



## West Virginia Air Quality Board

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### MEMORANDUM

**DATE:** December 20, 2023

**TO:** Laura M. Crowder, Director  
Division of Air Quality  
WV Department of Environmental Protection

**FROM:** Kenna M. DeRaimo, Clerk *KMD*  
Air Quality Board

**CC:** Andrew C. Earley, Esq., Counsel for Appellants  
Charles S. Driver, Esq., Counsel for WVDEP

**RE:** *Request for Certified File - Appeal No. 23-02-AQB*

Attached is **Appeal No. 23-02-AQB**, which was filed with the Air Quality Board on **December 18, 2023**. Within fourteen (14) days after receipt of this appeal, you must prepare, certify and provide to the Air Quality Board a complete record of the proceedings out of which the appeal arises, including all documents and correspondence in the Director's file relating to the matter in question. The record must be presented in chronological order and each page must be consecutively numbered. In addition, you must also provide an electronic copy of the record which you can email to the Clerk of the Surface Mine Board, Kenna DeRaimo, at [Kenna.M.DeRaimo@wv.gov](mailto:Kenna.M.DeRaimo@wv.gov).

**The Certified File in this matter is due on January 9, 2024.**

Thank you for your attention to this matter.