



Department of Energy

Brookhaven Site Office

P.O. Box 5000

Upton, New York 11973

JAN - 4 2008

Dr. Samuel H. Aronson, Director
Brookhaven Science Associates, LLC
Brookhaven National Laboratory
Upton, New York 11973

Dear Dr. Aronson:

SUBJECT: CLOSURE OF CORRECTIVE ACTIONS (CAS) RESULTING FROM
BROOKHAVEN SITE OFFICE (BHSO) OVERSIGHT ACTIVITIES

The purpose of this letter is to communicate to you our expectations for closure of CAs resulting from BHSO oversight activities including assessments and surveillances. Our office met with Roy Lebel of your staff to discuss the process for closing out CAs. We are requesting that the Laboratory submit a closure verification package for each CA with evidence that it was completed. BHSO must accept the package prior to closing the CA out of the Action Tracking System. This process will take effect starting with assessments beginning in January 2008.

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

Sincerely,

A handwritten signature in cursive script, reading "M. Holland".

Michael D. Holland
Site Manager

cc: R. Lebel, BSA
J. Usher, BSA
B. Kushner, BSA