

Example Transmittal Letter:

TO: [Institution Representative Name/title]
[Institution Name]

Cynthia Brooks
Office of Real Estate and Facilities
University System of Georgia

REFERENCE: Electronic Report Submittal “[report name]”

DATE: February 17, 2010

This letter serves as notification of transmittal of an original, printed hard-copy of the [report name] being submitted to [institution representative name & title] of [institution name] on [date]. This letter further certifies that exact, duplicate electronic copies of the [report name] were submitted to both [institution representative name & title] of the [institution name] and Cynthia Brooks, Office of Real Estate & Facilities, University System of Georgia for the Board of Regents.

The electronic file is described as: [# pages, file size, file date], contained on [Media description – e.g. usb drive, 1 compact disc], and the media is labeled with “[report name, company name, street address and other identifying data]”.

Originals of the table of contents; signed certification statement as required by 40 CFR 312.21(d) are included with the electronic media submittal.

[For OREF:] Media was mailed via (FedEx, UPS, or other traceable means) addressed to Cynthia Brooks (OREF) on [date].

In addition, the original hardcopy of the report(s) was/were submitted to [institution representative name & title] at [institution name].

Sincerely,

Enclosures: Table of contents
Original signed certification statement as required by 40 CFR 312.21(d)

ESA/GEPA Electronic submittal procedure:

VENDORS/CONSULTANTS:

1. All ESA/GEPA reports must be prepared solely for use by the Institution and/or the University System of Georgia Board of Regents Office of Real Estate & Facilities (OREF).
2. Submit one (1) hard-copy of the report to the **institution/foundation**. OREF will not accept or retain hard copies.
3. Submit one (1) electronic copy (portable document format – PDF) of the same report to the institution and one (1) electronic copy to Cynthia Brooks, Office of Real Estate and Facilities.
4. Both electronic copies must have attached the following original, signed documents to be sent to both the institution and OREF:
 - a. Signed letter certifying transmittal to both the institution and OREF which, at a minimum, will include:
 - i. # of pages, file size, file date and name contained on the media
 - ii. Media description – e.g. USB drive, 1 compact disc,
 - iii. Description of labeling included on the media that must include: report name, date, and address of firm preparing the report.
5. In addition for ESA reports, the following original signed documents must be attached:
 - a. Certification statement as required by 40 CFR 312.21 (d)
 - b. Table of Contents of the report

INSTITUTIONS/FOUNDATIONS:

1. Retain a minimum of one (1) electronic and one (1) hard-copy version of ESA/GEPA reports to demonstrate the status of the property at the time of acquisition. Maintain hard copies and electronic copies in accordance with the University System of Georgia document retention procedures. As with any environmental related documentation, institutions are encouraged to archive the reports and maintain for future reference.
2. All ESA/GEPA reports must be prepared solely for use by the Institution and/or the OREF.