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**CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

February 17, 1998

Mr. Michael K. O'Donnell
General Electric Company
One River Road
Building 2, Room B35
Schenectady, New York 12345

**RE: GUIDE TO RCRA PERMITS MANAGEMENT PROGRAM DOCUMENTS
REQUIREMENTS EPA ID NO. NMD047140256**

Dear Mr. O'Donnell:

The RCRA Permits Management Program (RPMP) is holding a training session in the Auditorium of the Harold Runnels Building in Santa Fe, New Mexico on Wednesday, March 4, 1998 from 8:30 AM until 4:00 PM, and Thursday March 5, 1998 from 8:30 AM till 12:00 noon. Each RCRA permitted facility is invited to send representatives from both the operations and corrective action (HSWA) programs to attend. Primary focus of this meeting is an introduction to the Guide to RPMP Document Requirements, which covers operating permit applications, post-closure care permit applications, closure plans, permit and closure plan modifications, and corrective action document organization and content quality. Two copies of the guide will be available for each Permitted New Mexico Hazardous Waste Management Facility.

Should you have any questions about this meeting or the guide, please contact me, Ms. Stephanie Kruse or Mr. Jerry Bober of my staff at the above address or by phone at (505) 827-1561.

Sincerely,

Robert S. (Stu) Dinwiddie, Ph.D., Manager
RCRA Permits Management Program
Hazardous and Radioactive Materials Bureau