



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

FEB 22 1990

OFFICE OF  
SOLID WASTE AND EMERGENCY RESPONSE  
OERR DIRECTIVE 9200.4-06A

**MEMORANDUM**

**SUBJECT:** Uniform Format for OERR Policy/Directive Memos -  
Revised Instructions

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

**TO:** All OERR Staff

**Purpose:** To remind all OERR staff producing guidance, policy or technical documents of uniform format requirements and to provide additional instructions to ensure proper distribution within the agency and through the National Technical Information Service (NTIS), a repository organization of the U.S. Department of Commerce.

**Background:** As part of our evolving documents management system, style and format instructions for directives were issued to staff on March 14, 1988. It is now necessary to add to those instructions to ensure that all documents are properly entered into the comprehensive Documents Management Program.

**Objective:** The comprehensive Documents Management Program will ensure that all Superfund documents, including policy memoranda and directives, are available to users external to EPA through NTIS, significantly decreasing internal distribution workload.

**Implementation:** Specifically, this memorandum requires four actions which are to be implemented immediately:

(1) Assure that all directive material has the appropriate directive number assigned and displayed on the document. Contact the Superfund Documents Coordinator (SDC) at 475-8864 for assistance in obtaining this number.

(2) Assure that all OERR directive material is in the format of this memo, containing the following elements: purpose, background, objective, and implementation.

(3) Show the Superfund Documents Coordinator, OS-240, as recipient of a reproduction-quality copy of the signed document.

It is the responsibility of the document preparer to ensure that this quality copy is placed in the hands of the SDC immediately upon signature.

(4) Submit, with the signature copy of the document, a typed "Report Document Page", which will be used for submitting the document to the NTIS archive. A copy of a correctly completed form is attached to this directive. When the document is signed, provide the SDC with the completed "Report Document Page" and the above-mentioned first-copy reproduction of the signed document.

Directives packages which do not contain all of these elements will be returned to the originator for correction.

Attachment

cc: Superfund Documents Coordinator



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WASHINGTON, D.C. 20460

AUG 1 1990

OFFICE OF  
SOLID WASTE AND EMERGENCY RESPONSE

**MEMORANDUM**

**SUBJECT:** Transmittal of Directive Revising Instructions for  
Preparing OERR Policy/Directive Memos

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

**TO:** OERR Division Directors  
OERR Branch Chiefs  
OERR Section Chiefs

**Purpose:** The purpose of this memorandum is to transmit OERR Directive #9200.4-06A, which I signed on February 22, 1990 for inclusion in the Publications Standards Handbook and Toolbox.

**Background:** Although the revision was signed in February, it was not intended for implementation until the Handbook was formally issued. Recently each OERR staff member received a personal copy of the Handbook and Toolbox for immediate implementation.

**Objective:** The changes in managing Policy Directives and Memoranda are primarily triggered by quality and completeness issues stemming from the decision to place all OERR documents in NTIS. Since persons outside the agency will be purchasing these documents from NTIS, quality and format consistency are extremely important.

**Implementation:** The directive requires immediate implementation, and includes the request that document preparers submit the NTIS-entry form, which is attached to the directive, together with instructions for completion. Additional copies of the NTIS form are available from the Documents Coordinator.

During the remainder of FY-90, there will be a concentrated focus on ensuring that the documents system is complete and accurate and that the new Handbook system is fully operational. Your cooperation is an important component in this effort and is much appreciated. Please contact Betti VanEpps at 475-8864 if you have questions.

**Attachments**

**cc:** OERR Staff

# REPORT DOCUMENTATION PAGE

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<b>1. AGENCY USE ONLY (Leave blank)</b>		<b>2. REPORT DATE</b> enter signature date	<b>3. REPORT TYPE AND DATES COVERED</b>  Directive	
<b>4. TITLE AND SUBTITLE</b>  Exact Title			<b>5. FUNDING NUMBERS</b>  Leave Blank	
<b>6. AUTHOR(S)</b>  Leave Blank				
<b>7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)</b> Environmental Protection Agency Office of Solid Waste and Emergency Response 401 M Street SW Washington, D.C. 20460			<b>8. PERFORMING ORGANIZATION REPORT NUMBER</b>  Directive number exactly as issued	
<b>9. SPONSORING / MONITORING AGENCY NAME(S) AND ADDRESS(ES)</b> Environmental Protection Agency Office of Emergency and Remedial Response 401 M Street SW Washington, D.C. 20460			<b>10. SPONSORING / MONITORING AGENCY REPORT NUMBER</b>  Leave Blank	
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