

Best Practice

WA1 – Best Practice

- ☐ Each district has pre-assigned group of SIDNs which are controlled by the ADS
- ☐ TC/DC emails completed Site Form, except for SIDN, to ADS
- ☐ ADS assigns SIDN, from their group list, to Site Form
- ☐ ADS adds site to VMIS, emails DC/TC the following forms
 - ☐ Completed Site Form with SIDN assigned
 - ☐ 8633 Application package which includes
 - ☐ Sample completed F8633 to apply for either a new EFIN and/or revise an existing EFIN when transferring a SIDN
 - ☐ Blank F8633 to be completed and submitted by DC/TC
- ☐ Each District TC assumes responsibility for maintaining EFINS assigned to their sites