

## SEE Enrollee Separation Checklist

This form is to be completed by all SEE enrollees prior to separating from the SEE Program.

1. **Enrollee Separation:** Grantee provides form to monitor. The monitor collects items from enrollee and completes the form. The monitor returns items to the appropriate personnel and [emails form to SEE Project Officer](#). Grantee's signature not required for enrollee separation.
2. **Enrollee Termination:** Grantee collects items from enrollee and completes the form. The grantee then provides the form and items to the monitor. The monitor will return items to the appropriate personnel and [emails the form to SEE Project Officer](#).

Enrollee Name (Please Print) Last Name, First Name, MI	Enrollee Email Address	Grantee Organization
Monitor Name	Monitor Phone	Monitor Email Address
EPA Office/Region		

**Items Returned to Monitor:**

- Keys
- Inspector Credential
- Badge
- IT Equipment
- Other

**Records Management:**

All Agency records created and possessed by Enrollee have been archived or transferred to an appropriate custodian

**CERTIFICATION:**

By signing this form, you certify that all U.S. Government property has been returned and Agency records have been properly accounted for. The statements made on this form are true, accurate, and complete. You acknowledge that any knowingly false or misleading statement may be punishable by fine, imprisonment or both under 18 U.S.C. §1001 or other applicable law. **Failure to complete this certification will delay the processing of your last paycheck from your grantee organization.**

Enrollee Signature \_\_\_\_\_ Date \_\_\_\_\_ Monitor Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Grantee Name and Position \_\_\_\_\_ Grantee Signature \_\_\_\_\_ Date \_\_\_\_\_

---