

# Electronic Outgoing Letters Checklist – Notice of Responsibility

Items	Initials	Date
Received NOR from Caseworker	ML	11/15/2016
Dates of the following should have the same date and be within a week of current date: <ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Notice of Responsibility (NOR1)</li> <li>• Attachments A (NOR2)</li> </ul>	ML	11/15/2016 N/A COVER LETTER
Cover Letter <ul style="list-style-type: none"> <li>• Subject Line – (Verify using Envision Connect)               <ul style="list-style-type: none"> <li>○ Case RO#</li> <li>○ Site Address</li> </ul> </li> <li>• Enclosures – Check that enclosures listed are included in the file               <ul style="list-style-type: none"> <li>○ Attachment A page 1 - Responsible Parties Data Sheet (NOR2)</li> <li>○ Attachment A page 2 - Responsible Party Identification Description (NOR2)</li> </ul> </li> </ul>	ML	11/15/2016 N/A COVER LETTER
NOR1 <ul style="list-style-type: none"> <li>• Certified Mail # Matches Certified Mail Receipt (if applicable)</li> <li>• Header               <ul style="list-style-type: none"> <li>○ Site Name and Address is the same as Envision</li> <li>○ RO Case ID#</li> <li>○ Geo-Tracker Global ID# is listed</li> </ul> </li> </ul>	ML	
Give NOR to Ron or Karen for Wet or Stamp Signature and Date	ML	11/14/2016
Received back from Ron or Karen with Wet or Stamped Signature and Date	ML	11/14/2016
Scan entire NOR	ML	11/15/2016
Mail hard copies (if applicable)	ML	11/15/2016
Secured the file and moved to the W drive under pdf folder and corresponding RO# folder	ML	11/15/2016

Copy, paste and Update email content accordingly (Remove ACEH Correspondence for ROXXXX)	ML	11/15/2016
Email to CW & cc list at bottom of NOR1 (Cindy Davis & Dilan Roe)	ML	11/15/2016
Check Geo tracker was updated	ML	11/15/2016