
From: Borinsky, Susan (FTA)
To: Ryan, James (FTA)
CC: Day, Elizabeth (FTA); Riklin, Sherry (FTA)
Sent: 10/5/2009 3:12:49 AM
Subject:

Jim, to be ready for a discussion with TOA on the Honolulu PE approval package, probably on Wednesday, would you please take the following actions?

1. Please ask Sharon or Patrice (whoever is not on RDO) to send a concurrent review package to TPM this morning even before the TPE package has the TPE sign-offs. This will allow the TPM engineers to sign-off. Since Susan S. and Sean are in Orlando at the APTA Conference, we may not get TPM-1 sign-off until Thursday or Friday. Tomorrow I'll check with Matt about when Peter wants to talk about the contents of the memo and letter. He may not want to wait until Thursday or Friday and want to meet on Wednesday. If so, we'll need to send an advance copy of the package to the front office before c.o.b. Tuesday.
2. Once you have reviewed the memo and letter today, please send me an electronic version of each at the same time that you send the package for sign-off by Beth. I can't enter the SRA system from my home computer and don't have access to the S drive, so I need electronic copies of the two files. I'd like to make sure that we in TPE are all on the same page.

Thanks. Susan