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**AUDIT FINDINGS OF THE ADMINISTRATIVE
RECORD FILE COPY AT THE UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY
REGION V OFFICE**

11/24/93

**DOE-0424-94
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LETTER**



Department of Energy
Fernald Environmental Management Project
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DOE-0424-94

Mr. James A. Saric, Remedial Project Director
U.S. Environmental Protection Agency
Region V - 5HRE-8J
77 W. Jackson Boulevard
Chicago, Illinois 60604-3590

Dear Mr. Saric:

AUDIT FINDINGS OF THE ADMINISTRATIVE RECORD FILE COPY AT THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY REGION V OFFICE

An audit of the Administrative Record (AR) file copy at the United States Environmental Protection Agency (U.S. EPA) Region V Office was conducted October 25-29, 1993 by the Fernald Environmental Management Project (FEMP) AR staff. The following summarizes the deficiencies found at the audit.

1. None of the submittals after the May 1993 audit from the FEMP had been filed in the binders. There were two transmittals to the U.S. EPA totalling 325 documents for the staff to merge into the U.S. EPA Region V copy of the AR file.
2. There were fifteen (15) missing documents. They are:

1. R-020-204.11	6. R-033-107.1	11. R-035-208.5
2. R-028-204.5	7. R-031-208.4	12. G-000-1003.1
3. R-028-204.6	8. R-031-208.5	13. G-000-1003.2
4. R-028-204.7	9. R-035-208.3	14. G-000-1003.3
5. R-028-207.7	10. R-035-208.4	15. G-000-1003.4

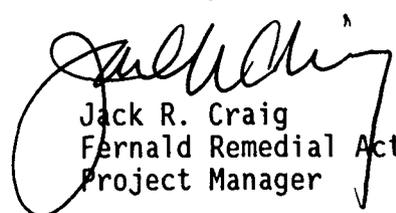
These documents will be copied and placed in transmittal 46. This Transmittal will be shipped in December, 1993 to the U.S. EPA Region V Office.

In addition to the regularly scheduled audit, at your request the U.S. EPA Region V copy of the AR for the FEMP has been placed in the U.S. EPA standard pressboard folder. Moving the file copy of the Record has noticeably cut down on the shelf space required.

The U.S. EPA Region V AR copy was found to be in good order overall. Thank you for your assistance in this AR audit appraisal.

If you or your staff have any questions, please contact Johnny Reising at (513) 648-3139.

Sincerely,



Jack R. Craig
Fernald Remedial Action
Project Manager

FN:Reising

cc:

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