



EnSafe / Allen

a joint venture for professional services

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NAS PENSACOLA
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Ft. Worth, TX 75038
Phone (214) 791-3222
Fax (214) 791-0405

August 16, 1996

John C. Pace Library
University of West Florida
Attn: Ms. Linda Boldyreff, Document Department
11000 University Parkway
Pensacola, FL **32514-5750**

Dear Ms. Boldyreff

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 John C. Pace 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 John C. Pace 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.

Ms. Linda Boldyreff
August 16, 1996
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Periodically, the administrative record will be **updated** with the **addition** of documents. Please add the new documents in the appropriate place in the file.

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) 479-4595**.

Sincerely,

EnSafe/Allen & Hoshall



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 _____