

13 April 92

M E M O R A N D U M

From: Staff Civil Engineer, Code N4  
To: Distribution

Subj: TECHNICAL REVIEW COMMITTEE MEETING

1. A Technical Review Committee (TRC) preparatory meeting has been set for 1330 on 15 April 1992, at Building 1, Facilities Conference Room. The purpose of the meeting is to familiarize key personnel with the TRC process. Roles and responsibilities will be discussed and how to achieve a successful effective TRC.
2. This is a preparatory meeting, and will include a representative from the California Department of Toxic Substances Control (DTSA). The first actual TRC meeting is planned for the June/July timeframe.
3. Point of contact regarding the meeting is Ms. Kim at extension 7705.

Sincerely,



J. L. SNYDER  
LCDR, CEC, USN

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