ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 09/16/2010

2. CONTRACT NO. (If any): EP-W-10-011

3. ORDER NO.: EP-DTO6-00009

4. REQUISITION/REFERENCE NO.: PR-R6-10-00268

5. ISSUING OFFICE (Address correspondence to):
REGION 6
US ENVIRONMENTAL PROTECTION AGENCY
1445 ROSS AVENUE
SUITE 1200
DALLAS TX 75202-2733

6. SHIP TO:
a. NAME OF CONSIGNEE: REGION 6
b. STREET ADDRESS: US ENVIRONMENTAL PROTECTION AGENCY
1445 ROSS AVENUE
SUITE 1200
c. CITY: DALLAS
d. STATE: TX
e. ZIP CODE: 75202-2733
f. SHIP VIA:

7. TO:
a. NAME OF CONTRACTOR: TOEROEK ASSOCIATES INC
b. COMPANY NAME:
c. STREET ADDRESS: 300 UNION BLVD
SUITE 520
d. CITY: LAKEWOOD
e. STATE: CO
f. ZIP CODE: 80228-1552

8. TYPE OF ORDER
[ ] a. PURCHASE
REFERENCE YOUR:
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.
[X] b. DELIVERY
Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule

10. REQUISITIONING OFFICE: R6DSF

11. BUSINESS CLASSIFICATION (Check appropriate box(es))
[ ] a. SMALL [ ] b. OTHER THAN SMALL [ ] c. DISADVANTAGED [ ] g. SERVICE-DISABLED VETERAN-OWNED
[ ] d. WOMEN-OWNED [ ] e. HUBZone [ ] f. EMERGING SMALL BUSINESS

12. F.O.B. POINT: Destination

13. PLACE OF
a. INSPECTION: Destination
b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date):

16. DISCOUNT TERMS:

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 825211824 Enforcement Officer Support No. 5 TOPO: Karen Hartis Continued ...					

18. SHIPPING POINT:

19. GROSS SHIPPING WEIGHT:

20. INVOICE NO.:

17(h) TOTAL (Cont. pages): $2,000.00

21. MAIL INVOICE TO:
a. NAME: RTP FINANCE CENTER
b. STREET ADDRESS (or P.O. Box): US ENVIRONMENTAL PROTECTION AGENCY
RTP-FINANCE CENTER
MAIL DROP D143-02
109 TW ALEXANDER DRIVE
c. CITY: DURHAM
d. STATE: NC
e. ZIP CODE: 27711

SEE BILLING INSTRUCTIONS ON REVERSE

17(i) GRAND TOTAL: $2,000.00

22. UNITED STATES OF AMERICA BY (Signature):

23. NAME (Typed): Cora Stanley
TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 4/2006)
Prescribed by GSA/FAR 48 CFR 53.213(e)

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/16/2010	EP-W-10-011	EP-DTO6-00009

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: REGION 6 US ENVIRONMENTAL PROTECTION AGENCY 1445 ROSS AVENUE SUITE 1200 DALLAS TX 75202-2733 Accounting Info: 10-TCD-06S-302EC7C-2505-C001-1006ENC009-001 BFY: 10 Fund: TCD Budget Org: 06S Program (PRC): 302EC7C Budget (BOC): 2505 Job #: 06WQWQ00 Cost: C001 DCN - Line ID: 1006ENC009-001 Period of Performance: 09/16/2010 to 04/11/2013					
0001	Contract EP-W-10-011 Task Order for Enforcement Officer Support The obligated amount of award: $2,000.00. The total for this award is shown in box 17(i).				2,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $2,000.00

ATTACHMENT 1

ENFORCEMENT OFFICER SUPPORT

TASK ORDER
BLANKET
STATEMENT OF WORK

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Regions VI

TASK ORDER STATEMENT OF WORK

I. PURPOSE .....

II. TASK DESCRIPTIONS.....

A. ADMINISTRATIVE TASKS

1.0 Task 1 - General Administration.....

1.1 Project Planning and Support.....

1.2 Information Control and Reporting Support.....

1.3 Task Order Close Out.....

B. TECHNICAL TASKS

1.0 Task 1 – See A. Administrative Tasks

2.0 Task 2 – Document Collection and Compilation

2.1 Potentially Responsible Party (PRP) Search (B1a Checklist) . . ..

(1) Title Search.....

(2) Operational History Search.....

(3) Regulatory History Search.....

(4) Technical Search.....

(5) Corporate History Research and Analysis.....

(6) Generator Information Gathering and Analysis.....

2.2 Settlement Preparation Report (B1b Checklist).....

(1) Waste-In Report/Allocation Report.....

(2) PRP Identification Summary and Contact Information Database.....

(3) Financial Research, Analysis and Reporting.....

(4) Settlement Negotiations Assistance.....

3.0 Task 3 – Administrative, Property Research, and Negotiation Support .....

3.1 Administrative Support (B3a Checklist) .....

(1) Mass Mailings.....

(2) Research Addresses.....

3.2 Property Research Support (B3b Checklist) .....

(1) Appraisals .....

(2) Surveys .....

3.3 Negotiation Support (B3d Checklist) .....

(1) Arrange Meetings.....

(2) Conduct Research and/or Interviews.....

4.0 Task 4 - Document Management (B2 Checklist) .....

5.0 Task 5 - Legal Support and Other Research (B3c Checklist) .....

III. TASK ORDER PERIOD OF PERFORMANCE

IV. SCHEDULE OF DELIVERIBLES/ MILESTONES

V. PERFORMANCE/ACCEPTANCE CRITERIA

VI. EPA CONTACTS

ENFORCEMENT OFFICER SUPPORT
TASK ORDER STATEMENT OF WORK

I. PURPOSE

Enforcement Officer Support Task Orders will provide PRP Search, Records, and Litigation Support Assistance to Region 6 Superfund Enforcement Teams, as managed by Superfund Enforcement Assessment Enforcement Officers who serve as Contracting Officer Technical Representatives (COTRs). The Template is to be customized to describe work to be managed by individual Enforcement Officers, who are responsible for specific sites.

II. TASK DESCRIPTIONS

Work under this Task Order will be ordered through the issuance of Work Orders. The scope of these orders will be communicated through the use of Performance Standards Checklists, which will accompany each Work Order Form (WOF) submitted. Work Order numbers shall be sequentially numbered across all Region 6 Task Orders, except for FOIA. Each Enforcement Officer Support Task Order may include any or all of the Technical Task Descriptions which follow.

Hours and Other Direct Costs established at the outset of the Task Order are estimated by the type, number, and complexity of the work anticipated, associated with an individual Enforcement Officer's case load for which he or she tasks enforcement support.

A. ADMINISTRATIVE TASKS

1.0 Task 1 - General Administration

1.1 Project Planning and Support

Performance Requirement: The Contractor shall provide project planning and support upon EPA request.

Performance Standards: The Contractor shall support all phases of work related to project initiation and support. Activities required under this task shall include:

1. Attend monthly progress report meeting or participate in monthly progress report conference call with the EPA Project Officer (PO) and Contracting Officer (CO).
2. Respond to questions related to administrative issues, not applicable to Task Orders.
3. Attend ad-hoc meetings as required to address such things as; potential performance issues, information requests, special ad-hoc reporting needs, etc.

Acceptable Quality Level (AQL): All meetings and/or information requests are responded to within the timeframe indicated by EPA, unless time extensions or postponements are approved in advance by the PO or CO. Also, Task Order costs are within the amount of the approved work plan.

1.2. Information Control and Reporting Support

Performance Requirement: The Contractor shall provide support related to information and financial reporting as requested by EPA.

Performance Standards: The Contractor shall support all phases of work related to contract reporting support. Activities required under this task shall include:

1. Preparation and tracking of technical and cost information pertaining to the Task

Order issued under this contract, for inclusion in the monthly progress report and monthly invoice in accordance with Attachment 2 Reports of Work in the ESS IV contract (EP-W-10-011).

2. Preparation and distribution of all contract required reports in accordance with Attachment 2 Reports of Work in the ESS IV contract (EP-W-10-011).

3. Preparation of ad-hoc reports as requested to assist PO and/or CO in responding to ESS IV contract information requests.

Acceptable Quality Level (AQL): All deliverables shall be subjected to 100% QA/QC and due dates/schedules shall be met. Task Order costs are within the amount of the approved work plan.

1.3. Task Order Close Out

Performance Requirement: The Contractor shall provide support related to task order close out.

Performance Standards: The Contractor shall support all phases of work related to Task Order close out support. Contractor will propose cost per page based on assumption that file consists of 20 to 50 pages. Activities required under this task shall include:

This task includes services related to

1. Obtain copies of corporate and team subcontract administrative program support task order files from temporary file storage and place them in appropriate order for conversion to long-term data storage in conformance with the following requirements:

Written direction for the disposition of records will be provided by the Region VI Contracting Officer. This task shall be performed in accordance with FAR Part 4 Administrative Matters and specific regional notification to the contractor.

2. Transfer relevant files over to subsequent task order.
3. Contractor will index all documents and prepare images in accordance with Region 6 standards. All Closed Task Order files will be submitted to EPA on CD-ROM.
4. Prepare a Task order Closeout Report in accordance with the contract requirements.

Acceptable Quality Level (AQL): All deliverables shall be subjected to 100% QA/QC and due dates/schedules shall be met. Task Order costs are within the amount of the approved work plan.

B. TECHNICAL TASKS

1.0 See *Task 1- General Administration, above.*

2.0 Task 2 - Document Collection and Compilation

The Contractor shall provide detailed progress and completion technical status of all work performed under this task in the Monthly Technical Progress report. The Contractor shall provide any task specific ad-hoc reports upon request. Other ad-hoc reports are expected to consist of 1-2 pages for a maximum of 10 reports per year. The Contractor shall also comply with any specific detailed reporting requirements as specified as part of any Task definition within this SOW.

2.1 Potentially Responsible Party (PRP) Search (Bla)

The purpose of a PRP search is to gather evidentiary information, both with regard to liability and viability, associated with PRPs for use in Superfund enforcement actions. PRP Search Report Tasks are:

(1) Title Search [B1a(1)]

Assumptions

Large Site: *For estimating purposes, assume one (1) large site consists of 50 parcels, for a period of no more than seventy-five (75) years. Other Direct Cost will be associated with travel; estimate four (4) trips will be conducted for five (5) business days each.*

Medium Site: *For estimating purposes, assume one (1) medium site consists of no less than thirty (30) parcels, for a period of no more than fifty (50) years. Other Direct Cost will be associated with travel; estimate two (2) trips will be conducted for five (5) business days each.*

Small Site: *For estimating purposes, assume one (1) small site consists of no more than ten (10) parcels, for a period of no more than thirty (30) years. Other Direct Cost will be associated with travel; estimate one (1) trip will be conducted for two (2) business days.*

Performance Requirement: The Contractor shall prepare and deliver to the government a written report, with attachments consisting of maps, drawings, diagrams, aerials, and other attachments, as requested by EPA. The Institutional Control Search activity may range from the acquisition or filing of a single document to extensive analysis, summarizations, to include research covering many years, securing all relevant documents and any other related documents as specified by the COTR, indexing, reproducing, organizing , labeling and filing . Documentation can include paper, electronic or photographic mediums. The Contractor's research scope will be delineated by the COTR within the task-specific checklist provided to the Contractor at scoping; the Contractor's deliverable shall comport with the checklist subtasks.

Performance Standards: Title Search activity may range from the acquisition of a single document to extensive analysis, summarizations, to include research covering many years, securing all relevant documents and any other related documents as specified by the COTR, indexing, reproducing, organizing, filing and labeling. Documentation can include paper, electronic or photographic mediums. The Contractor's research scope will be delineated by the COTR within the task-specific checklist provided to the Contractor at scoping; the Contractor's deliverable shall comport with the checklist subtasks.

The Contractor's report shall address all tasks identified on a checklist provided by EPA at the time of the work order assignment.

If during research, the Contractor suspects that research findings appear to warrant re-scoping, the Contractor shall contact the COTR prior to reaching 25% agreed hours (or equivalent dollars) level, and arrange for a guidance meeting. At that time, hours may be re-negotiated commensurate with additional work in accordance with new information, or Contractor may be instructed to continue as tasked originally.

Acceptable Quality Level (AQL): Eighty-five percent (85%) of the draft report and one hundred percent (100%) of the final report adheres to sub-tasks identified on a checklist provided by EPA. All attachments to the report are legible and are accurately referenced in the report. The report will be delivered to EPA no later than the agreed-upon due date, and task order costs are within the amount of the approved work plan.

(2) Operational History Search [B1a(2)]

Assumptions

Large Site: *For estimating purposes, assume one (1) large site is associated with twenty (20) corporations over a period of no more than seventy-five (75) years.*

Medium Site: *For estimating purposes, assume one (1) medium site is associated with ten (10) corporations over a period of fifty (50) years.*

Small Site: *For estimating purposes, assume one (1) small site is associated with two (2) corporations over a period of thirty (30) years.*

Performance Requirements: The Contractor shall prepare and deliver to the government deliverables as specified by the checklist associated with the tasking document.

Performance Standards: Operational History Search activity may range from the acquisition of a single document to extensive analysis, summarizations, to include research covering many years, securing all relevant documents in paper, electronic and photographic mediums, transporting, indexing, analyzing, reproducing, organizing, labeling, filing, and boxing. The Contractor's research scope will be delineated by the COTR within the task-specific checklist provided to the Contractor at Task Order scoping; the Contractor's deliverable shall comport with the checklist subtasks. The contractor shall research and analyze the history and organizational structure of complex corporate organizations.

Acceptable Quality Level (AQL): Draft deliverables must be at eighty-five percent (85%) of the completion accuracy and the final deliverables shall be one hundred percent (100%) accurate. Deliverables shall be completed by the agreed-upon delivery date. Task Order costs shall be within ten percent (10%) of the amount of the approved work plan.

(3) Regulatory History Search [B1a(3)]

Assumptions

Large Site: *For estimating purposes, assume one (1) large site is associated with twenty (20) corporations over a period of no more than seventy-five (75) years.*

Medium Site: *For estimating purposes, assume one (1) medium site is associated with ten (10) corporations over a period of fifty (50) years.*

Small Site: *For estimating purposes, assume one (1) small site is associated with two (2) corporations over a period of thirty (30) years.*

Performance Requirements: The Contractor shall prepare and deliver to the government deliverables as specified by the checklist associated with the tasking

document.

Performance Standards: Regulatory History Search activity may range from the acquisition of a single document to extensive analysis, summarizations, to include research covering many years, securing all relevant documents in paper, electronic and photographic mediums, indexing, reproducing, organizing, labeling and analyzing. The Contractor's research scope will be delineated by the COTR within the task-specific checklist provided to the Contractor at scoping; the Contractor's deliverable shall comport with the checklist subtasks.

Acceptable Quality Level (AQL): Draft deliverables must be at eighty-five percent (85%) of the completion accuracy and the final deliverables shall be one hundred percent (100%) accurate. Deliverables shall be completed by the agreed-upon delivery date. Task Order costs shall be within ten percent (10%) of the amount of the approved work plan.

(4) Technical Search [B1a(4)]

Assumptions

Large Site: *For estimating purposes, consider that ten (10) facility processes occurred over a seventy-five (75) year period at a large site.*

Medium Site: *For estimating purposes, consider that five (5) facility processes occurred over a fifty (50) year period at a medium site.*

Small Site: *For estimating purposes, consider that two (2) facility processes occurred over a thirty (30) year period at a small site.*

Performance Requirements: The Contractor shall prepare and deliver to the government deliverables as specified by the checklist associated with the tasking document

Performance Standards: Technical Search activity may be tasked to enhance EPA knowledge of standard industry practices, manufacturing techniques, petrochemical processes or any other technical subject in which background information is needed to put site information into context or improve site understanding. Technical Search activity includes research of background information which may range from the acquisition of a single document to extensive analysis, summarizations, to include research covering many years, securing all relevant documents in paper, electronic and photographic mediums, indexing, reproducing, organizing and labeling. The Contractor's research scope will be delineated by the COTR within the task-specific checklist provided to the Contractor at scoping; the Contractor's deliverable shall comport with the checklist subtasks.

Acceptable Quality Level (AQL): Draft deliverables must be at eighty-five percent

(85%) of the completion accuracy and the final deliverables shall be one hundred percent (100%) accurate. Deliverables shall be completed by the agreed-upon delivery date. Task Order costs shall be within ten percent (10%) of the amount of the approved work plan.

(5) Corporate History Research and Analysis

Assumptions

Large Site: *For estimating purposes, assume one medium site is associated with twenty (20) corporations over a period of seventy-five (75) years.*

Medium Site: *For estimating purposes, assume one medium site is associated with ten (10) corporations over a period of fifty (50) years.*

Small Site: *For estimating purposes, assume one small site is associated with two (2) corporations over a period of thirty (30) years.*

Performance Requirements: The Contractor shall prepare and deliver to the government deliverables as specified by the checklist associated with the tasking document

Performance Standards: Corporate History activity may range from the acquisition of a single document to extensive analysis, summarizations, to include research covering many years, securing all relevant documents in paper, electronic and photographic mediums, indexing, reproducing, organizing, labeling and analyzing. The contractor shall assist EPA in understanding the relationships among existing corporations and their potential liability for Superfund response costs. The Contractor's research scope will be delineated by the COTR within the task-specific checklist provided to the Contractor at scoping; the Contractor's deliverable shall comport with the checklist subtasks.

Acceptable Quality Level (AQL): Draft deliverables must be at eighty-five percent (85%) of the completion accuracy and the final deliverables shall be one hundred percent (100%) accurate. Deliverables shall be completed by the agreed-upon delivery date. Task Order costs shall be within ten percent (10%) of the amount of the approved work plan.

(6) Generator Information Gathering and Analysis [B1a(6)]

Assumptions

Large Site: *For estimating purposes, assume one large site is associated with 500 generators.*

Medium Site: *This task is not expected to be used for a medium site.*

Small Site: *This task is not expected to be used for a small site.*

Performance Requirements: The Contractor shall locate, identify, transport, review, organize, and deliver to EPA waste-in source documents needed to establish PRP liability. Analytical outputs may be tasked as identified by the checklist. The Contractor shall prepare and deliver to the government deliverables as specified by the checklist associated with the tasking document.

Performance Standards: Activities may range from acquisition and management of less than one-hundred documents to acquisition and management of several thousand documents. Transportation, indexing, reproducing, organizing, labeling, and filing may be necessary. Analysis may include characterizing the types of documents, the types of wastes of identified on the documents, the amounts of wastes disposed recorded on the documents, and other information found on the documents acquired.

Acceptable Quality Level (AQL): One-hundred percent (100%) QA/QC shall be conducted on all documents, and final delivery of documents will reflect an error rate of less than 1%. Deliverable is received by the agreed-upon delivery date. Task Order costs are within the amount of the approved work plan.

2.2 Settlement Preparation Report (B1b)

(1) Waste-In Report/Allocation Report [B1b(3)]

Assumptions

Large Site: *For estimating purposes, assume one large site is associated with 500 generators.*

Medium Site: *This task is not expected to be used for a small site.*

Small Site: *This task is not expected to be used for a small site.*

Performance Requirements: The Contractor shall create, update, and/or maintain a transactional database, for storing information contained in waste-in documents. Deliverables shall include the actual database with data entered from the waste-in documents, as well as interim and final reports with all changes to the database documented.

Performance Standards: Summaries of the database information should display, where available from the documentation, evidentiary information on the types of waste disposed, the generators and haulers of the hazardous materials, the total volume of each waste type, the quantity of each waste type by generator or hauler, and the ranking of each generator or hauler according to total quantity of hazardous waste disposed at the site. The Contractor shall be responsible for all inputs, updates, and edits, maintaining a log to document those changes. The transactional database shall be capable of

manipulation to produce multiple outputs, including but not limited to a raw waste-in database, a volumetric ranking of PRPs by contribution, an alphabetical listing of the PRPs with total waste-in amounts, and a cost allocation table. The Contractor shall be responsible for manipulation of data to support analysis of concurrent different settlement scenarios, as well as generating, maintaining and memorializing all variant report versions. The Contractor shall perform 100% QA/QC on all entries included in the database.

The Contractor's research scope will be delineated by the COTR within the task-specific checklist provided to the Contractor at scoping; the Contractor's deliverable shall comport with the checklist subtasks.

Acceptable Quality Level (AQL): Database accuracy shall be 100%. Each database shall be delivered no later than the initial agreed-upon delivery date. Task Order costs shall be within ten percent (10%) of the amount of the approved work plan.

(2) PRP Identification Summary and Contact Information Database [B1b(4)]

Assumptions

Large Site: *For estimating purposes, assume one (1) large site is associated with five hundred (500) generators.*

Medium Site: *This task is not expected to be used for a medium site.*

Small Site: *This task is not expected to be used for a small site.*

Performance Requirements: The Contractor shall create and/or maintain lists, spreadsheets, or databases, as tasked that capture the ownership, regulatory, corporate, operational, technical, and financial research.

Performance Standards: The databases shall be compatible with existing EPA databases. The Contractor shall use information provided by the EPA contact and required to up-date and maintain existing databases, including those created by EPA, throughout the Superfund enforcement process. This spreadsheet or database shall be delivered to EPA in electronic format and/or as directed by the COTR. The database shall contain contact information for individuals, partnerships, corporations, and other business entities, including mailing addresses, names and addresses of Registered Agents, phone numbers, and mailing information.

Analysis maybe requested of the database to assist EPA in identifying areas where additional research may be needed.

Acceptable Quality Level (AQL): The Contractor shall perform 100% QA/QC on all deliverables and shall deliver such deliverables on the initial agreed-upon delivery date.

Task Order costs shall be within ten percent (10%) of the amount of the approved work plan.

(2) Financial Research, Analysis and Reporting [B1b(5)]

Assumptions

Large Site: *For estimating purposes, assume one (1) large site is associated with five hundred (500) generators.*

Medium Site: *This task is not expected to be used for a medium site.*

Small Site: *This task is not expected to be used for a small site.*

Performance Requirements: The Contractor shall prepare and deliver to the government deliverables as specified by the checklist associated with the tasking document, including written reporting of research and analysis.

Performance Standards: The EPA may task a financial search, financial analysis, and/or a report of the findings. The analysis will be used for PRP assurance and ability to pay settlements.

(a) Financial search activity may range from the acquisition of a single document to full-blown research for a long period of time, securing all relevant documents, indexing, reproducing, organizing, analyzing and labeling. A financial search may be requested for any type of PRP, such as individuals, corporate entities, government organizations, and non-profit organizations. The EPA may task a financial search, financial analysis, and/or a report of the findings. The analysis will be used for PRP assurance and ability to pay settlements.

(b) Analytical outputs may include analysis of the ability of the PRP to pay for past costs expended by EPA, and/or to finance future response actions. In the analysis, the contractor shall use tax returns, financial statements, trust agreements, surety bonds, letters of credit, corporate guarantees or self-guarantees, and other financial information provided by the PRP to EPA, as well as any publically available documents. The publically available documents may be obtained by EPA or the contractor. If additional non-publically available documents are needed for analysis, the Contractor shall inform EPA of the need to obtain additional financial documents from the PRP. The financial analyses may focus on a variety of issues such as an analysis of the ability of a person to undercapitalize a PRP, an evaluation of the fair market value of related party transactions, the ability of a PRP to limit or reduce its earnings for the benefit of a different person, and the ability of a PRP to transfer an investment or other asset to an entity that may not be subject to CERCLA authority. The analysis shall determine the PRPs current

financial status and recommend options for payments (specific amount, a range of amounts, or structured payments over time).

(c) For financial assurance the contractor shall review and analyze financial assurance documents provided to EPA by PRPs to fulfill financial responsibility obligations under Superfund settlements. The contractor will advise EPA whether the economic assumptions used to calculate the present value of the cost estimates are acceptable or unrealistic and whether the financial assurance documents satisfy EPA's criteria for acceptability of such financial assurance documents, based on the requirements established by the EPA enforcement attorneys working on the case and EPA CERCLA financial assurance guidance.

Acceptable Quality Level (AQL): Eighty-five percent (85%) of the draft deliverable and 100% of the final report adheres to the requirements of the checklist. All mathematical computations reflect 100% QA/QC with a 0% error rate resulting on the final report. Deliverables are received by the agreed-upon delivery date. Task Order costs are within ten percent (10%) of the amount approved in the work plan.

(3) Settlement Negotiations Assistance [B1b(6)]

Assumptions

Large Site: *For estimating purposes, assume one (1) large site is associated with five hundred (500) generators.*

Medium Site: *This task is not expected to be used for a medium site.*

Small Site: *This task is not expected to be used for a small site.*

Performance Requirements: The Contractor shall prepare and deliver to the government deliverables as specified by the checklist associated with the tasking document.

Performance Standards: The contractor may be tasked to draft information requests and interrogatories, review draft settlement documents, and provide other settlement negotiation assistance as tasked.

Acceptable Quality Level (AQL): Draft deliverables must be at eighty-five percent (85%) of the completion accuracy and the final deliverables shall be one hundred percent (100%) accurate. Deliverables shall be completed by the agreed-upon delivery date. Task Order costs shall be within ten percent (10%) of the amount of the approved work plan.

Task 3 - Administrative, Legal and Negotiation Support

The Contractor shall provide detailed progress and completion technical status of all work performed under this task in the Monthly Technical Progress report. The Contractor shall provide any task specific ad-hoc reports upon request. Unique ad-hoc reports are expected to consist of 1-2 pages for a maximum of 10 reports per year. The Contractor shall also comply with any specific detailed reporting requirements as specified as part of any Task definition within this SOW.

3.1 Administrative Support

(1) Mass Mailings [B3a(1)]

Assumptions

Large Site: *For estimating purposes, assume one (1) large site is associated with five hundred (500) PRPs.*

Medium Site: *For estimating purposes, assume one (1) medium site is associated with fifty (50) generators.*

Small Site: *This task is not expected to be used for a small site.*

Performance Requirements: The Contractor shall provide administrative support in the preparation, mailing, tracking, and memorialization of correspondence documents.

Performance Standard: Upon receipt of a master letter, attachments, and addressee list from EPA, the Contractor shall prepare a merged output in the electronic format designated by the EPA COTR. All Tasks will be detailed within the Task Order Performance Work Statement instead of the checklist format.

This task includes all organizing, tracking, formatting, reproduction, page separator generation and placement, envelope preparation and all other activities needed for preparation, mailing, and tracking of the documents.

Acceptable Quality Level: One hundred percent (100%) of output is error free and delivered within the agreed-upon time. Task Order costs are within the amount of the approved work plan.

(2) Research Addresses [B3a(2)]

Assumptions

Large Site: *For estimating purposes, assume one (1) large site requires research of seven hundred (700) PRP addresses.*

Medium Site: *For estimating purposes, assume one (1) medium site requires research of seventy (70) PRP addresses.*

Small Site: This task is not expected to be used for a small site.

Performance Requirements: The Contractor shall provide administrative support in the area of researching, updating, and providing current addresses of target parties as needed for addressee list production.

Performance Standard: Upon receipt of a request from EPA, Contractor shall prepare or update an addressee list or lists. This task includes all researching, verifying, organizing, formatting, reproduction, and all other activities needed for addressee list production. All Tasks will be detailed within the Task Order Performance Work Statement instead of the checklist format.

Acceptable Quality Level: One hundred percent (100%) of output is correct and on time. Task Order costs are less than or equal to the amount approved in the work plan.

Task 3 - Administrative, Legal and Negotiation Support

3.2 Property Research Support

(1) Appraisals [B3b(1)]

Assumptions

Large Site: *For estimating purposes, assume one (1) large site is more than 15 lots.*

Medium Site: *For estimating purposes, assume one (1) medium is 15 lots or less.*

Small Site: *This task is not expected to be used for a small site.*

Performance Requirement: The Contractor shall prepare and deliver to the Government the deliverable(s) as specified by the completed Appraisal (C2a) Performance Standards Checklist.

If a detailed Work Plan is required, the Contractor shall deliver within three business days. Once the Work Plan is approved, the Contractor shall begin work within two business days.

Performance Standards: Appraisal activity may range from the acquisition of a single document to extensive research and analysis covering many years, securing all relevant documents, transporting, indexing, analyzing, reproducing, organizing, labeling, filing, and boxing. The Contractor's research scope will be delineated by the COR within the task-specific checklist provided to the Contractor at Task Order scoping; the Contractor's deliverable shall comport with the checklist subtasks. Appraisal activities shall be conducted by licensed, insured and/or bonded firms, or

individuals, licensed in the state in which they are tasked to conduct the work. The appraisals may occur in any location within the geographic boundaries defined by Region 6.

If this task is sub-contracted, the contractor shall identify three potential sources for the appraisal before the task is contracted.

Acceptable Quality Level (AQL): Eighty-five percent (85%) of the draft report and 100% of the final report adheres to subtasks identified on a checklist provided by EPA. All attachments to the report are legible and are accurately referenced in the report. The report will be delivered to EPA no later than the agreed-upon due date, and task order costs are within the amount of the approved work plan.

(2) Surveys [B3b(2)]

Assumptions

Large Site: *For estimating purposes, assume one (1) large site is more than 15 lots.*

Medium Site: *For estimating purposes, assume one (1) medium is 15 lots or less.*

Small Site: *This task is not expected to be used for a small site.*

Performance Requirement: The Contractor shall prepare and deliver to the Government the deliverable(s) as specified by the completed Survey (C2b) Performance Standards Checklist.

If a detailed Work Plan is required, the Contractor shall deliver within three business days. Once the Work Plan is approved, the Contractor shall begin work within two business days.

Performance Standards: The Contractor's scope will be delineated by the COR within the task-specific checklist provided to the Contractor at Task Order scoping; the Contractor's deliverable shall comport with the Checklist subtasks. Survey activities shall be conducted by individuals or firms licensed in the state in which they are tasked to conduct the work and may occur in any location within the geographic boundaries defined by Region 6. Tasks may include both title research and traditional survey research activities conducted in an outdoor setting.

Acceptable Quality Level (AQL): Eighty-five percent (85%) of the draft report and one hundred percent (100%) of the final report adheres to sub-tasks identified on a checklist provided by EPA. All attachments to the report are legible and are accurately referenced in the report. The report will be delivered to EPA no later than the agreed-upon due date, and task order costs are within the amount of the approved work plan.

If this task is subcontracted, the contractor shall identify three potential sources for the appraisal before the task is contracted.

3.3 Negotiation Support

(1) Arrange Meetings [B3d(1)]

Assumptions

Large Site: *For estimating purposes, assume support will be required for two (2) meetings with one hundred fifty (150) people in attendance; phone service will be needed for up to ten (10) dial-in participants.*

Medium Site: *For estimating purposes, assume support will be required for two (2) meetings with 50 people in attendance; phone service will be needed for up to five (5) dial-in participants.*

Small Site: *This task is not expected to be used for a small site.*

Performance Requirement: The Contractor shall arrange meetings, inside and/or outside Agency workspace, with parties identified by EPA.

Performance Standards: Meetings may be held in any location within the geographic boundaries defined by Region 6, and may include accommodations and conference space for any number of parties. All specific requirements of each meeting shall be identified on a checklist provided by EPA at the time of the Task Order award.

Acceptable Quality Level (AQL): All arrangements for events shall be one hundred percent (100%) made and communicated to EPA within the time period specified. Task Order costs shall be within the amount of the approved work plan.

(2) Conduct Research and/or Interviews [B3d(2)]

Assumptions

Large Site: *For estimating purposes, for one (1) large site, assume twenty (20) interviews will be conducted.*

Medium Site: *For estimating purposes, for (1) medium site, assume ten (10) interviews will be conducted.*

Small Site: *This task is not expected to be used for a small site.*

Performance Requirements: The Contractor shall prepare and deliver to the government deliverables as specified by the checklist associated with the tasking

document.

Performance Standards: Research activities may range from the acquisition of a single document to expert witness research and report. Analytical outputs may be tasked as well. The Contractor's report shall reflect completion of all subtasks identified on a checklist provided by EPA at the time of the Task Order award. Prepare lists of persons to be interviewed by the contractor, as well as lists of persons to be interviewed by EPA personnel. Lists shall include the name, title, and current or last known address and telephone number for all persons named. The contractor shall prepare reports of interviews for all interviews conducted containing a detailed summary of information (including all opinions, comments and statements, whether or not erroneous) obtained. The contractor shall conduct recorded interviews following applicable laws and regulations, and transcribe the recording of the interview, as indicated in the written task order and provide audio/audio-visual recordings of interviews.

Acceptable Quality Level (AQL): Draft deliverables must be at eighty-five percent (85%) of the completion accuracy and the final deliverables shall be one hundred percent (100%) accurate. Deliverables shall be completed by the agreed-upon delivery date. Task Order costs shall be within ten percent (10%) of the amount of the approved work plan.

4.0 Task 4 - Document Organization and Control/ Records Management [B2a]

Assumptions

Large Site: *For estimating purposes, assume one (1) large site's document holdings include one hundred (100) boxes to be reviewed and fully processed. Assume no travel will be required under this task.*

Medium Site: *For estimating purposes, assume one (1) medium site's document holdings include fifty (50) boxes to be reviewed and fully processed. Assume no travel will be required under this task.*

Small Site: *For estimating purposes, assume one (1) small site's document holdings include ten (10) boxes to be reviewed and fully processed. Assume no travel will be required under this task.*

General Duties -Performance Requirements

The Contractor shall use effective records management practices as needed to ensure that any and all documents held by the Contractor in the conduct of this Task can be located within two hours of request, and that the security, integrity, order and contents of EPA records, documents, and other information are safeguarded and maintained.

For record material transferred to the EFMC facility under an EO Task Order for reorganization, audit, or preparation for scanning, files and boxes shall be checked out to the Contractor assigned

to the Task until the work is completed and the quality of the work is verified. Once achievement of the quality standard is documented, EFMC staff shall notify the SRC to transfer the checkout name from the Contractor to EFMC. The checkout information will be stored in the Versatile database (and/or other designated records management application or tools) by SRC support contractors to ensure accountability and integrity in the EPA Region 6 Superfund records program.

Documents stored in EFMC, either in the name of the Contractor support staff or EFMC itself, shall not be removed from the EFMC stacks or an EFMC work room/war room without appropriate documentation, including notation to the EFMC inventory, and the EO Task Order work order file for document organization and control work. EFMC Contractor will challenge the removal or entry of any files or boxes from or into EFMC without proper documentation routed through the EFMC inventory process, and shall notify the EFMC Task Order Manager and the Project Officer should such an event occur. No EPA records should be taken outside of EPA-controlled space without the written consent of the EPA COTR Task manager, which shall be documented in the Task Order work file.

4.0 Task 4 - Document Organization and Control/ Records Management *continued*

Transfer of material for scanning or conversion purposes from another task order shall be conveyed via chain of custody. Chain of custody forms are to be retained within each relevant task/work order folder throughout the process, and when work is completed.

The Contractor shall perform the following functions:

Inventory Maintenance (including labeling, bar coding, audits)
Identification/ Documentation
Classification support (including interim determinations, marking, segregation, and metadata identification)
Categorization
Reconstitution Reorganization/Document Boundary Definition
Preparation for Digital Conversion
Indexing via the Bulk Processing In-Filing Form w/Excel Index Formatted Template
Space usage and location of materials will be deferred to the EFMC COTR. All of the above activities are to be documented within the work order file.

The Contractor shall support Superfund records file growth with standard material processing business practices, as identified here and in the Digital Conversion of Federal Documents and Collections Standard Operating Procedures Manual (DCFDCSOPM). Contractor shall support EPA by identifying, securing, inventorying, organizing, verifying conformance with current records standards, indexing, documenting findings, processing through ExpressLink, and preparing for bulk processing.

Litigation demands stringent document preservation responsibilities. To ensure that the integrity of the records and associated metadata produced to external parties is maintained, the region must ensure that standard processes and procedures are fully documented, regularly

updated, and continuously in use. Quality of system input and output should be known at all times.

The Contractor shall provide detailed progress and completion technical status of all work performed under this task in the Monthly Technical Progress report. Beyond routine, task-specific reporting, the Contractor is required to provide within the Monthly Report, a Summary Report of all EO's. Task 4 activities, organized by work order number. The Contractor shall provide any task specific ad-hoc reports upon request. Unique ad-hoc reports are expected to consist of 1-2 pages for a maximum of 10 reports per year. The Contractor shall also comply with any specific detailed reporting requirements as specified as part of any Task definition within this SOW.

The Contractor shall provide detailed records management workflow reports of various areas of process performance to ensure preservation and maintenance of the audit trail of all records management functions. For the EO Task Order, the Contractor shall attach a listing of the following workflow performance metrics to the monthly report including the following processing details:

- number of files reviewed under Document Organization and Control outside of EFMC
- number of files reviewed under Document Organization and Control within EFMC
- number of documents / pages prepared for Digital Conversion outside of EFMC
- number of documents / pages prepared for Digital Conversion within EFMC
- number of records / pages indexed outside of EFMC
- number of records / pages indexed within EFMC
- number of records / pages received through Bulk Processing where document organization, document preparation, and indexing were performed before receipt
- number of records / pages sent to Digital Conversion for Bulk Processing (shall include Site Name/Site ID/SSID/OUID, submitter, indexer, physical media type (or electronic), number of Batch Upload Indices)
- number of records / pages sent to EFMC for Bulk Processing (shall include Site Name/Site ID/SSID/OUID, submitter, indexer, physical media type (or electronic), number of Batch Upload Indices)
- number of metadata extractions requested and provided to the EO COTR (details provided per metadata extraction shall include Site Name/Site ID/SSID/OUID, whether the site is a current litigation site, number of documents extracted, description of business process being supported (needs requirement), associated SDMS-CR collection type and number, date requested, date delivered, and UserID of contractor that performed the metadata extraction)
- number of metadata discrepancy errors in Bulk Processing Excel Index received
- number of formatting errors in Bulk Processing Excel Index received
- number of Bulk Processing In-Filing forms and associated Excel Indices returned to COTR, EPA staff, or SEE employee for corrections to be made before uploading
- number of Excel Indices delivered to EO COTR that was accepted and the

number of Excel Indices delivered to EO COTR that was rejected. For Excel Indices that are rejected by EO COTR, the contractor shall report the details, or justification, of each index that was unacceptable. Details shall include, but not limited to, Site Name/Site ID/SSID/OUID, indexer, number of documents included in the index, number of errors/problems identified, nature of errors/problems identified, name of EO that rejected the index, date delivered, date rejected, and resolution status.

Task 4 - Document Organization and Control/ Records Management *continued*
4.1 Preparation for Records not held within EFMC

For records not under a litigation hold, or not slated for production within eighteen months, digital conversion will be accomplished under the Digital Conversion Task Order, rather than the EFMC Task Order. All or part of the preparation may be tasked under an Enforcement Officer Task Order.

4.1.1 Document Organization and Preparation for Scanning/Digital Conversion
Performance Standards:
Upon tasking, the Contractor shall prepare record material for scanning/importing and indexing according to the DCFDCSOPM in order to facilitate rapid and accurate processing. The Contractor's preparation efforts shall include, but are not limited to: sorting documents by site and operable unit; defining/confirming document boundaries; and identifying Main Entry (ME), Table of Contents (TOC components of ME), and Related (REL) document relationships, and preparing documents for sheet-feed scanning. In support of bulk processing, the EFMC Contractor Project Manager will provide barcode SDMS-CR document identification labels (for paper documents) and provide a range of SDMS-CR document identification numbers (for electronic documents) to the EO Task Order Project Manager upon request. The EO COTR will distribute barcode document number labels to the Contractor with the Bulk Processing In-Filing Form and documents for physical media so that the EO Contractor may assign SDMS-CR document ID numbers from the reserved 9 million series and affix labels. For electronic documents, the EO COTR, through the EFMC Project Manager, will distribute a range of document numbers to the Contractor with the Bulk Processing In-Filing Form and documents in order for the contractor to assign and apply electronic barcodes.

The Universal Target sheet may be used to indicate document segregation in accordance with the DCFDCSOPM. The Contractor shall create Target sheets during the process of preparing documents for scanning/importing.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

4.1.2 Indexing
Performance Standard: The Contractor shall index per the standards and instructions of the DCFDCSOPM for bulk processing, using the Excel Index Formatted Template. The Contractor

shall fully index and QA/QC documents. Alternatively, this preparation may be completed under a different Task Order, or by other staff designated by the EO.

Upon completion of indexing, the contractor shall submit the Bulk Processing In-Filing form with the completed Excel Index attached to the EO COTR. The EO COTR will review the index and documents and, if acceptable, the EO COTR will submit to the DC COTR for uploading and digital conversion. Identification by the EO COTR of any necessary changes/corrections to the Excel Index will be noted and sent back to the contractor to change/correct before the EO COTR submits the Excel Index and documents to the DC COTR for uploading and digital conversion.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

4.2 Preparation for Documents to be Held in EFMC - Overview

For records and non-records under a litigation hold, or slated for production within eighteen months, digital conversion will be accomplished under the EFMC Task Order, rather than the Digital Conversion Task Order. All or part of the preparation may be tasked under an Enforcement Officer Task Order.

Once brought into EFMC, with anticipation of production, all records material should be brought to current document management standards and captured within ED, in Enterprise/Versatile system and SDMS-CR. Most importantly, the physical material, and metadata in each system, should agree. The EFMC Contractor will support this effort as designated by the EFMC COTR on a site-specific, collection basis.

Bringing record material housed in EFMC into current regional records standards represents a cooperative, collaborative effort among various entities, potentially including Contractors supporting different Task Orders under the ESS IV contract. Under individual Enforcement Officer Task Orders, the Contractor may be required to review and categorize record material into Superfund site file structure categories, labeling and indexing in preparation for bulk processing into SDMS. Alternatively, SEE employees or EPA employees may conduct this preparation activity within a work room of EFMC.

For material held in EFMC, scanning of paper records and conversion of electronic records from CD or DVD which were organized, categorized, indexed, and otherwise prepared for SDMS entry under an EO's Task Order will be conducted under the EFMC Task Order. For paper records not under litigation hold, and not held in EFMC, the material will be scanned under the Digital Conversion Task Order.

Batch uploading for error correction, segregation, and redaction will be conducted under the same Task Order under which scanning occurred, driven by source and location of the material. Generally electronic records will be processed under the Digital Conversion Task Order. However, electronic storage information on devices gathered and brought to EFMC during the collection activity to support preparation for litigation production shall be processed in EFMC.

4.2.1 Notification

Performance Standards:
In preparation for Document Organization and Control site file activity, special notification procedures are necessary when preparation of the site file for scanning is not conducted under the EFMC Task Order. Upon tasking under an Enforcement Officer Task Order, or at the direction of an Enforcement Officer to other non-contractor staff, potentially relevant holdings of EFMC, the Superfund records center, alternate storage, the Federal Records Center, and other COTR-identified locations shall be researched. SDMS, Enterprise, and WasteLan (or review of EPA-provided reports) shall be queried to ascertain site file completeness, and determine potential additional sources that should be added to the site file. To document the research, a Findings Report shall be prepared, documenting by site or source name and site/spill number, the location, quantity of material, date the report was prepared, and the report author. This report shall be provided to the EO, to the work order file (if the work was tasked under the contract), and forwarded to the Contractor EFMC Project Manager and to the EFMC Task Order COTR.

After receipt of the Findings Report, the Contractor EFMC Project Manager, the SPOC (if different), and EFMC COTR will meet to review available space required based on the Findings Report. The EFMC COTR will assign space, and task any moves to accommodate the incoming material. The EFMC COTR will also task the EFMC Contractor to make arrangements with the SRC, via chain of custody, to take possession of the material, locate the material in the receiving room upon receipt, add a rough description of the material and the chain of custody copy to the EFMC inventory and the work order file, and notify the EO Task Order COTR that the material has been received. The EFMC Task Order COTR will notify the EO Task Order COTR of any staging or partial deliverable requirements, and issues which require resolution. This resolution will be handled among EPA COTRs, and perhaps their management; the Contractor may be requested to participate in meetings or consult.

Acceptable Quality Level (AQL): Deliverables shall be received within the time period specified by checklist. Task Order costs are within the amount of the approved work plan. Contractor shall participate in meetings at the direction of the COTR.

4.2 2 Receipt into EFMC

Performance Standards:
All record and non-record material received into EFMC, including material brought into EFMC for work under an EO Task Order, will be delivered to and catalogued from the EFMC receiving room, under the EFMC Task Order. The EFMC Contractor shall make arrangements for transfer into EFMC with the SRC or other location, take possession of the material, locate into the receiving area, and update the EFMC inventory.

For large volume, bulk receipt of site record material from the SRC, upon receipt of notification that EFMC can accept the materials requested the EO Task Order COTR shall task the preparation of a preliminary inventory, based on review of the actual materials received. Upon

notification of receipt of materials by EFMC, the EO Task Order Contractor shall make arrangements with the EFMC Contractor (each documenting to their work files) to make the material available for the preliminary inventory.

The EO Task Order will include the preparation of a Preliminary EFMC Submittal Form; the completed form shall be saved in the work order file and transmitted to the EFMC Project Manager and Contractor SPOC. The Preliminary EFMC Submittal Form shall provide preliminary inventory information and shall include the site name, total number of files or boxes delivered to EFMC, and individual listing by phase category and number for each file or box, and date of transmittal. If the material is non-record, or has not yet been brought into the SDMS or Enterprise systems, the preliminary inventory will include the site name, site/spill number, site Enforcement Officer name, quantity of material, and any other distinguishing file or box identifiers. Alternatively, an Enforcement Officer may inventory the material personally, or ask a SEE to compile the Preliminary Inventory. However the work is accomplished, the report is provided to the EFMC Project Manager. At that time, the EO will identify the person who or task order which will complete subsequent file organization.

Following these activities, the EO Task Order Contractor, or other EO designee, shall compare the materials received to note any discrepancies between the material received and the material expected, documenting to the work order file, the EO Task Order COTR, the EFMC COTR, and the EFMC Project Manager.

As the point of contact with SRC, the EFMC COTR would then task the EFMC Contractor to pursue any issues to resolution, documenting all SRC contact in the work order file, and copying the EO Task Order COTR, the EFMC COTR, and the EFMC Project Manager. If issues cannot be resolved, the EFMC Project Manager will notify the EFMC COTR. The EFMC COTR may task additional work to achieve resolution and to complete documentation of the process. At some point in this process, the EFMC COTR will task the Contractor to finalize the entry of the material into the EFMC inventory. When the inventory is complete, the Contractor will relocate the material from the receiving room to the EFMC location previously determined, will l notify the SRC if the checkout name should be changed in Enterprise/Versatile, and will notify the EO COTR that the material is available for use, having been checked out to the appropriate person. These notifications shall be captured in the EO work order file.

Acceptable Quality Level (AQL): Deliverables shall be received within the time period specified by checklist. Task Order costs are within the amount of the approved work plan. The work order file is subject to ad hoc review by the COTR; all interactions with various relevant entities that impact the conduct of this work, including SRC staff, must be noted to the work order file immediately after those interactions, meetings and calls.

4.2.3 Document Organization and Preparation for Scanning/Digital Conversion

Performance Standards:

Upon tasking, the Contractor shall prepare record and non-record material for scanning and indexing according to the DCFDCSOPM in order to facilitate rapid and accurate processing. The

Contractor's preparation efforts shall include, but are not limited to: sorting documents by site and operable unit; defining/confirming document boundaries; and identifying Main Entry (ME), Table of Contents (TOC components of ME), and Related (REL) document relationships, and preparing documents for sheet-feed scanning. In support of bulk processing, the EFMC Contractor Project Manager will provide barcode SDMS-CR or PERL document identification labels (for paper documents) and provide a range of SDMS-CR or PERL document identification numbers (for electronic documents) to the EO Task Order Project Manager upon request. The EO COTR will distribute barcode document number labels to the Contractor with the Bulk Processing In-Filing Form and documents for physical media so that the EO Contractor may assign SDMS-CR document ID numbers from the reserved 9 million series and affix labels. Non-record, which generally will be entered into PERL draws ID numbers from the reserved 8 million series. These documents generally may not be subsequently altered with SDMS-CR document ID barcode labels. For electronic documents, the EO COTR will distribute a range of document numbers to the Contractor with the Bulk Processing In-Filing Form and documents in order for the contractor to assign and apply electronic barcodes.

Target sheets shall be used on a temporary basis for material such as oversized documents, color photographs, and other non-standard documents until arrangements can be made for scanning outside of EFMC using EPA equipment. These documents will be transferred via chain of custody and will be located outside of EFMC for no more than two business days. When scanning is complete, the target sheet images will be replaced with the document images. Universal Target sheets may be used to indicate document segregation.

The EFMC Contractor will maintain the database of SDMS-CR (nine million series) and PERL (eight million series) reserved document ID numbers and ensure that no identification numbers are duplicated when barcode labels are generated. The EFMC Contractor will provide, upon request through the EFMC COTR, ranges of barcode ID labels to the EO Task Order COTR. For document ID numbers that are auto-generated in ExpressLink, Contractor shall print the barcode DocID label and affix to the first page of the document during document preparation.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

4.2.4 Indexing

Performance Standard: The Contractor shall index per the standards and instructions of the DCFDCSOPM for bulk processing, using the Excel Index Formatted Template. The Contractor shall fully index and QA/QC documents. Alternatively, this preparation may be completed under a different Task Order, or by other staff designated by the EO.

Upon completion of indexing, the contractor shall submit the Bulk Processing In-Filing form with the completed Excel Index attached to the EO COTR. The EO COTR will review the index and documents and, if acceptable, the EO COTR will submit to the EFMC COTR for uploading and digital conversion. Identification by the EO COTR of any necessary changes/corrections to the Excel Index will be noted and sent back to the contractor to change/correct before the EO

COTR submits the Excel Index and documents to the EFMC COTR for uploading and digital conversion.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

4.3 Metadata Correspondence and Corrections

Performance Requirements:
The EFMC Contractor has been tasked to determine and verify the Enterprise/Versatile file and box numbers needed to maintain site files, and communicate label requests to the SRC through the EFMC COTR. The EFMC Contractor shall be responsible for identifying and communicating Enterprise/Versatile file and box numbers to be permanently removed from the Enterprise/Versatile system due to re-organization efforts.

However, as a result of EO Task Order accomplishment, the Contractor may ascertain that changes to the Enterprise/Versatile database may be needed. The Contractor shall make a listing of observations, forward to the EFMC Project Manager, and copy that notification to the EO COTR and the work order file.

The EO Contractor may be tasked to verify that SDMS-CR information, Enterprise/Versatile information, and the physical media of the site file correspond to each other and metadata for electronic systems is accurate. The Contractor l may be tasked to verify that SDMS-CR Document ID numbers have been captured in the file detail in Enterprise/Versatile database. The Contractor shall report any inventory issues to the EO COTR on a monthly basis, as part of the Task Order monthly report.

For observed, confirmed, necessary corrections that involve the Enterprise/Versatile database, the salient information shall be captured in bulk within a standard format spreadsheet to be provided to the EFMC Project Manager, and copied to the EO COTR, EFMC COTR, and the EO work order file. For observed, confirmed, necessary corrections that involve SDMS-CR, the salient information shall be captured as described in the Bulk Processing Procedures within the Digital Conversion of Federal Documents and Collections Standard Operating Procedure Manual (DCFDCSOPM) using the standard format spreadsheet and provided to the EFMC Project Manager, and copied to the EO COTR, EFMC COTR, and the EO work order file.

The metadata extraction shall be reviewed for potential problems, including revealing sensitive information within the title. The Contractor shall be tasked to correct document relationships, amend site file category designations and classification, and make other relevant changes which would not alter document images but correct metadata only, specified within the tasking checklist. New documents may be generated in the conduct of this work that will require metadata input to the comment field to capture document relationships (such as one document being a redacted version of another.) Contractor shall provide corrections for Batch Uploading to the appropriate Contractor Project Manager (Digital Conversion or EFMC), ensuring that the Bulk Processing procedure as outlined in DCFDCSOPM is followed. At that time, Contractor

shall ensure that the respective COTRs and the work order file is notified of the change request. The EO COTR will be informed of any discrepancies or issues. Reports shall be copied to the EFMC or DC COTR as relevant, and the work order file. The changes requested, and completed, shall be captured in static image and filed as an SDMS record within the NC phase category.

Performance Standards:
Physical File under this Task Order can include site specific record material and site specific non-record material.. Once scanning/conversion is complete and documents are returned to the physical file work area, the Contractor shall determine the need for Enterprise/Versatile labels, and send an email to the EFMC Program Manager with the request.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

Task 4 - Document Organization and Control/ Records Management *continued*
4.4 FOIA Responsive Document Support/Verification

Performance Standard: For documents that are responsive to a FOIA request, the document preparation for scanning/importing and indexing may be tasked by the EO COTR in the tasks listed above as needed. Once the Contractor has been notified by the EO COTR that a collection's content is appropriate, that documents are reflected accurately, and that document metadata is correct, the Contractor shall pull a new metadata extraction to serve as the foundation for the FOIA Denial Log, and deliver to the EO COTR and others specified by checklist.

Upon review, the EO (and perhaps, the Site Attorney and RPM or OSC) will provide input via an amended work order checklist for other document revisions beyond metadata corrections, including request for document boundary changes, segregations, and redactions. Each of these activities creates new records based on existing records. The Contractor shall ensure that document relationships are captured in the metadata comment field to capture document relationships (such as one document being a redacted version of another.) The EO COTR will provide the Bulk Processing In-Filing Form with the appropriately marked-up Metadata Extraction Spreadsheet to the Contractor for indexing using Excel Index Formatted Template.

Upon completion of indexing, the contractor shall return the Bulk Processing In-Filing form with the completed Excel Index and marked up Metadata Extraction spreadsheet attached to the EO COTR. The EO COTR will review the index and documents and, if acceptable, the EO COTR will submit to the EFMC COTR or DC COTR for uploading and digital conversion. Identification by the EO COTR of any necessary changes/corrections to the Excel Index will be noted and sent back to the contractor to change/correct before the EO COTR submits the Excel Index and documents to the EFMC COTR or DC COTR for uploading and digital conversion.

For material housed in EFMC, the EO COTR shall be informed of any discrepancies or issues. Reports shall be copied to the EFMC COTR and the work order file. The Contractor may be tasked to confirm that each batch upload file has been captured in static image and filed as an SDMS record within the NC phase category.

Non-record change requests shall be documented and forwarded to the EFMC Project Manager, who will notify the EFMC COTR for further instruction and tasking.

Once the uploads have been successfully completed and collections revised, a new metadata extraction shall be pulled by the Contractor and furnished to the EO COTR. Once approved by the site team, the EPA EO COTR will provide to the Digital Conversion/AR/FOIA COTR for finalization.

The EO COTR may task the Contractor to provide quality assurance of the deliverable draft FOIA Log prepared under another task order. The Contractor shall prepare any comments and markups to EO COTR for forwarding to the log-generating task order COTR. Further, the Contactor may be tasked to confirm that the Final FOIA Denial Log has been entered into SDMS and captured in both within the YF and NM phase categories.

Acceptable Quality Level (AQL): All draft/ interim, and final deliverables shall be submitted by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Contractor shall provide notice to the COTR of issues and problems within two business hours of identification. Task Order costs are within the amount of the approved work plan.

4.5 Verification of Target Materials and Collection Building for Enforcement/Litigation External Production

Performance Standard: Upon receipt of the Work Order Request Form with the associated checklist, the Contractor shall ensure that materials identified as responsive are truly relevant, and shall inform the EO COTR of any issues that would appear to negatively impact release, such as file mis-categorization, incomplete processing in SDMS-CR, improper document boundary identification, other metadata discrepancies, previous external productions or withholdings, gaps in document sets or subsets, and that the responsive materials are organized as a collection. Non-record will be placed into a separate collection during the gathering and identification process. Other collection efforts may be tasked to ensure that concurrent activity can occur, that subsequently will require the merger of collections. Once the collection has been created in SDMS-CR, the Contractor shall provide a Metadata Extraction to the EO COTR for review. The Contractor may be tasked to edit the collection prepared by the EO COTR. The EO COTR shall review the Metadata Extraction and documents for correction, reclassification, redaction, and segregation. If identified, the EO COTR shall task those activities under the appropriate Indexing task listed above.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

5.0 Task 5 - Legal Support and Other Research [B3c]

The Contractor shall provide detailed progress and completion technical status of all work performed under this task in the Monthly Technical Progress report. Beyond routine, task-specific reporting, the Contractor is required to provide within the Monthly Report, a Summary Report of all EO's Task 5 activities, organized by work order number. The Contractor shall provide any task specific ad-hoc reports upon request. Unique ad-hoc reports are expected to consist of 1-2 pages for a maximum of 10 reports per year. The Contractor shall also comply with any specific detailed reporting requirements as specified as part of any Task definition within this SOW.

Assumptions

Large Site: *For estimating purposes, assume one (1) large site requires review of one hundred (100) document boxes.*

Medium Site: *For estimating purposes, assume one (1) medium site requires review of ten (10) document boxes.*

Small Site: *This task is not expected to be used for a small site.*

Performance Requirement: The contractor shall provide pre-litigation and litigation support upon EPA tasking. The Contractor shall support all phases of litigation, including discovery and trial. Upon COTR tasking, Contractor shall prepare indices, exhibits, and other documentation. Pre-litigation and litigation support may include preparation of confidential document inventories and preparation of privilege logs; preparation of FOIA denial logs for FOIAs that involve litigation case material, research and documentation of evidentiary information for notice letters, negotiation, and referrals; preparation of indices, exhibits, and other referral-supporting documentation; preparation of confidential document inventories and preparation of privilege logs; organization, tracking, documentation, and transmission of U.S. production; organization, tracking, and documentation of discovery materials; preparation for depositions; organization and tracking of EPA/Department of Justice (DOJ) analyses; preparation and transmission of information to experts and to DOJ; preparation of trial exhibits; and actual trial support. The Contractor shall be required to organize, track, transmit, and produce legal documents generated during the course of litigation. Subtasks will be detailed with activity-specific checklists provided at tasking. Additional deliverables may be established during the conduct of the TO, as their need is identified.

For the purposes of release to defendant counsel, of preparation for litigation or negotiation by DOJ attorneys, or for FOIA, electronic production generation and quality assurance may be tasked. In anticipation of production, record file work should generally be conducted under other work orders, distinct from production work orders. Record file work in support of production should represent 'fine tuning' efforts.

5.1 Withholding Preparation and Production

Metadata extractions are the foundation for documentation of every type of withholding on a

large scale. Metadata changes, or the creation of new documents to address releasability issues, should never be accomplished through ExpressLink and SDMS Feedback mechanisms, but through Bulk Processing.

5.1.1 Metadata Extraction

Performance Standard: For each set of images of responsive documents organized into collections, the Contractor shall pull metadata extractions as specified by checklist and provide the resulting excel spreadsheets to the EO COTR, and to the work order file.

Acceptable Quality Level (AQL): All draft, interim, and final deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Contractor shall provide notice to the COTR of issues and problems within two business hours of identification. Task Order costs are within the amount of the approved work plan.

5.1.2 Privilege Logs

Performance Standard: Once the Contractor has been notified by the EO COTR that a collection's content is appropriate, that documents are reflected accurately, and that document metadata is correct, the Contractor shall pull a new metadata extraction to serve as the foundation for the Privilege Log, and deliver to the EO COTR and others specified in the work order checklist.

Upon review, the EO (and perhaps, the Site Attorney and RPM or OSC) will provide input via an amended work order checklist for other document revisions beyond metadata corrections, including request for document boundary changes, segregations, and redactions. Each of these activities creates new records based on existing records. Generation of new records through document boundary changes, segregations, and redactions shall be accomplished according to the DCFDCSOPM, ensuring that all metadata is appropriately captured.

Likewise, the corresponding Batch Upload form shall be prepared by the Contractor in keeping with the DCFDCSOPM, and provided to the respective Contractor Project Manager (Digital Conversion or EFMC), for quality assurance check and uploading. At that time, Contractor shall ensure that the respective COTRs and the work order file is notified of the upload request. For material housed in EFMC, the EO COTR shall be informed of any discrepancies or issues. Reports shall be copied to the EFMC COTR and the work order file. Each batch upload file shall be captured in static image and filed as an SDMS record within the NC phase category.

Non-record change requests shall be documented and forwarded to the EFMC Project Manager, who will notify the EFMC COTR for further instruction and tasking.

Once the uploads have been successfully completed and collections revised, a new metadata extraction shall be pulled by the Contractor. The Contractor shall then prepare a draft standard format Privilege Log (to be provided by EPA), and deliver to the EO and site team for review. Any additional metadata corrections shall be handled as described above. The EO COTR will accept the Privilege Log with confirmation that the draft may be prepared as Final, with a new

deliverable due date. Once approved, the Privilege Log shall be captured in SDMS within the NM phase category.

Acceptable Quality Level (AQL): All draft/ interim, and final deliverables shall be submitted by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Contractor shall provide notice to the COTR of issues and problems within two business hours of identification. Task Order costs are within the amount of the approved work plan.

5.1.3 Vaughn Logs

Performance Standard:
Vaughn Logs are created only in the case of FOIA litigation, and reflect aspects of both the denial log originally prepared for the FOIA response which is the subject of the litigation, and a conventional litigation Privilege Log, but feature much more detail regarding withholding information.

The EO COTR, in collaboration with the site attorney and perhaps the DOJ attorney, will develop criteria for the Vaughn Log, and task by checklist. The Contractor shall prepare the draft Vaughn Log using the EPA-provided standard format for Vaughn Logs.

Additional work as described under 5.3.1 and 5.3.2 may be required to meet the needs of the Vaughn Log effort. The Contractor shall consistently employ the DCFDCSOPM to modify metadata, create new documents, and generate new Batch Upload files, as previously characterized. Each batch upload file shall be captured in static image and filed as an SDMS record within the NC phase category.

Each Batch Upload form shall be prepared by the Contractor in keeping with the DCFDCSOPM, and provided to the respective Contractor Project Manager (Digital Conversion or EFMC), for quality assurance check and uploading. At that time, Contractor shall ensure that the respective COTRs and the work order file is notified of the upload request. For material housed in EFMC, the EO COTR shall be informed of any discrepancies or issues. Reports shall be copied to the EFMC COTR and the work order file. Each batch upload file shall be captured in static image and filed as an SDMS record within the NC phase category.

Non-record change requests shall be documented and forwarded to the EFMC Project Manager, who will notify the EFMC COTR for further instruction and tasking.

Once the uploads have been successfully completed and collections revised, a new metadata extraction shall be pulled by the Contractor, and compared to the Vaughn Log. The Contractor shall document all discrepancies and forward to the EO COTR for further instruction, to be documented by the EO COTR in an amended work order checklist. Once all issues are resolved, upon tasking, the EO COTR will task the Contractor to prepare the Final Vaughn Log. Once approved, the FOIA Denial Log shall be captured in SDMS both within the YF and NM phase categories.

Acceptable Quality Level (AQL): All draft/ interim, and final deliverables shall be submitted

by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Contractor shall provide notice to the COTR of issues and problems within two business hours of identification. Task Order costs are within the amount of the approved work plan.

5.2.1 Internal Electronic Production

Performance Standard: Approved collections, having been vetted as covered by prior sections of this Task Order, will have been readied for production to meet FOIA and enforcement needs, including litigation. The deliverable output of all of these production effort types shall be furnished to both the EO COTR with the checklist-specified number of copies, and to the EFMC for the production library.

The Contractor may also be tasked to pull the associated metadata extraction to create a load file, capture associated images, and issue a production to DOJ for internal purposes. The Contractor will be notified, upon tasking by the EO COTR, the production recipient, mode of transmittal and due date. The Contractor may be tasked to create a CD containing the Metadata Extraction and send to DOJ. The EO COTR will provide the CD label information and the shipping instructions to the Contractor in the Work Order Request Form and associated checklist. The Contractor shall note to the work order file the date of transmission, and provide a copy of the production CD/DVDs within the work order file. One copy shall be submitted to EFMC for the production library.

Acceptable Quality Level (AQL): All draft/ interim, and final deliverables shall be submitted by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Contractor shall provide notice to the COTR of issues and problems within two business hours of identification. Task Order costs are within the amount of the approved work plan.

5.2.2 External Electronic Production

Performance Standard: Approved collections, having been vetted as covered by prior sections of this Task Order, will have been readied for production to meet FOIA and enforcement needs, including litigation. The deliverable output of all of these production effort types shall be furnished to both the EO COTR with the checklist-specified number of copies, and to the EFMC for the production library.

The Contractor may also be tasked to pull the associated metadata extraction to create a load file, capture associated images, and issue a production to DOJ for external release. The Contractor will be notified, upon tasking by the EO COTR, the production recipient, mode of transmittal and due date. Generally, for this type of tasking, two sets will be sent to DOJ - for retention by the case attorney and for processing. DOJ will then create its own production version for sending to defendants. Occasionally DOJ releases EPA-produced CD/DVDs directly. The EO COTR will provide the CD label information and the shipping instructions to the Contractor in the Work Order Request Form and associated checklist. The Contractor shall note to the work order file the date of transmission, and provide a copy of the production CD/DVDs within the work order file. One copy shall be submitted to EFMC for the production library.

Acceptable Quality Level (AQL): All draft/ interim, and final deliverables shall be submitted by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Contractor shall provide notice to the COTR of issues and problems within two business hours of identification. Task Order costs are within the amount of the approved work plan.

5.3 Serve Process, including Subpoenas -Civil *(ad testificandum* and *ducustecum)* [B3c]

Assumptions

Large Site: *For estimating purposes, assume one (1) large site is associated with fifty (50) PRPs to be served with subpoenas or other notice.*

Medium Site: *For estimating purposes, assume one (1) medium site is associated with ten (10) PRPs to be served with subpoena, or other notice.*

Small Site: *This task is not expected to be used for a small site.*

Performance Requirement: The Contractor shall arrange for service of documents provided by the EPA to individuals or business entities, and document the activity in a written report to EPA.

Performance Standards: Service may be required in any location within the geographic boundaries defined by Region 6, and process service shall be provided by individuals or firms licensed in the state in which they are tasked to conduct the work. The Contractor's report shall include documentation, on the letterhead of the process server, of all contacts made. All specific requirements of the process service shall be identified on a checklist provided by EPA at the time of the Task Order.

Acceptable Quality Level (AQL): Delivery to ninety eight percent (98 %) of those individuals and/or business entities identified by EPA, no later than the date specified by EPA, is required for successful completion of this task. The report shall be delivered to EPA no later than the agreed-upon due date, and task order cost overruns are no more than twenty percent (20%) above the approved work plan.

III. TASK ORDER PERIOD OF PERFORMANCE

The task order period of performance shall be: September 16, 2010 through April 11, 2013.

IV. SCHEDULE OF DELIVERABLES/MILESTONES

Monthly Reports:	As specified in the contract
Invoices:	As specified in the contract
Task Order Closeout Report:	As Requested

V. PERFORMANCE/ACCEPTANCE CRITERIA

The contractor's deliverables shall be inspected by the government for acceptability. Unacceptable deliverables will be returned to the contractor with comments and directions for necessary corrections or rework which may be applicable.

VI. EPA CONTACTS

Contracting Officer Technical Representative (COTR):	Kenneth Talton (214) 665-7475
Project Officer (PO):	Karen Hartis (214) 665-6652
Contract Specialist (CS):	Latrice Williams (214) 665-6516
Contracting Officer (CO):	Cora Stanley (214) 665-7464

Attachment 2

Matrix

Sites with Projected Needs for Contract Support

Staffing Plans and Cost to be based on site size and specific tasks selected on matrix for each COR. See explanation below for clarification.

COR NAME	SITE NAME	SIZE (S, M, L)	PRP SEARCH (Task 2 & 3)		RECORDS SUPPORT (Task 4)	LITGATION SUPPORT (Task 5)
Jamie Bradsher	Double Eagle	S	X			X
	Norphlet	S			X	
Cynthia Brown	US Oil Recovery	M			X	
	US Oil Recovery	S	X			
Courtney Kudla	Tulsa Fuel	S			X	
	Oklahoma Refining	M				X
Patrice Miller	Malone	L			X	
	GNI	L			X	X
	Patrick Bayou	M			X	
Kevin Shade	Hudson	S				X
	Jackpile	S			X	
Kenneth Talton	Tar Creek	S				X

Example: Cynthia Brown – will need support for Task 4 of the Enforcement Officer Support SOW for one Medium size site and Task 2 for one Small size site.

ATTACHMENT 3

CHECKLIST

WORK ORDER NUMBER: ESS4 - 06 - ## - AA - A#a# - SSIDOU - #####.##

ENFORCEMENT SUPPORT SERVICES
WORK REQUEST FORM

Request Date: mm/dd/yyyy

(Work Order Number is styled as follows, beginning with contract number and region: two digits for Task Order Number, two digits for Task Order code, next four digits for work order activity code, next six digits for Site/Spill number with operable unit, and finally the work order number, including two digits beyond a decimal for amendments.)

B1a1 Title Search
B1a2 Operational History Search
B1a3 Regulatory History Search
B1a4 Technical Search
B1a5 Corporate History Research and Analysis

B1b1 Cost Packages
B1b2 WPD Packages
B1b3 Waste-In/Allocation Development and Reports
B1b4 PRP ID Summary & Contact Info
B1b5 Financial Research and Reporting
B1b6 Settlement Negotiation Assistance
B1b7 Expert Witness
B1b8 Compliance Review for SF

B2a Document Organization
B2b Summary Document Preparation
B2c EFMC: Facility and Collections

B3a1 Mass Mailings
B3a2 Research Addresses
B3b1 Appraisals
B3b2 Surveys
B3c1 Enf/Lit Extenal Production
B3c2 Serve Process
B3d1 Negotiation Meeting Support
B3d2 Conduct Research

B4 Close Out Memo

C1 New ARs
C2 Audit Existing ARs
C3 AR Training
C4 AR Procedures

D1 FOIA Response
D2 FOIA Training

E2 Scanning Preparation
E3 Digital Conversion
E4 Indexing/ Metadata Extraction
E5 Records Handling Training

Site Name:

Site Location (State, County, City):

Brief Description of Work:

Work Requested By:	Name	Ext:	Email
EPA COR:	Name	Ext:	Email
EPA PO:	Name	Ext:	Email
Contract Project Manager:	Name	Ext:	Email

(Acknowledging Checklist Requirements; constitutes Work Plan for small scope assignments)

Estimated Hours:

Priority:
1-Expedited 2-Other

Deliverable(s): See Attached Checklist

cc: Project File
Work Order File

WORK ORDER NUMBER: ESS4 - 06 - ## - AA - A#a# - SSIDOU - #####.##

Assign due date to right of task heading; two dates separated by slash indicate draft/final.
Mark each task/subtask requested; indicate interim dates if required for subtask.

CHECKLIST FOR B1a1 TITLE SEARCHES

Acceptable Quality Level (AQL): Eighty-five percent (85%) of the draft report and 100% of the final report adheres to the checklist sub-tasks identified. All documents are legible and are produced as required. Deliverable is received within the agreed-upon delivery date, and Work Order costs are within the amount approved.

The contractor shall include in the Title Search report a description of all locations where research was conducted, the holdings of each, available media, and reproduction and authentication costs and requirements.

The contractor shall return all original documents provided for use in conducting the Title Search.

Negative reporting is required for all Title Searches. The contractor shall develop a check list for inclusion in each title search report which shall list all items requested and the results of the search for each item requested, and the address for each public/private office visited.

Task/Subtask | Date Task to Be Completed

A. Review and report on all relevant title documents pertinent _____

the ownership of the hazardous waste site for
the time period of (specify date range): _____

Relevant documents may include:

Tax Records (Current) _____

Tax Records (Historic) *(specify date range)* : _____ _____

_____ Deeds, Titles
_____ Title by descent, title by entry, title of right
_____ Property sales / transfers
_____ Mortgages, liens (satisfied / unsatisfied)
_____ Leases, subleases, real estate contracts, rental agreements
_____ Easements, right of way
_____ Partition proceedings
_____ Special assessments
_____ Filed affidavits, judgements
_____ Mineral leases
_____ Chattel mortgages
_____ Condemnations
_____ Deed restrictions, restrictive covenants
_____ Wills, bequests, trusts
_____ Foreclosures, bankruptcies
_____ Institutional controls filed by USEPA or others
_____ Other documents *(specify)* _____
_____ Other documents *(specify)* _____

Date: mm/dd/yyyy

Checklist for Task B1a1 (Title Searches), page 2

B. Analyze contents of title and title associated information for EPA use in identifying the following:

(as defined in CERCLA section 107(A):

_____ Current Owner(s)
_____ Former Owner(s)
_____ Current Operator(s)
_____ Former Operator(s)

C. Locate, secure and provide copies of relevant property documents

_____ Paper copies
_____ Electronic copies
_____ True Certified

Special Instructions:

D. Conduct Lessee/Operator Searches:

Title Documents:
Historic Directories:
Other (*specify*):

E. Analyze Title records and develop a Chain of Title

F. Provide Title Report establishing current ownership, with supporting documents

_____ Table Format
_____ Narrative Format

Special Instructions:

cc: Project File
Work Order File

Date: mm/dd/yyyy

WORK ORDER NUMBER: ESS4 - 06 - ## - AA - A#a# - SSIDOU - #####.##

Assign due date to right of task heading; two dates separated by slash indicate draft/final.
Mark each task/subtask requested; indicate interim dates if required for subtask.

CHECKLIST FOR B1b3 WASTE-IN-LIST/ALLOCATION DEVELOPMENT, REPORTS, and CAPABILITY

Acceptable Quality Level (AQL): One Hundred Percent (100%) QA/QC shall be conducted on all documents, and final delivery of documents will reflect an error rate of less than 1%. Deliverable is received within the agreed upon delivery date, and Work Order costs are within the amount approved.

Task/Subtask	Date Task to Be Completed
A. Prepare Characterization of Documents Report	_____
_____ Identify document condition	_____
_____ Identify document organization (boxed, foldered, loose; labeled, attached by rubber bands, staples, paper clips)	_____
_____ Identify types of documents (i.e. shipping/receiving documents /logs, invoices, work orders, disposal forms, trip tickets, manifests, other - including busines process copies)	_____
_____ Identify time frames of documents, (including gaps)	_____
_____ Identify hazardous substance and/or materials	_____
_____ Indicate measurement units	_____
_____ Identify other (*specify*): _____	_____
_____ Identify other (*specify*): _____	_____
_____ Identify other (*specify*): _____	_____
B. Prepare Draft Waste-In Source Convention Rule Set	_____

(include consideration of source document organization, types, collection completeness, source document relationships, multiple source documents with same or similar information, document hierarchy, document condition, legibility, duplicates, annotations, two-sided copies, unit conversions, multiple transactions ona single page, use of estimated versus actual quantities, nature of wastes, other(*specify*))

_____ Finalize Waste-In Source Convention Rule Set as determined by EPA

_____ Special Instructions (*specify*)

Date: mm/dd/yyyy

Checklist for Task B1b3 Waste-In-List/Allocation Development and Reports, page 2

C. Identify Waste-In documents according to Convention Rule Set

_____ Organize documents
_____ Copy documents
_____ Bates-Stamp documents
_____ Scan documents
_____ Name electronic files to comport with imaged document numbers
_____ Segregate, box, quantify and report on documents not to be included

_____ Special Instructions *(specify)*

D. Prepare Waste-In-List

_____ Input data from documents according to convention into EPA access database or other EPA specified application

_____ Develop scheme and implement to convey problem documents to COR

_____ Analyze documents and propose scheme to EPA to capture corporate liability tiers

_____ After EPA approval, build tables to capture liability tiers and relationships

_____ Track all changes in database separately in excel (by copying transaction lines from database) and maintain by party, reason for change, date of change. Matching to WIL version

_____ Maintain all WIL database versions, renaming file to include date revised and saved

_____ Run WIL and Allocation reports and provide to EPA for approval

_____ Edit data entries as specified

_____ Special Instructions *(specify)*

E. Amend Program

_____ Draft additional reports
_____ Finalize additional reports
_____ Revise existing reports
_____ Create additional tables
_____ Enhance pre-exisiting application functionality *(as specified)*

_____ Special Instructions *(specify)*

cc: Project File
Work Order File

Date: mm/dd/yyyy

WORK ORDER NUMBER: ESS4 - 06 - ## - AA - A#a# - SSIDOU - #####.##

Assign due date to right of task heading; two dates separated by slash indicate draft/final.
Mark each task/subtask requested; indicate interim dates if required for subtask.

CHECKLIST FOR B2a DOCUMENT ORGANIZATION

Acceptable Quality Level (AQL): One hundred percent (100%) QA/QC is required. Accuracy of final deliverables shall reflect no more than two percent (2%) error rate. Deliverables are received within the agreed-upon delivery date, and Work Order costs are within the amount approved.

Task/Subtask	Date Task to Be Completed
A. For documents and electronic media, determine and report	
_____ location (within site file, FRC, individual desks, EPA office storage, EFMC, other)	_____
_____ identification (media and physical condition)	_____
_____ review (determine organizational condition of file)	_____
_____ review (determine relationship between physical file and SDMS entry)	_____
_____ review (determine relationship between physical file and PERL entry)	_____
_____ review (determine completeness and/or gaps within documents)	_____
_____ capture on external hard drive, and prepare record of machine, user, directory and date of capture	_____
_____ capture on external hard drive from litigation mailbox and record date of capture	_____
_____ inventory documents/records and provide to EFMC electronically and in hard copy	_____
_____ notify EFMC regarding file or FRC order, including site name, scope, quantity, and anticipated delivery date	_____
_____ identify duplicate documents in SDMS and report to EFMC	_____
_____ recommendation to account for discrepancies	_____
_____ maintain, track, correlate native formats of electronic records with SDMS PDF counterpart	_____
_____ report legacy collections and history of legacy collections	_____
_____ Special Instructions *(specify)*	

B. Evaluate and restore documents

_____ restore document page order, and prepare record of findings, including gaps	_____
_____ assess document boundary definition and prepare record of findings	_____
_____ assess internal document segration issues, prepare record of findings	_____
_____ implement document restoration as directed	_____
_____ redaction *(specify)*	_____
_____ segregation *(specify)*	_____
_____ prepare spreadsheet to record metadata changes needed for SDMS correction	_____
_____ prepare spreadsheet to record SDMS relationship metadata for redactions and segregation	_____
_____ consistently maintain audit trail information at the document level in SDMS	_____
_____ other *(specify)*:_____	_____
_____ Special Instructions *(specify)*	

Date: mm/dd/yyyy

Checklist for Document Organization and Control, page 2

C. Organize documents

_____ chronologically
_____ by PRP
_____ by EPA provided theme(s)
_____ by Superfund file Structure
_____ notify EFMC of Site and Phase Category Enterprise labels needed
_____ Folder level
_____ Box level
_____ prepare spreadsheet to record SDMS metadata input for physical document location
_____ notify EFMC of set number change request
_____ marking/numbering/labeling *(specify)*
_____ request SDMS document labels from EFMC
_____ apply SDMS document labels
_____ prepare files for scanning
_____ notify EFMC of scanning readiness
_____ prepare electronic files for conversion
_____ prepare and maintain chains of custody to and from Day-Forward

_____ Special Instructions *(specify)*

D. Index Documents and Electronic Media

_____ Create Index for batch uploading into SDMS
_____ Create other index
_____ Maintain Index
_____ Maintain history of batch uploading with files
_____ Maintain LookUp Tables in SDMS-C, PERL, and SDMS2 databases

_____ Special Instructions *(specify)*

cc: Project File
Work Order File

Date: mm/dd/yyyy

WORK ORDER NUMBER: ESS4 - 06 - ## - AA - A#a# - SSIDOU - #####.##

Assign due date to right of task heading; two dates separated by slash indicate draft/final.
Mark each task/subtask requested; indicate interim dates if required for subtask.

CHECKLIST FOR B2c EFMC: FACILITY AND COLLECTIONS

Acceptable Quality Level (AQL): One Hundred Percent (100%) QA/QC shall be conducted on all documents, and final delivery of documents will reflect an error rate of less than 1%. Deliverable is received within the agreed upon delivery date, and Task Order/Work Order costs are within the amount of the approved. EPA to be notified of returns status within 3 business days of provision by EPA.

Task/Subtask	Date Task to Be Completed
A. Support maintenance of security for EFMC	_____
B. Build, maintain, and update inventory of EFMC tasks/subtasks work requests	_____
C. Build, maintain, and update LRC/EFMC electronic rolodex	_____
D. Update and maintain EFMC holdings' inventories	_____
E. For documents and electronic media, provide the following:	_____
_____ location	_____
_____ identification	_____
_____ retrieval	_____
_____ transportation	_____
_____ restoration	_____
_____ review	_____
_____ marking/numbering	_____
_____ redacting	_____
_____ reproduction	_____
_____ indexing	_____
_____ inventory	_____
_____ security	_____
_____ reorganization	_____
_____ interim disposition	_____
_____ storage	_____
_____ shredding/destruction	_____
_____ backup	_____
_____ other document management, maintenance, or conversion as tasked	_____

_____ Special Instructions *(specify)*

Date: mm/dd/yyyy

F. Sample, analyze, and report findings regarding potentially contaminated documents _____

G. Convert documents from one media to another, based on specific requests from the COR _____

_____ Special Instructions *(specify)*

H. Coordinate with Superfund Records Center, other EPA file rooms, outside government agencies, and other document repositories _____

_____ Special Instructions *(specify)*

I. Organize Documents

_____ chronologically
_____ by PRP
_____ by EPA provided theme(s)
_____ by Superfund file structure
_____ other *(specify)*

_____ Special Instructions *(specify)*

J. Label documents and electronic media _____

_____ Document Level
_____ Folder Level
Box Level
_____ Propose Scheme with rationale
_____ Implement EPA-approved scheme

_____ Special Instructions *(specify)*

Date: mm/dd/yyyy

K. Index documents and electronic media

_____ Create Index
_____ Maintain Index

_____ Special Instructions *(specify)*

L. Index Collections

_____ Create Index
_____ Maintain Index

_____ Special Instructions *(specify)*

M. Support production and maintain record of reviews
Internal Review _____
External Review _____

_____ Secure materials for review
_____ Review for potential release issues; notify COR
_____ Create/Update Index
_____ Organize documents
_____ Label documents
_____ Prepare inventory for sign-off
_____ Contact requestor; make arrangements for review
_____ Contact COR; notify confirmation of review date
_____ Handle production
Electronic _____
Paper _____
Mircoform _____
_____ Transport/Ship
_____ Maintain production history

Case Name: _____
FOIA #: _____

_____ Special Instructions *(specify)*

N. Prepare and update Standard Operating Procedures

_____ Special Instructions *(specify)*

cc: Project File
Work Order File

Date: mm/dd/yyyy

WORK ORDER NUMBER: ESS4 - 06 - ## - AA - A#a# - SSIDOU - #####.##

Assign due date to right of task heading; two dates separated by slash indicate draft/final.
Mark each task/subtask requested; indicate interim dates if required for subtask.

COMBINATION CHECKLIST FOR B3a1 MASS MAILINGS and B3a2 RESEARCH ADDRESSES

Acceptable Quality Level (AQL): One Hundred Percent (100%) QA/QC shall be conducted on all documents, and final delivery of documents will reflect an error rate of less than 1%. Deliverable is received within the agreed upon delivery date, and Work Order costs are within the amount approved. EPA to be notified of returns status within 3 business days of provision by EPA.

Task/Subtask	Date Task to Be Completed
A. Research address(es) using EPA files or other specified directory sources, and report.	_____
___ physical ___ email ___ electronic file	_____
_____ facility address	_____
_____ corporate office	_____
_____ outside counsel	_____
_____ agent for service	_____
_____ Special Instructions *(specify)*	_____
B. Compile an address list using EPA files or other specified directory sources, in specified format.	_____
___ physical ___ email	_____
_____ facility address	_____
_____ corporate office	_____
_____ outside counsel	_____
_____ agent for service	_____
_____ Special Instructions *(specify)*	_____
C. Prepare an address list in specified format for tracking an EPA mailing.	_____
_____ Special Instructions *(specify)*	

Date: mm/dd/yyyy

Checklist for B3a1 (Mass Mailings) and B3a2 (Research Addresses), page 2

D. Prepare final documents

based on instructions, with all attachments assembled _____

_____ original for EPA concurrence _____

_____ all hard copy originals, inserting address for each _____

unique letter electronic _____

_____ Prepare electronic or paper copy attachments _____

_____ Assemble originals, with attachments (may not be identical) _____

_____ Prepare file copies _____

_____ Special Instructions *(specify)*

E. Transmit documents _____

_____ Federal Express _____

_____ U.S. Mail Certified _____

_____ UPS _____

_____ Other _____

F. Track documents _____

_____ Prepare mail receipts for inclusion in file _____

_____ Enter mailing date in database _____

_____ Enter receipt date in database _____

_____ Provide status of receipt report _____

_____ Update with remailing, new address, and other info _____

_____ Special Instructions *(specify)*

G. Remailings _____

_____ Prepare file document that notes incorrect address _____

_____ Research new address _____

_____ Remail _____

_____ Special Instructions *(specify)*

cc: Project File

Work Order File

Date: mm/dd/yyyy

WORK ORDER NUMBER: ESS4 - 06 - ## - AA - A#a# - SSIDOU - #####.##

Assign due date to right of task heading; two dates separated by slash indicate draft/final.
Mark each task/subtask requested; indicate interim dates if required for subtask.

CHECKLIST FOR B3c1 ENFORCEMENT/LITIGATION EXTERNAL PRODUCTION

Acceptable Quality Level (AQL): One hundred percent (100%) QA/QC is required. Accuracy of final deliverables shall reflect no more than two percent (2%) error rate. Deliverables are received within the agreed-upon delivery date, and Work Order costs are within the amount approved.

Task/Subtask	Date Task to Be Completed
B3c1. Enforcement / Litigation Production	
_____ Discovery (DISC) Collection	_____
_____ Cost Package (CP) Collection	_____
Work Performed Documentation	_____
_____ Package (WPD) Collection	
_____ Electronic Bates Number PDF files	_____
_____ Data Upload	_____
_____ Metadata Extraction	_____
_____ Privilege Log	_____
_____ Vaughn Log	_____
_____ Initial Production	_____
_____ Supplemental Production	_____
_____ Extract Discovery Collection	_____
_____ Extract Cost Package Collection	_____
_____ Extract Work Performed Package Collection	_____
_____ Create CD/DVD (4 copies)	_____
_____ Label CD/DVD (specify details below)	_____
_____ Submit DISC Collection CDs/DVDs to EFMC (2 copies)	_____
_____ Send DISC CP Collection CDs/DVDs to DOJ Qty: _____ to PRP Qty: _____	_____
_____ Submit CP Collection CDs/DVDs to EFMC (2 copies)	_____
_____ Send CP Collection CDs/DVDs to DOJ Qty: _____ to PRP Qty: _____	_____
_____ Submit WPD Collection CDs/DVDs to EFMC (2 copies)	_____
_____ Send WPD Collection CDs/DVDs to DOJ Qty: _____ to PRP Qty: _____	_____
	_____

Special Instructions:

cc: Project File
Work Order File

Date: mm/dd/yyyy

WORK ORDER NUMBER: ESS4 - 06 - ## - AA - A#a# - SSIDOU - #####.##

Assign due date to right of task heading; two dates separated by slash indicate draft/final.
Mark each task/subtask requested; indicate interim dates if required for subtask.

CHECKLIST FOR C1 ADMINISTRATIVE RECORDS: EXTERNAL PRODUCTION

Acceptable Quality Level (AQL): One hundred percent (100%) QA/QC is required. Accuracy of final deliverables shall reflect no more than two percent (2%) error rate. Deliverables are received within the agreed-upon delivery date, and Work Order costs are within the amount approved.

Task/Subtask	Date Task to Be Completed
C1. Administrative Record (AR)	
_____ Verify AR Collection complete	_____
_____ Apply Electronic Bates Numbers to PDF files	_____
_____ Pull Metadata Extraction	_____
_____ Create AR index	_____
_____ Verify Address and Contact Info of Repositories	_____
_____ Create Site Team Sign-Off Sheet	_____
_____ Extract AR Collection	_____
_____ Create Repository Transmittal Letter(s)	_____
_____ Generate Acknowledgement of Receipt Form(s)	_____
_____ Create CD/DVD	_____
_____ Label CD/DVD (specify details below)	_____
_____ Submit EPA Archive copy of CD/DVD to EFMC	_____
_____ Send AR Collection CDs/DVDs to Repositories	_____

Special Instructions:

cc: Project File
Work Order File

Date: mm/dd/yyyy

WORK ORDER NUMBER: ESS4 - 06 - ## - AA - A#a# - SSIDOU - #####.##

Assign due date to right of task heading; two dates separated by slash indicate draft/final.
Mark each task/subtask requested; indicate interim dates if required for subtask.

CHECKLIST FOR D FOIA: EXTERNAL PRODUCTION

Acceptable Quality Level (AQL): One hundred percent (100%) QA/QC is required. Accuracy of final deliverables shall reflect no more than two percent (2%) error rate. Deliverables are received within the agreed-upon delivery date, and Task Order costs are within the amount of the approved work plan.

Task/Subtask	Date Task to Be Completed
D1. FOIA (FI)	
_____ Create FOIA Control Folder and transmit to Site Team	_____
_____ Research sources for responsive documents	_____
_____ Extract FOIA Collection	_____
_____ Combine Collections *(specify details below)*	_____
_____ Create CD/DVD (2 copies)	_____
_____ Label CD/DVD *(specify details below)*	_____
_____ Create Response Letter with concurrence	_____
_____ Route/Track through concurrence	_____
_____ Add printout of CD/DVD contents to FOIA Control Folder	_____
_____ Add printout of CD/DVD label to FOIA Control Folder	_____
_____ Pull Metadata Extraction	_____
_____ Draft Denial Log	_____
_____ Send Response to Requestor	_____
_____ Submit FOIA Control Folder to SDMS-C via ExpressLink	_____
_____ Submit responsive CD/DVD to EFMC if EFMC site	_____
_____ Mark FOIA RIN complete in the FOIA portion of ExpressLink	_____
_____ Other *(specify)*	_____
	_____
	_____

Special Instructions:

cc: Project File
Work Order File

Date: mm/dd/yyyy

WORK ORDER NUMBER: ESS4 - 06 - ## - AA - A#a# - SSIDOU - #####.##

Assign due date to right of task heading; two dates separated by slash indicate draft/final.
Mark each task/subtask requested; indicate interim dates if required for subtask.

DRAFT CHECKLIST FOR E3 DIGITAL CONVERSIONS OF FEDERAL DOCUMENTS AND COLLECTIONS

Acceptable Quality Level (AQL): One Hundred Percent (100%) QA/QC shall be conducted on all documents, and final delivery of documents will reflect an error rate of less than 2%. Deliverable is received within the agreed-upon delivery date, and Work Order costs are within the amount approved.

Task/Subtask	Date Task to Be Completed
A. Scan paper documents to PDF files with embedded OCR	
____ Scan 8 1/2 x 11 black/white paper	
____ Scan 8 1/2 x 11 color paper	
____ Scan oversize black/white paper	
____ Scan oversize color paper	
____ Import oversize pages in Ascent Capture batches / PDF files	
____ Release scanned PDF files to SDMS-CR database	
____ Release scanned PDF files to PERL database	
____ Release scanned PDF files to SDMS2 database	
____ Release scanned images to portable storage device (External Hard Drive, CD, DVD, thumbdrive, etc)	
____ Perform 100% QA/QC of images at point of scan	
____ Number of documents to be scanned	
____ Estimated page count of pages to be scanned	
____ Reassemble documents	
____ Archive documents	
____ Scan Other (specify)	
____ Special Instructions *(specify)*	
B. Convert electronic documents / ESI	
____ Convert word processing files to PDF files	
____ Convert spreadsheet files to PDF files	
____ Convert static images to PDF files	
____ OCR PDF files of static images	
____ Convert database files to PDF files	
____ Convert Metadata Extraction to PDF file	
____ Create Collection Metapages PDF file	
____ Extract and Convert Collection Reports from SDMS-CR database	
____ Extract and Convert Collection Reports from PERL database	
____ Extract and Convert Collection Reports from SDMS2 database	
____ Convert Lotus Notes Digital Signature / Concurrences to PDF files	
____ Convert PDF files to MS Excel Spreadsheets	
____ Convert PDF files to MS Word documents	
____ Download electronic documents from Web-EOC	
____ Convert Lotus Notes emails and attachments to PDF files (maintain relationship of attachments to email)	
____ Combine multiple electronic documents (multiple formats) to single PDF file	
____ Convert Other *(specify)*	

____ Special Instructions *(specify)*

Checklist for E3 (Digital Conversions of Federal Documents and Collections), page 2

C. PDF Processing

____ Add electronic barcode of DocID
____ Add bookmarks
____ Add EPA approved electronic stamps
____ Add title information, author/addressee, doc date, keyword code to PDF document summary
____ Set standardized Open Options
____ Optimize for Fast Web View
____ Optimize PDF file to reduce file size
____ Add electronic bates numbers
____ Electronic Redaction
____ Merge PDF Files
____ Segregate PDF Files
____ Create a PDF package
____ Extract individual PDF files from a PDF package
____ Section 508 compliance
____ Attach native format of electronic records to PDF file
____ Other PDF processing *(specify)*

____ Special Instructions *(specifiy)*

D. Conversion of Alternatitive Media

____ Convert VHS Videotape to DVD
____ Label DVD to identify native Alt. Media
____ Create DVD copies of native format video - DVD
____ Convert 8mm vidoetape to DVD
____ Convert microfilm to PDF file
____ Convert microfiche to PDF file
____ Convert PreScore from diskette to PDF file
____ Convert HRS Package from diskette to PDF file
____ Convert Digital photographs to PDF file
____ Convert negatives to PDF file
____ Label native Alt. Media to associate with PDF file(s)
____ Print image(s) / file(s) on large format printer
____ Unable to convert (Create Universal Target Sheet)
____ Convert other *(specify)*

____ Special Instructions *(specify)*

cc: Project File
Work Order File

Date mm/dd/yyyy

WORK ORDER NUMBER: ESS4 - 06 - ## - AA - A#a# - SSIDOU - #####.##

Assign due date to right of task heading; two dates separated by slash indicate draft/final.
Mark each task/subtask requested; indicate interim dates if required for subtask.

CHECKLIST FOR C3, D2 or E5 TRAINING

Acceptable Quality Level (AQL): Training is scheduled within one business day; training is conducted within three business days for non-emergency and within two hours for emergencies. Nature of emergency must be documented within the task order. Training documentation deliverables are received within the agreed-upon delivery date, and Work Order costs are within the amount of the approved.

Task/Subtask	Date Task to Be Completed
A. Database / Applications Training	
_____ SDMS-CR Training	_____
_____ PERL Training	_____
_____ SDMS2-Training	_____
_____ Reserve Conference Room	_____
_____ Reserve 12th Floor Training Room	_____
_____ Provide Training Materials	_____
_____ Collection Builder Training	_____
_____ ExpressLink: Overview Training	_____
_____ ExpressLink: Electronic Cost Form Training	_____
_____ ExpressLink: Document Submittal Training	_____
_____ ExpressLink: FOIA Training	_____
_____ ExpressLink: Records Request Training	_____
_____ Enterprise / Versatile Training	_____
_____ SCORPIOS/SPIDER/SDMS Training	_____
_____ Content Analyst Training	_____
_____ Lotus Notes Email Records Organization Training	_____
_____ Bulk Processing for Batch Upload Training	_____
_____ SDMS Feedback	_____
_____ ICTS	_____
_____ SEMS Portal	_____
_____ Other *(specify)*	_____
	_____
_____ Special Instructions *(specify)*	
B. Records Training	
_____ FOIA Process	_____
_____ Metadata Standards	_____
_____ SF File Structure	_____
_____ Records Classification	_____
_____ Search and Retrieval - SDMS-CR	_____
_____ Search and Retrieval - PERL	_____
_____ Search and Retrieval - SDMS2	_____
_____ Search and Retrieval - Content Analyst	_____
_____ Record Boundaries	_____
_____ Records Relationships	_____
_____ PDF Record Navigation	_____
_____ Other *(specify)*	_____
	_____
_____ Special Instructions *(specify)*	

cc: Project File
Work Order File

Date: mm/dd/yyyy