

Gilsenan, Michael

From: Atteloney, Leonard
Sent: Thursday, October 17, 2002 4:00 PM
To: Gilsenan, Michael
Subject: Invoice

MEMORANDUM

To: Mike Nolan, Project Manager
Warren & Panzer Engineers, P.C.

From: Leonard Atteloney, Director of Laboratory Services
Bureau of Environmental Compliance

Date: October 17, 2002

Topic: Documents Needed for Processing Invoice

In order to approve the invoices that were submitted the following documents are needed:

Invoice # 955344

1. Need explanation of hours and or laboratory report for employee # 438 on 08/15/02.
2. Chain of Custody sheets dated 08/17/02 and 08/18/02 for employee #424 need the stop flow rates. These reports will be returned.
3. Need explanation of hours and or laboratory report for employee # 421 on 08/16/02.
4. Need explanation of hours and or laboratory report for employee # 407 on 08/17/02.
5. Chain of Custody sheet dated 08/16/02 for employee #381 needs the stop flow rate. This report will be returned.
6. Need explanation of hours and or laboratory report for employee # 377 on 08/14/02.
7. There were no time sheets and tech costs for the following employees: Charles Colbert (08/17/02) and A. Martirossian(08/17/02, 08/18/02).

Invoice #955346

8. Chain of Custody sheets dated 08/24/02 and 08/25/02 for employee #424 need the stop flow rates. These reports will be returned.
9. Need explanation of hours and or laboratory report for employee # 432 on 08/22/02 and 08/23/02.
10. Need explanation of hours and or laboratory report for employee # 431 on 08/21/02.

c: M. Gilsenan, Asst. Commissioner BEC

3/17/2003

Gilsenan, Michael

From: [PII]
Sent: Wednesday, October 23, 2002 9:29 PM
To: Fitzpatrick.Robert@epa.gov
Cc: Gilsenan, Michael; egesmer@gulges.com
Subject: 7S cleaning

Dear Bob,

It has come to my attention that our bookshelves were NOT removed so that cleaning could take place behind the shelves and fake walls that back the bookshelves. This was a definite special cleaning request by me in writing. There was so much debris on and inside the 400 books on these shelves, the decision was made to throw out all the books because of health concerns. Therefore, the shelves need to be removed and cleaned (as well as the spaces behind the shelves) in order for the health risks not to be a problem for me and my family. Since the bookshelves are still intact, it is apparent that they were never removed and cleaned. Please confirm to me ASAP that this will be attended to . Please contact me as soon as you can regarding these concerns . Thank you.

[PII]