EPA, ORD, NERL, ESD/LV
Clearance Routing Slip

PLEASE INITIAL BOTH THE CLEARANCE ROUTING SLIP AND THE CHECKOUT LIST

☐ 1. **Financial Management Center** - Government Travel Credit Card
Send email to CINWD Travel@epa.gov documenting that you have no oustanding travel issues.
Attach a copy of the email response to these forms.

☐ 2. **Office of Radiation & Indoor Air** - Security Clearance, EPA/DOE (N/A if No Clearance)
LaPlaza C, 2nd Floor, Room 629A, Marsha Smith III

☐ 3. **Office of Radiation & Indoor Air** - Radiation Check
LaPlaza C, 2nd Floor, Room 629I, Wesley Boyd Radiation Safety Officer, 784-8255

☐ 4. **Health & Safety Office** - Chemical Inventory & Waste Management
EXC 156, Theresa Gallagher
NOTE: ***Must complete Form LV-198.*** ***(attached)***

☐ 5. **Supervisor**

a.	CBI Documents	b.	E-Mail Records	c.	Passport
d.	Bankcard	e.	Laptops & Cell Phones	f.	Travel Vouchers
g.	Uniforms or Apparel	h.	Laboratory Notebooks	I.	SF-52

Supervisor and employee must complete certification at bottom of LV-197.
Employee must include forwarding address at top of LV-197.

☐ 6. **Payroll**
EXC, 157 May Fong

☐ 7. **Computer Services**: a. ADP b. Government Phone Card and USB Stick
EXC, Room 214, John Richardson

☐ 8. **Library** - Library Books
EXC, Room 157, May Fong

☐ 9. **Technical Information Manager** - Outstanding Publications
POS, Room 31, Jan Contreras ***NOTE: Must complete 197b*** ***(attached)***

☐ 10. **Property Office** - Outstanding Property
POS, 31 Jan Contreras

☐ 11. **Facilities** a. Parking Permit b. Keys
POS, Room 34, Robert Andrews

☐ 12. **ID/Access Cards** a. ID Badge b. Access Card c. Employee Data Sheet
POS 34, Robert Andrews

☐ 13. **Records Manager** - Records/Files
POS, Room 31, Jan Contreras

☐ 14. **Human Resources**
EXC, 157, May Fong

Employees must sign and date the certification. Failure to do so will delay final salary check.
NOTE: POS Building formerly MSL Building.

Previous editions are obsolete. LV-197a 7/24/13

EPA-NERL-LV
Employee Separation Checkout List

Please read statement on reverse before completing. Social Security #: _____ - _____ - _____

Employee Name | Organization | Effective Date of Separation

Type of Action

- ☐ **Retirement**
- ☐ **Resignation/Termination**
- ☐ **Move within EPA**
- ☐ **Transfer to another Agency**

Forwarding Address *(Include Zip Code)*

If your forwarding address is different from your current address, please complete EPA Form 2560-31, Authorization for Change of Address, and turn it into the Human Resources Management Division (MD-29).

All Items Below Must Be Completed

	Cleared			
	Yes	No	N/A	Initial
1. Government Travel Credit Card				
2. National Security Clearance				
3. Radiation Check				
4. Chemical Inventory/Waste Mgmt.				
5. a. CBI Documents				
b. E-Mail Records				
c. Passport				
d. Bankcard				
e. Laptops/Cell Phones				
f. Travel Vouchers				
g. Uniforms/Apparel				
h. Lab Notebooks				
i. SF-52				

	Cleared			
	Yes	No	N/A	Initial
6. Payroll				
7. a. Computer Services				
b. Government Phone Credit Card and USB Stick				
8. Library				
9. Outstanding Publications				
Employee Must Visit This Area Last				
10. Property				
11. a. Parking Permit				
b. Keys				
12. EPA Identification/Access Card				
13. Records & Files				

Certification

I certify that I have returned or accounted for all government property and records for which I am responsible.

Employee's Signature

Date

- ☐ Cleared
- ☐ Not Cleared (Please Explain)

Supervisor's or Administrative Contact's Signature

Date

A Standard Form (SF) 52, Request for Personnel Action, supporting this separation must accompany this checkout list or be received in the Human Resources Management Division before final clearance will be granted. Your final paycheck will not be released until clearance is granted.

Privacy Act Statement

Authority

Social Security Number. Executive Order 9397, dated November 22, 1943.

Forwarding Address

Reorganization Plan Number 3 of December 2, 1970.

Purposes and Uses

Social Security Number: Disclosure by you of your Social Security Number (SSN) is voluntary. It will be used to properly identify your records on file with the U.S. EPA in various program areas from which you are obtaining certification of clearance. The information gathered will be used only as needed to complete the clearance process as required by EPA Order 3110.5A.

Forwarding Address: Disclosure by you of your forwarding address is voluntary. It will be used in forwarding official papers or appropriate information, and to mail documents to you or to a gaining Government unit or agency.

Effects of Nondisclosure

Social Security Number: Withholding the SSN will cause a delay in the separation process or may result in your not being cleared for separation.

Forwarding Address: Withholding the forwarding address will cause a delay in the separation process or may deter your receipt of outstanding paychecks or other authorized documents.

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CLEARANCE PROCEDURES

Outstanding Publications

Information to be provided to the Technical Information Manager (TIM) PRIOR to obtaining clearance signature

Jan Contreras, NERL/ESD Technical Information Manager

TIM needs ample time to check the TIM database after receipt of the information below. Once information has been received and verified, the TIM will initial the "Employee Separation Checkout List"

1. Who is going take over the author's tasks, publications, and have access to the files? Please list each outstanding report/task individually, providing NERL-LV-ESD #; product type; title; and the new author's name. If there are none, please indicate 'no'.

2. Who is the author's current supervisor?

The signature below verifies that the information provided above is accurate.

_____

Employee Name Date

Employee must sign and date the certification above. The signed certification must accompany the LV-197 (Employee Separation Checkout List); LV-197a (EPA/NERL-LV Clearance Routing Slip); and LV-198 (Safety, Health, and Environmental Management Exit Checklist) forms. ALL FORMS MUST BE COMPLETED.

LV-197b, 06/30/06

EPA-LV
Safety, Health, and Environmental Management Exit Checklist

☐ **Employee Retirement** ☐ **Resignation/Termination** ☐ **Transfer Checkout**

Employee Name: _____ Date: _____

☐ Retirement ☐ Detachment ☐ Transfer Date: _____

If ***transferring***, to which organization? _____

Is employee enrolled in occupational medical ☐ Yes ☐ No

If ***yes***, date of exit physical (contact clinic, 1- _____

Is employee a chemical custodian ☐ Yes ☐ No

If ***yes***, attach chemical custody transfer form dated: _____

Is employee working in a laboratory? ☐ Yes ☐ No

If ***yes***, attach SHEMP Manager exit report dated: _____

_____ _____

SHEMP Manager Signature Date

Upon completion of all items above, attach to LV-197 and LV-197a and send to HRMD.

LV-198 ò 11/20/02

United States Environmental Protection Agency

EPA RECORDS MANAGEMENT CHECKLIST FOR SEPARATING/TRANSFERRING OR SEPARATED PERSONNEL

ALL PERSONNEL ARE REQUIRED TO COMPLETE THIS CHECKLIST AND EPA FORM 3110-1 BEFORE SEPARATING FROM EPA OR TRANSFERRING TO ANOTHER PROGRAM OFFICE OR REGION WITHIN EPA. ALL PERSONNEL ARE REMINDED THERE ARE ADDITIONAL RESPONSIBILITIES TO MAINTAIN ANY INFORMATION THAT MAY BE SUBJECT TO A LITIGATION HOLD. EMPLOYEES AND SUPERVISORS MUST FOLLOW SEPARATE CLEARANCE PROCEDURES FOR LITIGATION HOLDS.

PERSONNEL BACKGROUND INFORMATION

Name: _____ Job Title: _____ Date: _____

Employment Status: _____ EPA Employee _____

_____ ALREADY SEPARATED _____ WILL BE SEPARATING Approximate date of Separation: _____

_____ ALREADY TRANSFERRED _____ WILL BE TRANSFERRING Approximate date of Transfer: _____

Supervisor: _____ Office: _____ Records Liaison Officer: _____

Brief description of job duties: _____

Describe major records that you maintain (i.e., contracts or grants documents, inspection reports, etc.) _____

POTENTIAL RECORD SOURCES TO BE REVIEWED

Each box below must be initialed by the employee, supervisor, and RLO or their designee. If not applicable, boxes should be marked as N/A.

	Electronic Documents & Records on all media should be transferred to an EPA recordkeeping system (including email, hard drives, portable electronic storage devices, LAN, servers, collaboration tools, etc.)	Completed (Initial Below) Emp	Supv* IMO	RLO		Paper Documents & Records and Working Documents of completed, ongoing and pending activities (including special projects and workgroups).	Completed (Initial Below) Emp	Supv* IMO	RLO
1.	Email records including accounts such as private/personal or secondary (group and/or special purpose) email accounts				8.	Program File Rooms (i.e., RCRA, Air, Water, etc.) and Federal Records Center (FRC) *Initialed by Records Contact/Designee.* • Returned all files checked out • Submitted new records to be filed			
2.	Portable electronic storage devices (CDs, DVDs, USBs, floppies, etc.) *(List in comments)*				9.	Superfund Records Center *Initialed by Superfund Records Contact/Designee* • Returned all files checked out • Submitted new records to be filed			
3.	PDAs (i.e. BlackBerry, Windows Phone, iPhone, cell phone, etc.)				10.	Employee's Workspace Checked for Records and transferred to another employee • If not transferred, who will transfer? (List name in comments.)			
4.	Local Area Network Files				11.	Confidential Business Information *Initialed by Document Control Officer (DCO)* • Returned all files checked out (TSCA, FIFRA, RCRA, other) • Request by supervisor submitted to terminate CBI Authorized Access			
5.	Local hard drive and records on personal computer				12.	Identify current FOIA requests assigned to you by name/number, list in comments.			
6.	Shared drive(s) *(List the drives in comments.)*				13.	Identify and preserve current or potential litigation hold materials by name/number for which you have been or may be identified as a custodian. List name/number in comments. *Initialed by Litigation Holds Contact.*			
7.	Lotus Notes and Microsoft Office Collaboration Tools (e.g., Quickr, SharePoint, One Drive, etc.) *(List the tools in comments.)*				14.	Identify and preserve existing audit or Congressional inquiry materials for which you have been or may be identified as a custodian by name/number in comments.			

COMMENTS: For any items requiring additional notation or if any box above is left blank, you must provide explanation.

CERTIFICATIONS

To the best of my knowledge, I certify that all U.S. Government documentary materials, in any format, have been identified and transferred to the appropriate recordkeeping system or person and that the statements made on this Checklist are true, accurate, and complete.

1. **Employee (signature)** _____ **(print name)** _____ **Date:** _____

2. **Supervisor (signature)** _____ **(print name)** _____ **Date:** _____

   OR in the Case of Senior Officials

   IMO/designee (signature) _____ **(print name)** _____ **Date:** _____

3. **RLO/designee (signature)** _____ **(print name)** _____ **Date:** _____

INSTRUCTIONS

This Checklist is to be utilized as detailed in *EPA Information Procedures on Preservation of Separating, Transferring or Separated Personnel's Records in Accordance with the Federal Records Act*. The purpose of the Checklist is to help EPA personnel identify all potential locations of records in their custodianship. For personnel who have separated, the supervisor/manager should review the person's records first, when at all possible.

PERSONNEL BACKGROUND INFORMATION SECTION to be completed by Employee or Supervisor.

For the statement "**Describe major records that you maintain,**" if the individual does not have specific records management responsibilities, "routine recordkeeping responsibilities" may be entered.

POTENTIAL RECORD SOURCES TO BE REVIEWED SECTION

Personnel, Supervisor/Designee, Records Liaison Officer (RLO)/Designee must *all* initial the Checklist for each numbered item.

1. Initial in the "completed" box next to each description to note that records have been identified, captured in an approved recordkeeping system or transferred to another employee, or enter "N/A" if that item is not applicable for that individual. (Not every description will be applicable to all personnel, i.e., not all personnel have an EPA provided Blackberry, iPhone, etc..)
2. If any box is left blank, provide explanation in the Comment field.
3. For items requesting additional notations, use the Comment field, noting the item number being clarified.
4. RLO/designee is responsible to resolve any item which has not been initialed. Final resolution should be noted on the Checklist when completed.

CERTIFICATIONS SECTION

If the individual has already separated from EPA, insert "N/A-already separated" on the Employee signature line.

This completed, certified Checklist should be maintained by the local Records Liaison Officer/Designee in accordance with Schedule 0568 or appropriate subsequent schedule.

EMPLOYEE DATA SHEET EPA LV

Reset Form | Print Form

Effective Date:

Action ◯ **ADD** ◯ **CHANGE** ◯ **TERMINATE**

Last Name

First Name

Job Title

Employee Type

◯ FED
◯ CONTRACTOR
◯ STUDENT VOLUNTEER
◯ SEEP
◯ OTHER

Enter Type if Other

Division Branch BLDG ROOM

KEYS BLDG ROOM NOTE

COMMUNICATIONS

☐ LAN ☐ EMAIL ☐ VOICEMAIL

☐ Has existing EPA Email account

TELEPHONE SELECT

LISTED NUMBER

EMPLOYER INFORMATION

☐ is this a new employer not listed in the EPA-LV telephone directory?

Contract/Agreement No: Address

Employer City State Nevada

Employer Contact Employer Phone

ACCESS CARD *if Temporary, choose effective date:*

SELECT FROM TO

☐ **24/7 ACCESS? Requires Deputy Director or Higher approval**

IAMS USE ONLY

ACCESS GROUP

CARD No.

IDENTIFICATION BADGE SELECT

HEIGHT WEIGHT HAIR EYE COLOR LAST FOUR SS#

APPROVALS *Co-located EPA employees (HEASD, OSIM, OARS, R&IE, HR, LVFC, ERT-W, OCR) require signature of Division Director

EPA Supervisor* (Required)

ESD Physical Security* (Required)

Division Director* (Required for 24/7 access)

SHEM

CSR or Technical Monitor

IAMS Coordinator

COMMENTS

FOR IAMS USE ONLY

Date Rcvd Date Entered

Document Signature Field

LV-172 (06/29/11)

SAMPLE EMAIL FOR CLOSING OUT CREDIT CARD

Send email to CINWD_Travel@epa.gov documenting that you have no outstanding travel issues. Attach a copy of the email response to your checkout list.

Once you receive the email from Cincinnati, you must make sure that it is attached to the checkout package along with your cut up travel credit card.

Sample of email to govtrip

Please close out my travel credit card (insert your name and credit card number) and send me an email stating that my credit card has been closed so I may attach the email to my clearance checklist.

Then you will receive an email from govtrip if all goes well that states.

Your account has now closed. You may destroy the card.