

From: Daniel Miller

Sent: May 30, 2002

Subject: Plan submittal date stamping policy

Effective immediately, all on-call consultants who are making plans submittals are to bring them to our secretary and/or place them in the department in-box on the secretary's desk. She will be responsible for date stamping all the sheets. If she is not present, then see Henri or myself. . On-call consultants - please remember to attach a transmittal, and noting who the plans are for. Plans reviewers - if the plans do mistakenly come to you first, please remember to get each sheet stamped. Thanks for your cooperation