

DEPARTMENT OF TOXIC SUBSTANCES CONTROL

Region 4
245 West Broadway, Suite 350
Beach, CA 90802-4444

(310) 590-4856

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MCAS EL TORO
SSIC #5090.3

December 1, 1994

Mr. Wayne D. Lee
Assistant Chief of Staff
Environment and Safety
Marine Corps Air Station El Toro
P.O. Box 95001
Santa Ana, California 92709-5001

Dear Mr. Lee:

FEDERAL FACILITY AGREEMENT PROCEDURES FOR MEETINGS AND CONFERENCE CALLS

Pursuant to Section 18.3, "Project Managers" (PM), of the Federal Facilities Agreement (FFA) for the Marine Corps Air Station El Toro (MCASET), the Department of Toxic Substances Control (Department) feels that the Marine Corps, by mutual consent of the MCASET, the United States Environmental Protection Agency (USEPA) Region IX, the Department, and the Regional Water Quality Control Board, Santa Ana Region (RWQCB), who are signatories to this agreement, should provide an agenda to the PMs at least one week in advance in accordance with this agreement. This should be done for all future meetings, conference calls and public meetings.

The Department is providing this reminder to ensure coordination among the parties involved. For example, the agenda for the November 29, 1994 meeting at the MCASET to discuss the Base Closure Plan revisions should have been received last Tuesday, November 22, 1994 at the latest. At the date of the meeting, the Department did not receive an agenda.

Thank you in advance for your cooperation in this matter. If you have any questions, please me at (310) 590-4919.

Sincerely,


Juan Manuel Jimenez
Remedial Project Manager
Region 4 Base Closure Unit
Office of Military Facilities

cc: See next page.



Mr. Wayne D. Lee
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