



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

FEB 6 1990

OFFICE OF
SOLID WASTE AND EMERGENCY RESPONSE

MEMORANDUM

OERR DIRECTIVE 9200.4-05A

SUBJECT: Standard Headings for Superfund Fact Sheets and
Intermittent Bulletins

FROM: Henry L. Longest II, Director *H.L.*
Office of Emergency and Remedial Response

TO: OERR Staff

6-2-90
Purpose: The purpose of this memorandum is to provide standard headings for the preparation of Superfund Fact Sheets and Intermittent Bulletins, and to revise OERR Directive 9200.4-05, dated November 19, 1989 with respect to printing these documents on colored paper.

Background: During FY-90, Superfund will be publishing many quick reference fact sheets and intermittent bulletins, as mandated by the 90-day study. It is important that these publications have a consistent appearance to make them immediately recognizable to our intended audience. It is also important that the documents meet agency printing and recycling requirements.

Implementation: Attached are the standard formats for Fact Sheets and Intermittent Bulletins. These are the same formats presented in the 11/29/89 directive and are to be used for all such documents.

Use of colored paper is acceptable so long as the colors selected are standard agency colors and fully recyclable. In selecting colors, consideration should be given to how well they will photocopy. As established in the OERR color-coded system, "public" documents will continue to be printed on white paper with blue ink.

Beginning immediately, all Fact Sheets and Intermittent Bulletins are to meet these standards. If there are any questions with respect to this policy, please contact Betti VanEpps at 475-8864.

Attachments

cc: OERR Division Directors

United States
Environmental Protection
Agency

Office of
Solid Waste and
Emergency Response

Publication xxxx.x

October 1989



Guidance for Producing OERR Fact Sheets

Office of Emergency and Remedial Response
Office of Program Management OS - 240

Quick Reference Fact Sheet

United States
Environmental Protection
Agency

Office of
Solid Waste and
Emergency Response

Publication 9200.5-3101

October 1989



Toxics Integration Branch Risk Assessment Update

Office of Emergency and Remedial Response
Hazardous Site Evaluation Division OS - 230

Intermittent Bulletin
Volume ___ Number ___