

**STANDARD EMAIL NOTE TO DECISION-MAKERS—NOTICE OF  
UPCOMING DQO INTERVIEWS**

Dear Regulator,

The Environmental Restoration Contractor initiated the \_\_\_\_\_ DQO project on \_\_\_\_\_. Your office has been identified as the lead (or participating) regulatory agency for this project. This email note has been sent in advance of the DQO interviews to simplify the interview meeting arrangements, and to inform you of the planned interview agenda. We expect to conduct the DQO interview during the week of \_\_\_\_\_. If you prefer to specify a meeting date and time, please advise by return email, or call R. Bauer at 372-9622 to schedule the meeting.

During the interview, we will provide a brief overview of the scope of the project and solicit information from you on several key topics. The agenda follows:

**Proposed Interview Agenda**

1. Brief presentation of project.
2. Decision-maker objectives for the DQO and associated sampling plan.
3. Decision-maker (DOE, Ecology, or EPA) requirements.
4. Decision-maker concerns over the DQO, sampling design, field implementation, or remedial actions.
5. Stakeholder concerns. As you know, ERC cannot make direct contact with the stakeholders to solicit their input to the project. We therefore request that you present the stakeholders with the brief project synopsis attached to this email note and obtain their inputs in time for the DQO interview meeting.