

Electronic Outgoing Letters Checklist – Closure Summary Package

Items	Initials & Date	
Transmittal Letter <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 	ML	12/11/2014
LOP and SCP Program Manager Signature	ML	12/11/2014
Enclosures <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 	N/A	12/11/2014
Remedial Action Completion Certificate for Fuel Leak Case Closures Only <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 	N/A	
Scan Closure Summary Package in Color	ML	12/11/2014
Email out to all email address listed	ML	12/11/2014
Mail hard copies to anyone with no email address listed	ML	12/12/2014

Secured the file and moved to the W drive under pdf folder and corresponding RO# folder	ML	12/11/2014
File a copy on the W drive under the pdf folder and then the corresponding RO# folder	ML	12/11/2014
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	12/16/2014
Received email notification from caseworker that Geo tracker was updated	ML	12/16/2014