



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
SOLID WASTE AND EMERGENCY RESPONSE

OCT 17 1989

OERR Directive 9200.4-03

MEMORANDUM

SUBJECT: Printing Control and Inventory of OERR Publications

FROM: Henry L. Longest II
Director, OERR

TO: OERR Staff

PURPOSE: The purpose of this memorandum is to direct OERR staff to uniformly number, print and control ALL Superfund publications.

BACKGROUND: "Superfund publications" encompass the entire programmatic and outreach range of OERR activities. This includes but is not limited to:

- * policies
- * procedures
- * directives
- * program instructions
- * guidance
- * manuals
- * intermittent bulletins
- * fact sheets and short sheets
- * directories
- * brochures
- * special reports
- * announcements

Other documents are also being prepared which are widely circulated and may be considered as "publications." **ALL SUPERFUND PUBLICATIONS MUST CONFORM TO THESE PROCEDURES.**

To achieve the measure of management control stipulated in the Implementation Plan of the 90-Day Study, each Division must identify and be responsible for its total publications bibliography. The Publications Standards Work Group has been tasked with preparing specifications and recommending management controls so that all documents can be uniformly developed. The final result must be that each Superfund publication is correctly prepared, has a publication number, inventory address, and printing control is centralized.

IMPLEMENTATION: The following steps are to be implemented immediately:

(1) Staff should immediately categorize their work products that qualify as publications.

(2) The Superfund Documents Coordinator (SDC) will give each document a publication number and an inventory location upon initiation, and will coordinate the printing and distribution process. **The publication number must appear on the document. Any document not displaying this number will be returned to originator and will not be signed until properly processed.**

(3) All OERR printing order forms for the reproduction of Superfund publications **must be signed by the SDC before they will be accepted by the agency printing offices in Headquarters or in Cincinnati.** The entire printing package, including the printing request, distribution plan, and camera-ready copy of the document **must be sent to the SDC for signature and forwarding to the printing office.** Again, documents not following this procedure will be returned to the originator. The SDC is charged with ensuring that final documents are correctly packaged, that sufficient inventory is printed, and with resolving with agency printing officers any scheduling, quality, or any special printing requirements.

Staff who are uncertain as to whether a document qualifies as a "publication" or who need assistance in any aspect of the above implementation should contact Betti VanEpps, the SDC, at 475-8864.

cc: OERR Division Directors