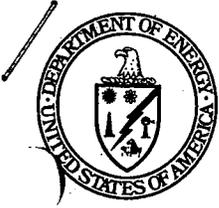


EXAMPLE



Department of Energy

Brookhaven Site Office
P.O. Box 5000
Upton, New York 11973

MAR 20 2009

Mr. Roy Lebel
Brookhaven Science Associates, LLC
Brookhaven National Laboratory
Upton, New York 11973

Dear Mr. Lebel:

SUBJECT: QUALITY ASSURANCE (QA) ASSESSMENT OF BROOKHAVEN SCIENCE ASSOCIATES (BSA'S) DOCUMENTS AND RECORDS AND PROCUREMENT PROGRAMS

The Brookhaven Site Office will be conducting a QA assessment of BSA's Documents and Records and Procurement programs during the week of May 4 through May 8, 2009. Mr. John Adachi, CH-ISC will be the team's lead assessor. Caroline Polanish of my staff and Tracy Sims of CH-ISC will be team members.

Enclosed, please find the Assessment Plan and provide Caroline Polanish with the resources requested to this office no later than April 10, 2009.

If you have any questions, please contact Caroline Polanish of my staff at extension 5224.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert L. Desmarais".

Robert L. Desmarais, Director
Operations Management Division

Enclosure
As Stated:

cc: J. Adachi, CH-ISC, w/encl.
C. Polanish, SC-BHSO, w/encl.
J. Usher, BSA, w/encl.