

UST CLEANUP FUND
TASK DESCRIPTIONS ASSOCIATED WITH RTAC AND ETAC
(July 20, 2018)

Below are examples of typical tasks involved when preparing an RR, and whether they should be classified as RTAC or ETAC. Additionally, the Fund has provided a list of Fund documents associated with ETAC and RTAC. All tasks related to the below list of Fund documents should be billed as either RTAC or ETAC. All other Fund documents or regulatory documents should be billed as normal project management (except for converting and uploading regulatory documents created before 2005 and the associated data).

ETAC

- Entering data into the electronic invoicing spreadsheet
- Reviewing electronic invoicing spreadsheet for errors
- Fixing errors within the electronic invoicing spreadsheet
- Converting RR, CUF summary, and invoices for upload
- Scanning/uploading RR, CUF summary, and invoices
- Converting CUF documents for upload (see Below List of CUF documents associated with RTAC/ETAC)

RTAC

- Preparing/compiling invoices
- Reviewing invoices for errors
- Obtaining/preparing supporting documents
- Preparing Fund documents
- Corresponding with Fund staff about RRs
- Obtaining signatures on Fund documents (see below list of CUF documents associated with RTAC/ETAC)
- Obtaining signatures on RR Form and CUF summary
- Preparing/obtaining proof of payment

CUF Documents Associated with ETAC/RTAC

- All forms of proof of payment
- Certification of Non-Recovery from Other Sources Form
- Conditions of Payment Form
- Claimant Contact Information Form
- Payee Data Record (Std. 204) Form
- Remedial Information Form