



EnSafe / Allen &

a joint venture for profession

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NAS PENSACOLA
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Program Management Office

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5909 Shelby Oaks Dr.
Suite 201
Memphis, TN 38134
Phone (901) 383-9115
Fax (901) 383-1743

EnSafe/Allen & Hoshall Branch Offices:

Charleston
935 Houston Northcutt Blvd.
Suite 113
Mt. Pleasant, SC 29464
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Fax (803) 856-0107

Cincinnati
400 TechneCenter Dr.
Suite 301
Milford, OH 45150
Phone (513) 248-8449
Fax (513) 248-8447

Pensacola
2114 Airport Blvd.
Suite 1150
Pensacola, FL 32504
Phone (904) 479-4595
Fax (904) 479-9120

Norfolk
303 Butler Farm Road
Suite 113
Hampton, VA 23666
Phone (804) 766-9556
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Raleigh
5540 Centerview Drive
Suite 205
Raleigh, NC 27606
Phone (919) 851-1886
Fax (919) 851-4043

Nashville
311 Plus Park Blvd.
Suite 130
Nashville, TN 37217
Phone (615) 399-8800
Fax (615) 399-7467

Dallas
4500 Miller Drive
Suite 26
Ft. Worth, TX 75038
Phone (214) 791-3222
Fax (214) 791-0105

August 16, 1996

West Florida Regional Library
Attn: **Ms.** Bonnie Demars
200 West Gregory Street
Pensacola, FL 32501

Dear Ms. Demars:

On behalf of the **U.S.** Navy, Southern Division, EnSafe/Allen & Hoshall in accordance with the principles of the **U.S.** Environmental Protection Agency is required by law to establish administrative records "at or near a facility at issue." **This** administrative record consists of information upon which the Southern Division bases its selection of response action for a particular installation Restoration site.

By providing the public with greater access to these records, it is intended that they will be better informed to comment constructively on site activities and to understand the issues relating to the selection of the response action at **the** site.

We appreciate having the West Florida Regional Library **as** the designated administrative record facility for the NAS Pensacola Installation Restoration site. The enclosed record files, along with any future documents relating to technical activities at the site should be placed in the West Florida Regional Library and **be** available for public review. The record files should be treated **as** a non-circulating reference - it should not be removed **from your** facility.

The administrative record is preceded by an index listing all documents contained in the record. All documents listed in the index should **be** physically present in the file unless specifically noted to be located elsewhere. **Only** privileged documents and documents too large to easily maintain such **as** data packages are absent. Any requests concerning these documents should be directed to the signer. Please take a few minutes to ensure that you have received all documents.

Periodically, the administrative record will be **updated** with the addition of documents. Please add the new documents **in** the appropriate place in the file.

Ms. Bonnie Demars

August 16, 1996

Page Two

To ensure the receipt of the administrative record file, I would appreciate your completion of the attached Acknowledgement of Receipt form. Please send this form to Southern Division in the enclosed self-addressed, stamped envelope.

Thank you again for your willingness and cooperation in serving the U.S. Navy, Southern Division as a Field Repository. If you have any questions or comments, please contact Brian Caldwell at (904) 4794595.

Sincerely,

EnSafe/Allen & Hoshall

Amy L. Stehlin for

Brian Caldwell

Enclosure

cc: Bill Hill
Kim Reavis
Allison Dennen
Patty King

ACKNOWLEDGEMENT OF RECEIPT FORM

To: Mr. Bill Hill, Code **1851**
Southern Division, NAVFACENGCOM
2155 Eagle Drive
Charleston, SC **28217**

From: NAS Pensacola Library
Attn: Ms. Judeth Walker
Building 633
190 Radford Blvd.
Pensacola, FL **32508-5217**

I acknowledge receipt of the following documents from the **U.S.** Navy, Southern Division referencing the administrative record of NAS Pensacola Installation Restoration site.

Administrative Record Number _____

Administrative Record Name _____

Administrative Record Document Numbers _____

Please note any discrepancies _____

SPECIAL NOTES _____

Signed _____

Date _____