Battelle
Pacific Northwest Laboratories

Project Number_____

Internal Distribution

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cc: File/LB

Date March 2, 1984

To Distribution

From Harold Larson

Subject Quarterly Review Preparation Schedule

The schedule that should be followed for our next quarterly reviews is as follows:

3-5-84	Previous quarterly reviews sent to section and program managers. Reports reviewed and revised by authors.
✳ 3-21-84	Reports DUE to editor for review.
3-28-84	Editor returns reports to authors with suggested changes.
4-5-84	Authors to RETURN final draft to editor.
4-9-84	Revised drafts readied for final review and duplicating.

HVL/mdp