From: GINSBURG Andy
To: DOWNING Kevin; PAPISH Uri
Subject: Re: EQC: Edited reports for review and final drafts
Date: Thursday, September 26, 2013 6:27:51 AM

Kevin,

If you and Uri are OK with the changes, I don't need to review again.

Thanks.

Andy

Andy Ginsburg
Air Quality Administrator
Oregon Dept. Of Environmental Quality

From: DOWNING Kevin
Sent: Wednesday, September 25, 2013 02:38 PM
To: PAPISH Uri; GINSBURG Andy
Subject: FW: EQC: Edited reports for review and final drafts

If you care to review one more time. The changes were primarily stylistic. See Stephanie's deadlines below.

Kevin

503.229.6549

Clean Diesel - We Can Live With That

From: CALDERA Stephanie
Sent: Wednesday, September 25, 2013 10:46 AM
To: CURTIS Andrea; DOWNING Kevin; CLIPPER Chris; ROOT Jenny; CAPP Carrie Ann
Subject: EQC: Edited reports for review and final drafts

Hi, all.

Your reports have been reviewed for style guide and plain language conventions, and are now ready for your check and to accept/reject the edits (all done in track changes).

Please go to your report, in my folder on the shared drive, and review the materials and edits by 5 p.m. this Friday. I will be turning around final drafts (and running down signatures, if needed) next Monday and Tuesday as we work to get the documents into the mail Tuesday, October 1, at the latest.

Folder: \\deqhq1\deqshare\S_Clark\EQC\2013\October 16-17

Please let me know if you have questions or concerns. The vast majority of edits are style guide points, but I am happy to answer any questions or provide clarity (especially for those reports with comments/questions). I know materials are often sent for a last check to managers or administrators, and I leave that to your discretion – our edits are usually substantive or otherwise changing the content of the report, but it's always your call if the edits need a vet/check by your manager before we're final.

Thanks!
- Stephanie

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