O. Box 398705
Cincinnati, Ohio 45239-8705

Dear Mr. Tiller:

AUDIT OF THE ADMINISTRATIVE RECORD (AR) FILE COPY AT U.S. EPA REGION V OFFICE

Per DOE verbal request, an audit of the Administrative Record (AR) file copy at the U.S. EPA Region V office was conducted on December 16 and 17, 1991 by S. M. Peterman, D. L. Rayer and I. W. Diggs, Jr. The following summarizes the deficiencies found at the audit.

1. The current updated copy of the Administrative Record Index was not placed in the index notebook.
2. None of the submittals from FEMP during the last calendar year (January 1, 1991 to December 16, 1991) had been filed in the notebooks. There were 13 submittals totaling 867 documents and none had been opened once received at U.S. EPA.
3. The following 55 documents were missing:

- | | |
|-----------------|------------------|
| 1. G-000-704.1 | 15. U-004-401.1 |
| 2. G-000-704.2 | 16. U-004-402.2 |
| 3. G-000-708.22 | 17. U-004-402.3 |
| 4. G-000-708.23 | 18. U-004-1007.1 |
| 5. G-000-709.5 | 19. U-005-101.12 |
| 6. G-000-1004.7 | 20. U-005-707.1 |
| 7. G-000-1103.3 | 21. U-005-707.2 |
| 8. U-003-101.5 | 22. U-005-707.3 |
| 9. U-003-402.2 | 23. U-005-707.4 |
| 10. U-003-402.3 | 24. U-005-1001.3 |
| 11. U-003-707.1 | 25. U-005-1001.4 |
| 12. U-003-707.2 | 26. U-006-101.4 |
| 13. U-003-707.3 | 27. U-006-402.5 |
| 14. U-003-707.4 | 28. U-006-403.1 |

Mr. R. E. Tiller

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29. U-006-707.1	43. R-012-303.1
30. U-006-707.2	44. R-013-205.1
31. U-007-101.2	45. R-014-205.2
32. U-007-402.3	46. R-014-207.3
33. U-007-1007.2	47. R-014-1007.1
34. R-001-202.23	48. R-014-1007.2
35. R-008-202.4	49. R-016-101.2
36. R-008-204.1	50. R-016-205.1
37. R-008-207.2	51. R-016-207.1
38. R-009-207.3	52. R-016-1007.1
39. R-009-1007.2	53. R-016-1007.2
40. R-009-1007.3	54. R-017-101.1
41. R-010-303.1	55. R-017-205.1
42. R-010-1007.1	

(Note: 45 of the missing documents were from one submittal - #17 - shipped in January of 1991. The entire submittal was missing at the EPA Region V office.)

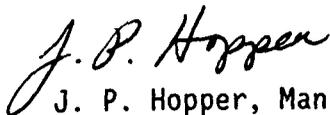
4. Miscellaneous deficiencies:

- A. No tabs were provided with the documents which made the documents harder to find.
- B. Spine labels for the binders were not updated.
- C. Binders were not consolidated for efficient use of space.

All deficiencies except for replacement of the missing documents were corrected. The missing documents will be sent as soon as possible to the U.S. EPA.

With the number of documents being submitted to the AR rapidly increasing, WEMCO recommends that the audit schedule of the U. S. EPA Region V copy of the AR be increased from annually to bi-annually. This will minimize the time required to audit the U. S. EPA Region V copy.

Very truly yours,



J. P. Hopper, Manager
Environmental Restoration

JPH/DLR:csk

Mr. R. E. Tiller

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WEMCO:EMT(AR):92-003

c: J. R. Craig, DOE-FEMP
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H. F. Daugherty
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