

Electronic Outgoing Letters Checklist – Closure Summary Package

Items **Initials & Date**

<p>Transmittal Letter</p> <ul style="list-style-type: none"> • Date is current • Header of Transmittal Letter <ul style="list-style-type: none"> ○ Responsible Parties and their addresses are listed • Subject Line of Transmittal Letter <ul style="list-style-type: none"> ○ Fuel Leak Case or Site Cleanup Case RO# ○ GeoTracker Global ID ○ Site Name and Address 	<p>ML & 11/20/2015</p>
<p>LOP and SCP Program Manager Signature</p>	<p>ML & 11/20/2015</p>
<p>Enclosures</p> <ul style="list-style-type: none"> • Check that the enclosures listed are included in the file <ul style="list-style-type: none"> ○ Remedial Action Completion Certification (RACC) (Fuel Leak cases only) ○ Case Closure Summary 	<p>ML & 11/20/2015</p>
<p>Remedial Action Completion Certificate for Fuel Leak Case Closures Only</p> <ul style="list-style-type: none"> • Date is current • Header of Transmittal Letter <ul style="list-style-type: none"> ○ Responsible Parties and their addresses are listed • Subject Line of Transmittal Letter <ul style="list-style-type: none"> ○ Fuel Leak Case or Site Cleanup Case RO# ○ GeoTracker Global ID ○ Site Name and Address ○ Director's Wet or Stamp Signature 	<p>ML & 11/20/2015</p>
<p>Scan Closure Summary Package in Color</p>	<p>ML & 11/20/2015</p>
<p>Copy, paste and Update email content accordingly (Remove ACEH Correspondence for ROXXXX)</p>	<p>ML & 11/20/2015</p>
<p>Email out to all email address listed</p>	<p>ML & 11/20/2015</p>
<p>Mail hard copies to anyone with no email address listed</p>	<p>ML & 11/20/2015</p>

Secured the file and moved to the W drive under pdf folder and corresponding RO# folder	ML & 11/20/2015
File a copy on the W drive under confidential folder and corresponding RO# folder	ML & 11/20/2015
Make a manila folder labeled Case Closure Summary RO#____ (to file original wet copy until Dilan verifies with Ariu if we need to keep the hard copy)	ML & 11/20/2015
Check Geo tracker was updated	ML & 11/20/2015