

May 15, 1973

PUBLICATIONS AND COMMUNICATIONS MATERIAL - SCIENTIFIC AND TECHNICAL

POLICY AND PROCEDURES FOR IDENTIFYING SCIENTIFIC
AND
TECHNICAL PUBLICATIONS INTENDED FOR EXTERNAL DISTRIBUTION

1. PURPOSE. This Order establishes Agencywide policy and procedures for the development and assignment of identification numbers to Agency scientific and technical publications that are available to the general public or are intended for external distribution.

2. POLICY. It is the policy of the Agency to use a uniform numbering system for scientific and technical publications in accordance with the recommendations of the Committee on Scientific and Technical Information of the Federal Council for Science and Technology, and the proposed American National Standard on Format of Scientific and Technical Reports. Each Agency technical publication available to the general public or intended for external distribution shall carry a unique alphanumeric designator in accordance with the numbering system established by this Order.

3. RESPONSIBILITIES. Assistant Administrators, Deputy Assistant Administrators, Regional Administrators, Heads of Staff Offices, and Directors of National Environmental Research Centers are responsible within their area of jurisdiction for:

a. Assuring that each scientific and technical publication is properly numbered with a unique alphanumeric designator;

b. Maintaining a log of assigned numbers together with the title of the publications to which they are assigned; and

c. Forwarding the number log to the Library Systems Branch, Washington, D. C. 20460, at the close of each calendar year.

Initiated by: A

4. NUMBERING PROCEDURES. The EPA publication identification number will be a five-part alphanumeric designator which identifies the Agency, the responsible organization and series, the publishing calendar year, a sequence number, and an optional expander for multiple volume publications bearing the same title. The publication number will appear on each publication cover in the upper left-hand corner. A sample number with a description of its elements follows:

EPA - 660/3 - 73 - 004 - . b
 a b c d e

a. EPA. Identifies all Environmental Protection Agency publications.

b. 660/3. The three (3) digits before the slash are the first three (3) numbers of the responsible organization's identification code. The number following the slash may be used to identify a series. When a publication does not fall within a series, the digit following the slash must be nine (9).

In the example, 660/3, the responsible organization (660) is the National Environmental Research Center, Corvallis, Oregon, and the series (/3) is Ecological Research.

The proper code for the responsible activity shall be selected from Figure 1, Agency Identification Code for EPA Publications. This Code is derived from the first three (3) digits of the Official EPA Organization Code. A series number may be assigned at the option of the responsible activity to accommodate an existing series, as shown in the example, or to identify a new publication series.

c. 73. Reflects the last two (2) numbers of the calendar year in which the publication (in its present form) was first submitted for printing.

d. 004. A three-digit number (001 through 999) is assigned by the responsible organization to indicate the sequence of publications from that office. Each number begins at 001 on January 1 and incrementally increases by one (1) for each new publication.

e. b. An optional expander to the publication number may be assigned to differentiate multiple volume publications bearing the same title.

AGENCY IDENTIFICATION CODE
FOR
EPA PUBLICATIONS

<u>Code</u>	<u>Organization</u>
100	Administrator
130	Office of Federal Activities
140	Office of Legislation
150	Office of Civil Rights and Urban Affairs
160	Office of International Activities
170	Office of Public Affairs
200	Assistant Administrator for Planning and Management
220	Deputy Assistant Administrator for Administration
230	Deputy Assistant Administrator for Planning and Evaluation
240	Deputy Assistant Administrator for Resources Management
300	Assistant Administrator for Enforcement and General Counsel
320	Deputy General Counsel
330	Deputy Assistant Administrator for Water Enforcement
340	Deputy Assistant Administrator for General Enforcement

Figure 1

AGENCY IDENTIFICATION CODE
FOR
EPA PUBLICATIONS

<u>Code</u>	<u>Organization</u>
400	Assistant Administrator for Air and Water Programs
430	Deputy Assistant Administrator for Water Programs
440	Deputy Assistant Administrator for Water Planning and Standards
450	Deputy Assistant Administrator for Air Quality Planning and Standards
460	Deputy Assistant Administrator for Mobile Source Air Pollution Control
500	Assistant Administrator for Categorical Programs
520	Deputy Assistant Administrator for Radiation Programs
530	Deputy Assistant Administrator for Solid Waste Management Programs
540	Deputy Assistant Administrator for Pesticides Programs
550	Deputy Assistant Administrator for Noise Abatement and Control
560	Office of Toxic Substances
600	Assistant Administrator for Research and Monitoring

Figure 1

AGENCY IDENTIFICATION CODE
FOR
EPA PUBLICATIONS

<u>Code</u>	<u>Organization</u>
650	NERC/RTP
660	NERC/Corvallis
670	NERC/Cincinnati
680	NERC/Las Vegas
901	Region I, Boston
902	Region II, New York
903	Region III, Philadelphia
904	Region IV, Atlanta
905	Region V, Chicago
906	Region VI, Dallas
907	Region VII, Kansas City
908	Region VIII, Denver
909	Region IX, San Francisco
910	Region X, Seattle

Figure 1

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