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March 21, 2014

By U.S. Mail
Mr. John Hnatio
FoodQuest TQ LLC
7420 Hayward Drive
Suite 102
Frederick, MD 21702

In Reply Refer To:
2014-2358

Dear requester:

This is in reply to your FOIA request to the Food and Drug Administration's Division of Freedom of Information Office, in which you are seeking copies of security sign in sheets for four individuals over an eight year period.

FDA will provide the available responsive records for a total charge of \$383.75 (8 hours of search and review time at \$46 per hour). FDA also charges a standard \$5.75 Division of Freedom of Information processing fee for reading and interpreting your request.

Food and Drug Administration regulations at 21 CFR § 20.42 (d) (2) require prepayment when initial review of the request indicates that the charges will exceed \$250.00.

If you wish to receive the requested information, please submit payment by 4/21/14 in the amount \$383.75 by check or money order, with the above FOI file number made payable to Food and Drug Administration and mail with a copy of this letter to my attention to:

Food & Drug Administration
P.O. Box 979107
St. Louis, MO 63197-9000

If checks are to be sent by a courier that requires a street address, the courier can deliver the checks to:

U.S. Bank
ATTN: Government Lockbox 979107
1005 Convention Plaza
St. Louis, MO 63101

Note: This address is for courier delivery only. Contact the U.S. Bank at 314-418-4013 if you have any questions concerning courier delivery.