

FINAL READINESS CHECKLIST (to be completed by a senior author or manager and included in the approval package)

- 1. The author has carefully considered and adequately addressed each of the comments in the transmittal memo from each colleague reviewer and has revised the text accordingly.....
- 2. Comments (if there are any) from a District technical specialist have been adequately addressed in the report.....
- 3. Any remaining technical issues have been resolved.....
- 4. Policy violations, where identified, have been appropriately addressed.....
- 5. Homeland security concerns, where identified, have been appropriately addressed.....
- 6. The geologic names have been checked.....
- 7. The report is suitable for the intended audience.....
- 8. The author has carefully considered and adequately addressed the comments from the editor¹.....

Readiness check completed by _____

Date _____

¹ all new report series require an edit