

# Electronic Outgoing Letters Checklist – Directive

Items/Action	Initial	Date
Date of Letter is Current	ML	11/15/2016
Header <ul style="list-style-type: none"> <li>• Responsible Parties with address and or email address listed</li> </ul>	ML	11/15/2016
Subject Line <ul style="list-style-type: none"> <li>• Fuel Leak Case or Site Cleanup Case RO#</li> <li>• Geo-Tracker Global ID# is listed</li> <li>• Site Name and Address is the same as Envision</li> </ul>	ML	11/15/2016
Caseworker Signature	ML	11/15/2016
Enclosures <ul style="list-style-type: none"> <li>• Check that the enclosures listed are included in the file               <ul style="list-style-type: none"> <li>○ Attachment 1 - Responsible Party Legal Requirements/Obligations</li> <li>○ FTP Electronic Report Upload Instructions</li> <li>○ Any other attachments/enclosures listed at end of letter</li> </ul> </li> </ul>	ML	11/15/2016
Copy, paste and Update email content accordingly (Remove ACEH Correspondence for ROXXXX)	ML	11/15/2016
Email Directive out to all email address listed	ML	11/15/2016
Mail hard copies to anyone with no email address listed	ML	11/15/2016
File is secured and moved to the W drive under pdf folder and corresponding RO# folder	ML	11/15/2016
Check Geo tracker was updated	ML	11/15/2016