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SENT BY: I.T. CORPORATION

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File 504.3/1, 1/5

File to 531-3450
Tom Grumbles

February 8, 1989

Project No. 435167-04

Mr. H. Jack Need
Director, Environmental Programs
Conoco, Inc.
600 W. Dairy Ashford Road
Marland Building
Houston, Texas 77079

Meeting Schedule
Lake Charles Chemical Complex Project

Dear Mr. Need:

Pursuant to the meeting among Conoco, Vista and IT, the following project meetings with accompanying topics are scheduled:

- February 28, Risk Assessment Review
- March 7, Feasibility Study Presentation
- March 28, Overall Project

It is understood that the participants at the February 28 and March 7 meetings are planned to be J. Need, T. Grumbles, D. Haney and P. Campbell. The March 28 meeting will likely involve many more members of the project team.

Additionally, IT will issue the "final" Rate and Extent and Source Determination Reports on or before March 8. This schedule is one week earlier than discussed on February 1. The second draft of the Feasibility Report will be issued on or before March 15.

IT is committed to participate in additional meetings or other reviews as necessary in order to provide Conoco/Vista the quality work product consistent with the referenced contract.

Very truly yours,

A handwritten signature in cursive script that reads 'Presley L. Campbell'.

Presley L. Campbell, Ph.D., P.E.
Director

PLC:cag

cc: Mr. Thomas G. Grumbles
Vista Chemical Company
15990 North Barker's Landing Road
P. O. Box 19029
Houston, Texas 77224

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CON/NEELD2-8

Regional Office

2925 Briarpark • Suite 406 • Houston, Texas 77042 • 713-784-2800

TGG: JCL: MMG: AJO: RF
XF: 650

TO: Ed Taylor-VCM, M. G. Hayes-LCCP

FROM: T. G. Grumbles
DATE: February 21, 1989

Interoffice
Communication

SUBJ: GROUNDWATER PROJECT MEETINGS

VISTA

Attached is a letter from Press Campbell regarding a schedule for meetings on the outstanding reports. The 2/28 and 3/7 (since moved to 3/6) meetings are meant to give us a pre-review before we see a product on the 28th of March.

We all need to schedule attendance at the 3/28 meeting. If you want to attend the meetings on the 2/28 or 3/6, let me know.

Press has been officially made the project leader. Hopefully this will improve quality, coordination, and timeliness of the reports.



T. G. Grumbles

dlj
.549

cc: W. L. McClain

Attachment

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