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WALCOFF & ASSOCIATES

MEMORANDUM

TO: Lynette Dennis

FROM: Rita Trapani

RT

DATE: June 3, 1991

SUBJECT: 4700-005: Paste-Up/Copying/Distribution of Dead Bird Report

BACKGROUND: We now have all of Glenn's changes, and his revised figures in hand. I also have a distribution list, compiled by Sharon Saari.

DISCUSSION:

Paste-Up

The figures must be pasted up when all word processing changes are complete. To ensure that the quality of figures is as good as possible, Glenn has revised and resized the figures. We want to paste up the ORIGINAL version he has submitted to us. Before doing this, a copy should be made for backup/safekeeping.

Photocopying/Binding

We need 35 copies, double sided. Glenn is providing outside covers. We need to make an inside cover too, but I'd like to do that after Glenn submits his covers. Once copies are made, inside covers are made, and outside covers are received, the reports will be ready for binding.

Distribution

* The distribution list is attached (27 on the list; 8 left for our office, future requests). A cover letter must be prepared for each recipient.

Memo to Lynette Dennis

June 3, 1991

Page Two

ACTION:

People

- Rita: Thorough read-through of report. Quality review of final product.
- Alyssa: Check corrections. Work with Production to coordinate paste-up, photocopying, binding. Prepare cover letter. Ask Lynette if distribution should be via FedEx, mail, etc.
- Production: Complete word processing. Paste up figures. Photocopy and bind. Do mail-merge letters. Type mail or FedEx labels.

Schedule

Task	Date
Complete all WP	Wed., June 5
Complete Paste-Up	Thursday, June 6
Photocopy, Bind, Distribute	Friday, June 7

cc: Alyssa ✓
Lorraine

Attachment

DISTRIBUTION LIST:
ASSESSMENT OF DIRECT SEABIRD MORTALITY: FINAL REPORT

Person	Affiliation	No. of Copies
✓ Glenn Ford	ECI	5
✓ Lynn Denlinger	USFWS	5
✓ Gina Belt	DOJ, Seattle	2
✓ Bob Unsworth	ILC	1
✓ Gardner Christina L.	DOJ, DC	1
✓ Fisher	DOJ, DC	1
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MOST, IF NOT ALL, PEOPLE ON THE DISTRIBUTION LIST
CAN BE FOUND IN WALCOFF/JUSTICE DATA BASE.
TO GET ADDRESSES FOR ANYONE NOT IN THE DATA BASE,
CALL BART FREEDMAN (206-623-7580).

Alex Swider
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Anchorage, AK 99501
(907) 269-5274
Fax: 278-7022

June 3, 1991

374
TOTAL

June 7, 1991

1~

**SUBJECT: Final Report: Assessment of Direct Seabird Mortality
in Prince William Sound and the Western Gulf of
Alaska Resulting from the *Exxon Valdez* Oil Spill**

Dear Dr. 2~:

In behalf of Ecological Consulting, Inc., Walcoff & Associates is pleased to submit to you 3~ of the above-referenced confidential Final Report.

Very truly yours,

Lynette Dennis
Project Manager

4~

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