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

JUL 17 1990

OFFICE OF
SOLID WASTE AND EMERGENCY RESPONSE

OERR DIRECTIVE 9200.4-02

MEMORANDUM

SUBJECT: Use of OERR Publications Standards Handbook and Toolbox

FROM: Henry L. Longest II, Director
Office of Emergency and Remedial Response (OS-200)

TO: All OERR Staff

Purpose: This memorandum is to implement the procedures outlined in the OERR Publications Standards Handbook and Toolbox and to transmit personal copies to all OERR managers and staff.

Background: This is another step in the ongoing process of managing and controlling OERR's extensive bibliography which includes policy directives and memoranda, fact sheets and bulletins, guidance and technical documents, directories, public brochures, and user's guides.

Objective: The objective of the documents management system, of which this Handbook is an integral cornerstone, is to ensure that all OERR documents are centrally controlled and indexed, share a standard appearance, and are readily available to users inside and outside the agency.

Implementation: Effective July 19, 1990, all documents which are developed or entered for printing are subject to the policies and procedures delineated in the Handbook and Toolbox. Copies are being distributed at the Section Chief level. Each supervisor is responsible to ensure that each employee receives a personal copy and is advised of the importance of the procedures and standards. It is also the responsibility of each employee to ensure that contractor staff involved in document development submit products that are fully in compliance with the Handbook. It is the responsibility of the Superfund Documents Coordinator (SDC) to scrutinize all documents submitted for adherence to the policies and procedures and to assist document preparers in interpretation as appropriate. The SDC will return inadequate or incorrect documents to the program for correction where necessary.

Staff cooperation in this important aspect of our documents management program is appreciated. Please direct all of your questions to Betti VanEpps, 475-8864.

Attachments

cc: OERR Division Directors
OERR Branch Chiefs
OERR Section Chiefs
Contracts Project Officers
Betti VanEpps

United States
Environmental Protection
Agency

Office of Emergency and
Remedial Response
Washington, DC 20460

EPA 540/P-90/002
April 1990

Superfund

EPA

OERR Publications Standards Handbook

EPA/540/P-90/002
Directive: 9200.4-02
April 1990

OERR Publications Standards Handbook

Office of Emergency and Remedial Response
U.S. Environmental Protection Agency
Washington, DC 20460

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The policies and procedures set forth here are intended as guidance to Agency and other government employees. They do not constitute rulemaking by the Agency, and may not be relied on to create a substantive or procedural right enforceable by any other person. The Government may take action that is at variance with the policies and procedures in this manual.

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INTRODUCTION

Purpose and Scope. The *Office of Emergency and Remedial Response (OERR) Publications Standards Handbook* provides Superfund personnel and their contractors with a comprehensive reference to Agency and OERR standards and policies for publishing six major types of Superfund documents:

- Guidance and technical documents (including Reports to Congress);
- Fact sheets and bulletins;
- Directories;
- Public brochures;
- Policy directives and memoranda; and
- User's Guides

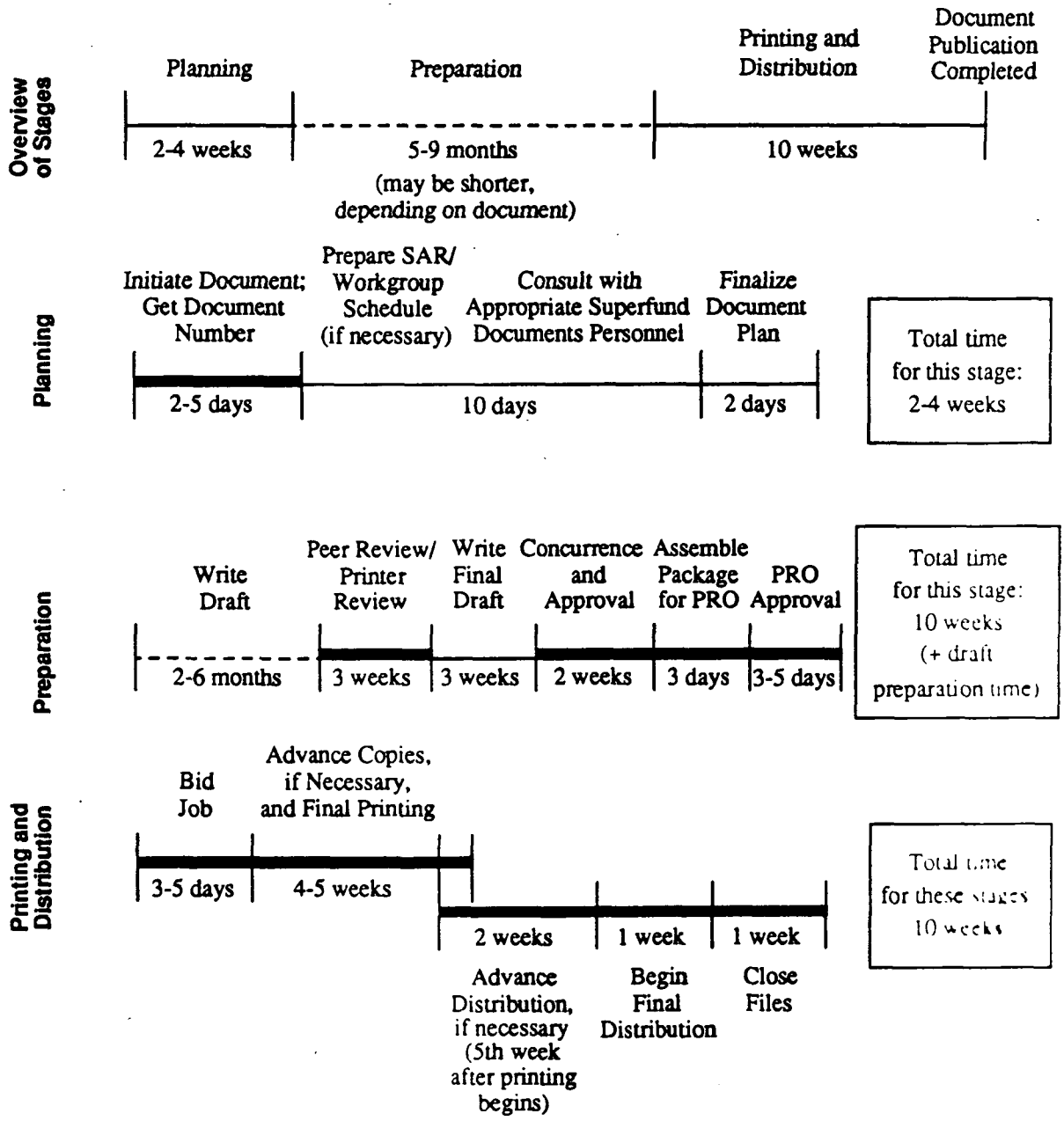
This *Handbook* does not address the publication of regulations, *Federal Register* notices, other rulemaking documents (e.g., regulatory impact analyses), or documents for listing sites on the National Priorities List.

Purpose of Superfund Documents

Document publishing is essential to Superfund's mission of disseminating information. Superfund documents serve many purposes. For example, they --

- provide information and direction regarding procedures, policies, and technical developments that enable program personnel to conduct daily business uniformly and consistently throughout the country;
- provide guidance in lieu of regulation;
- respond to requests for assistance from persons implementing the program; and
- provide easy-to-understand information about Superfund activities and policies.

EXHIBIT 1-1: Estimated Timeline For Planning, Preparing, Printing, and Distributing Superfund Documents



Note: All times are estimates and may vary depending on document type, target audience, and other factors. The time estimates for document planning and preparation also may overlap in some circumstances. Check with the Superfund Documents Coordinator for specific time estimates for each document. Items shown over a bold line are generally in effect for all documents.

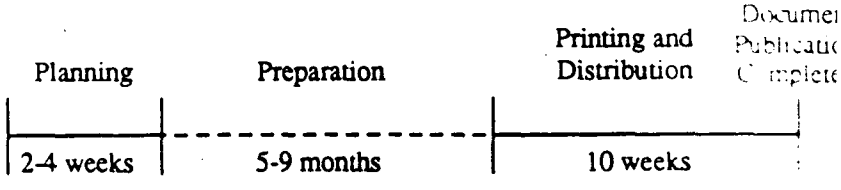
Publications Standards Toolbox

This *Handbook* is the primary guidance for OERR publications managers in each division, work assignment managers, and for contractors who are assisting in the preparation of OERR publications. The purpose of the *Handbook* is to ensure that Superfund documents are consistent in appearance and meet all Agency standards for format and content.

A shorter companion to this *Handbook*, entitled *OERR Publications Standards Toolbox* (OSWER Directive 9200.4-02-2), summarizes the standards for producing each type of document. The *Toolbox* is a compendium of quick reference fact sheets for preparing each type of document; checklists, which provide step-by-step procedures for producing documents; sample forms; and a Glossary and a Style Manual abstract, which are included as appendices in the *Handbook*. The *Toolbox* is useful as a quick reference guide to help work assignment managers and contractors meet the major requirements described in this *Handbook*.

Organization. The contents of the *Handbook* and the *Toolbox* are organized under four major headings, which represent the four essential stages in the publication of any type of Superfund document:

- **Planning**
- **Preparation**
- **Printing**
- **Distribution**



A document is not "published" until each of these four ... been completed. Exhibit 1-1 shows the approximate amount ... required at each stage, broken down into subtasks, although ... estimates may vary depending on the document being prod... Appendix A provides example checklists that are available ... document preparers complete each of these tasks (blank ch...

Communications Coordinator* - 382-2180

Major publications, including key guidance and public information documents, may also be part of OERR's strategic communications program. The preparation of major documents should be discussed with the Communications Coordinator during the planning stage to determine if additional requirements (e.g., a communications plan) are applicable. The Communications Coordinator --

- is responsible for developing and implementing the OERR Communications Strategy. The purpose of this strategy is to ensure that key activities are highlighted for the Agency through EPA's Office of External Affairs.
- should be consulted early on in the document preparation process to help the preparer determine the following:
  - -- whether a formal communications plan is required;
  - -- who the target audiences are (this can affect style and content of a document); and
  - -- what distribution strategy should be employed.

Publications Review Officer - OSWER, 382-4617

In the Office of each Assistant Administrator, a Publications Review Officer is designated to coordinate publications for that program office. The Publications Review Officer --

- reviews and approves information products;
- advises the Assistant Administrator, Regional Administrator, and Office Director on publication and audiovisual issues;
- speaks for the Assistant Administrator, Regional Administrator, and Office Director on publications review, printing, and audiovisual policies;
- certifies that all of the office's products abide by EPA, Office of Management and Budget, Government Printing Office, and other relevant policies, regulations, and laws, and
- ensures that scientific and technical EPA products have undergone adequate peer review prior to their publication as EPA documents.

available in the *OERR Publications Standards Toolbox*). Appendix B is a glossary of printing and publication terms that may be unfamiliar to document preparers.

Key Personnel and Offices in OERR Document Production

Although there are many EPA Headquarters personnel involved in document production, OERR document preparers will deal directly with only a few of these people. This section identifies the major publication personnel, tells how they can be reached, and marks with an asterisk (*) those with whom OERR document preparers will often come into direct contact. (All phone numbers are FTS.)

Superfund Documents Coordinator* - 475-8864

The Superfund Documents Coordinator --

- is the primary contact for all coordination of the production of Superfund documents.
- assigns identification numbers and an inventory location to documents, and coordinates all aspects of printing and distribution.
- is the primary contact with the EPA printing officers. In addition to tracking and coordinating all printing requirements, the Superfund Documents Coordinator **must** sign all printing requisition forms before they are accepted for printing.
- provides quality assurance of OERR publications and ensures that all documents meet standards of consistency in appearance and design. The Superfund Documents Coordinator serves as the OERR contact with the Publications Review Officer in the Office of the Assistant Administrator.
- ensures that sufficient inventory is established and maintained, that documents are retired or revised as appropriate, and that all documents are available at or accessible on demand and permanently archived in the OERR Reference Center.
- publishes the annual *Catalog of Superfund Publications* (EPA/540/8-89-008) and its periodic updates.

Headquarters Print Shop

The Headquarters Print Shop is located in Room MG-100D of EPA Headquarters. This facility prints up to 65,000 impressions (i.e., single-sided pages) of internal documents and facilitates specialty printing services, which are handled for them by external contractors. The Headquarters Print Shop is the printer of choice for OERR documents that will have limited distribution or that require quick turnaround. The Headquarters Print Shop does not offer editing or layout services, nor does it have inventory management services.

National Technical Information Service (NTIS)
U.S. Department of Commerce
5285 Port Royal Road
Springfield, VA 22161
(703) 487-4600

NTIS is the technical archiving service of the Department of Commerce, which OERR has chosen as its preferred archive for Superfund documents. The following apply to the use of NTIS services:

- All documents obtained from NTIS must be purchased.
- OERR documents placed in this archive at the time of printing remain available after they are out of print from agency sources.
- OERR is currently implementing a policy, to be fully effective at the beginning of FY91, that NTIS will be the general source for inventory and distribution of Superfund documents to the general public and to other audiences who do not receive the publication at its initial printing. (See **PREPARATION, PRINTING** and **DISTRIBUTION** sections in this *Handbook* for more information on using NTIS.)

Responsibilities of OERR Division Document Managers

As part of the annual work plan, OERR Division managers plan and schedule new documents at the beginning of the fiscal year. Each Division is also responsible for reviewing and updating its documents annually in coordination with the publication of the *Catalog of Superfund Program Publications* (EPA/540/8-89/008).

Management of Contractors

Each new OERR contract will contain language that requires all preparers of OERR-funded documents to adhere to the policies in this *Publications Standards Handbook.*

The Superfund Documents Coordinator is the primary person in OERR who will work with the Printing Review Officer.

Printing Control Officer - 382-2216

EPA's Printing Control Officers ensure that government printing regulations are enforced and provide advice on and assistance in producing documents and scheduling printing. They are experienced graphics and printing specialists whose expertise can be valuable in designing and producing a document. Printing Control Officers procure printing services from the Government Printing Office.

All printing requisitions sent to the Printing Control Officer require the signature of the Superfund Documents Coordinator before they can be accepted by the printing office. Any follow-up contact with the Government Printing Officer is the responsibility of the Superfund Documents Coordinator.

Center for Environmental Research Information (CERI)
Superfund Contact: Director, Environmental Assessment Staff, Office of Research and Development, FTS-8-684-7358 or 513-569-7358; Publications Manager, FTS-8-684-7562 (Publications Office).

CERI is an EPA facility in the Office of Research and Development (ORD), Cincinnati, that is responsible for publishing, keeping an inventory, and distributing the bulk of EPA's technical publications. The CERI staff includes writer/editors, professional layout artists, and technical subject specialists. CERI, through the office of administration, procures printing services through the Government Printing Office and operates the Agency's publications warehouse. CERI is the printer of choice for all major OERR documents (e.g., guidances, directories) because of its publishing and inventory capabilities.

CERI documents must meet all EPA graphics standards as well as Office of Research and Development technical standards and OERR consistency requirements. This *Handbook* incorporates all of these requirements in one place. CERI has issued its own guidance manual describing its standards in detail (*Handbook for Preparing Office of Research and Development Reports*, EPA/600/9-83/006). CERI's *Handbook* may be useful when preparing scientific and technical publications; otherwise, the OERR *Handbook* is the only reference document preparers need.

The Superfund Documents Coordinator is the primary contact with CERI; however, as appropriate, document preparers will need to discuss technical aspects of document preparation and layout with CERI staff once the initial contacts have been made by the Superfund Documents Coordinator.

Trade Names and Manufacturers' Names.

Bring the use of trade names and manufacturers' names in a document to the attention of the Project Officer and the Superfund Documents Coordinator before the document is cleared for publication. Always capitalize trade and manufacturers' names when referring to them in a document.

Final documents that contain any information unique to a company, laboratory, or individual, including the use of trade names, must carry in the disclaimer notice a standardized statement similar to the one shown in **Highlight 2.** This disclaimer assures the reader that the Agency neither endorses nor recommends any commercial product mentioned in the document. Include this information as part of the disclaimer placed in a footnote or on the back of the title page (see **PREPARATION** section for more information on disclaimers).

Highlight 2: Disclaimer notice for trade names

"Mention of trade names or commercial products does not constitute endorsement or recommendation for use."

Copyrights to Government Information.

Information developed, compiled, or written by a government employee as part of that person's official duties is considered to be in the public domain and, as such, is not protected by copyright provisions. Although EPA employees are permitted to offer for publication in the private sector a paper, an article, or a portion of a book produced under the auspices of the government, they may not execute an assignment of copyright to a publisher. Return any forms requesting the assignment of copyright privileges to the publisher unsigned with the following statement affixed (**Highlight** 3):

Highlight 3: Denial of copyright protection

"The assignment cannot be executed, since the referenced work was authored by a United States Government employee as part of that person's official duties, and, in view of Section 105 of Public Law 94-553, it is not subject to copyright protection."

Legal Considerations

The Government may be subject to liability for misuse of the literary or intellectual property (patents, trademarks, proprietary information) of others. Always observe the document publication guidelines described below in this section and resolve specific copyright and legal questions through the Superfund Documents Coordinator.

Freedom of Information Act.

Documents that are distributed to Regions, even in draft or pre-publication form, may be subject to public access under the Freedom of Information Act (FOIA). The Superfund Documents Coordinator is responsible for meeting FOIA requests for all OERR documents.

Copyrighted, Contributed, or Unpublished Material.

Do not incorporate copyrighted material in an EPA document unless written permission of the copyright owner has been obtained. Prior use of copyrighted material in another government publication does not necessarily constitute permission to use it in an EPA publication. When permission has been obtained and the material is used in an OERR document, identify it by a statement such as the one shown in **Highlight 1**. Place this information in a footnote, bibliography, or other list of references.

Highlight 1: Permission for use of copyright

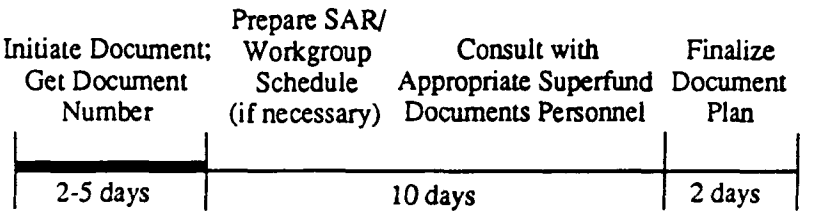
"Reprinted from (title of publication, year of first publication) by (name of author) with permission of (names of copyright owner, if different from that of author)".

NTIS requires that all copyright release letters accompany publications submitted to it for distribution. When a report containing copyright is sent for distribution through NTIS, submit the original and one copy of all copyright release letters along with the document. The Superfund Documents Coordinator will advise the document preparer, if necessary, on assembling this information.

Unpublished work may be protected under common law or equity even though there is no copyright notice. Refer problems related to the protection given to unpublished work to the Superfund Documents Coordinator, who will consult with the Office of General Counsel to resolve the matter.

Courtesy requires that uncopyrighted materials from, or assistance rendered by, persons outside of OERR be acknowledged in a footnote, bibliographic reference, or statement in the text. Do not credit these lines, however, for designers, typographers, layout artists, or art directors. In addition, do not credit material purchased by the government (e.g., from contractors).

PLANNING



Purpose of this section. This section presents a brief overview of the planning stage for all types of Superfund documents, discusses factors to consider when planning a document, and describes document classification and numbering systems.

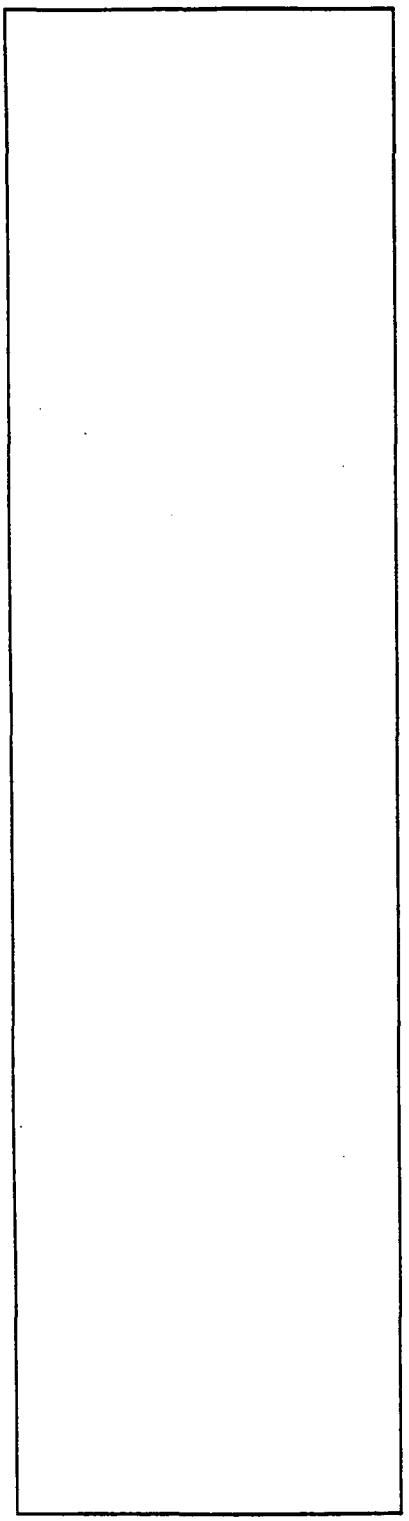
Key Considerations

Keep the following important considerations in mind when planning a Superfund document:

- *Target audience.* Superfund documents are always public documents that can be obtained by anyone. To guide their writing, however, document preparers must determine who needs the document they are preparing. Key questions for document preparers to consider are the following: How large is the potential audience for the document? What does the audience need to know to understand the issue? How much technical knowledge does this group have? Through what other kinds of information sources (e.g., print, training courses) is this information already disseminated?

- *Type of document.* Key questions: What kind of document (e.g., fact sheet, guidance manual) is appropriate for the target audience? Are there other documents published, or being prepared, that already serve the audience? What are these other documents? Have they been reviewed? How is this document different? Must this document be linked to the development of another document?

- *Quantity.* Key questions: Are advance copies of the document necessary to meet immediate needs before final printing is complete? How large is the audience that needs or should have this document? If a



Any non-government author developing information under a government grant, cooperative agreement, or contract may arrange for copyright of that material without the approval of the Agency. However, in these instances, the Government is vested with a royalty-free, non-exclusive, and irrevocable license to publish, translate, reproduce, and deliver that information, and to authorize others to do so.

- Date of document initiation and planned printing date;
- Name of work assignment manager/document preparer;
- Division producing the document; and
- Name of contractor (if any) assisting in production of the document.

Submit the document publication checklist to the Superfund Documents Coordinator, who will assign a document number and return the checklist to the document preparer. (This same checklist will be used to obtain concurrence on the document when the document is ready for printing). **The document preparer must ensure that this document number appears on all draft and final versions of the document.**

Document Numbering

Document numbers are the means by which documents are located, ordered, and referenced. The type of number a Superfund document is assigned depends on its classification and its printing and inventory control locations.

Responsibility for Document Numbering

The Superfund Documents Coordinator is responsible for managing all phases of the numbering process. Document preparers are responsible only for ensuring that all documents receive a number during the planning stage, and that the number the Superfund Documents Coordinator assigns appears correctly on all versions (draft and final) of a document.

The document numbering system is scheduled for revision and simplification during FY90 and 91. When that process has been completed, a *Toolbox* section will be issued with instructions for managing the new process.

Document Classification

In addition to the directives system, OSWER defines and classifies major guidance documents in two categories based upon their level of importance in the statutory/regulatory system. Documents in both categories must meet OSWER requirements for Category I documents in addition to any other requirements described elsewhere.

Category I: Category I documents are statutory/regulatory guidance documents that --

- have significant impact on non-OSWER regulatory programs;

final copies are necessary to cover all these potential target audiences **and** to provide an appropriate inventory?

- *Distribution strategy.* Key questions: Who needs to get this document? When do they need it? How should all target audiences be reached? What distribution tools or mailing keys are appropriate?

- *Budget.* Key questions: How much will it cost to prepare, print, and distribute the document? Are there options to reduce the cost of preparing and printing a document, or to increase the number of uses a document may serve? Is the cost of preparing and printing this document in the Division's budget?

- *Timeframe.* Document preparation may range from weeks to months. Key questions: How long will it take to produce the document? What are the factors that may potentially delay preparation, printing, or distribution of the document? Are there program contingencies that require distribution soon after a document is approved (and, therefore, require printing of advance copies)?

- *Clearance.* Key questions: Who must review and concur on this document? Does this document appear on one of the Priority Work Plans, the 90-Day study, or some other tracking system? What is the clearance strategy that will allow the document to move quickly (i.e., who needs to review the document when)?

If questions on these topics arise, consult with appropriate publications personnel (e.g., the Superfund Documents Coordinator) early in the document publishing process.

First Step - Part A: Document Publication Checklist

The first step in actually producing a document is to prepare Part A of the **document publication checklist** and submit it to the Superfund Documents Coordinator. Copies of this checklist are available in the *Toolbox* and from the Superfund Documents Coordinator. Complete the checklist by providing the following information:

- Title of document;

- Type of document being prepared (e.g., fact sheet, guidance manual);

- If the document is a major guidance;

- The status of the document (i.e., revised or new);

Printing Costs

Appendix C provides a quick-reference costing table to assist work assignment managers in making a rough estimate of printing charges for documents sent to CERI or those printed outside the Headquarters Print Shop. Consider estimates of printing costs both during the planning of a document, and when preparing to print a document.

For large documents (e.g., guidance manuals), the style of page layout can greatly affect costs. The editorial staff at CERI is particularly adept at assisting document preparers in choosing a layout and style that is cost-effective and has a professional appearance. Careful planning at the outset may mean the difference between a $10,000 print job and an equally effective $5,000 job.

Consult with the Superfund Documents Coordinator, the Headquarters printing office, or the editorial staff at CERI to obtain guidance on cost-effective printing.

- are mandated by statute or court order;
- contain policy interpretation about specific statutory and/or technical regulations not previously addressed in regulations; and/or
- impose a significant economic impact on the regulated community.

Consult with the Communications Coordinator to determine if a document is a Category I document. Category I documents must be developed under the same review and approval procedures invoked under formal rulemaking, and must be designated as "major," "minor," or "significant" actions. In most cases, document preparers must submit a Start Action Request (SAR) and a communications plan for these documents. These documents also will undergo Red Border and Office of Management and Budget review.

Category II: Category II documents are procedural and technical guidance documents that --

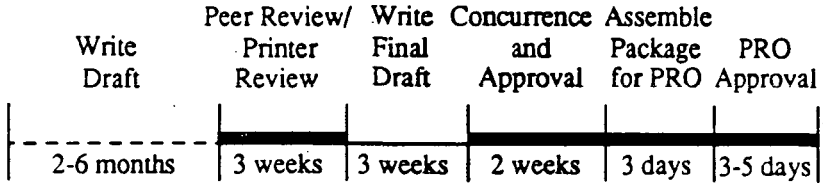
- describe administrative procedures to implement and comply with a regulatory process;
- describe EPA (OSWER) -approved technologies, test methods, or laboratory procedures; and/or
- address quality assurance issues.

Category II documents do not require a Start Action Request (SAR), communications plan, or Red Border or Office of Management and Budget review, or any other special requirements.

Printing Arrangements

CERI is the printer of choice for major OERR guidances, directives, and brochures. Other types of documents (e.g., fact sheets, intermittent bulletins, user's guides) can be printed through EPA Headquarters. Government Printing Regulations allow the Headquarters Print Shop to print internal documents that will have no more than 65,000 impressions (e.g., 16,250 copies of a four-page document) and that will be printed on recyclable, standard-issue paper of certain limited colors and weights. This internal option is a particularly efficient way to print fact sheets, announcements, memoranda, quick turnaround, and limited run jobs that do not exceed the 65,000 impressions limit. If jobs exceed the impressions limit, the Government Printing Office will arrange for the job to be competitively bid and printed outside the Agency. More information on printing OERR documents is available in the **PRINTING** section of this *Handbook*.

PREPARATION



Purpose of this section. This section presents the basic principles of document preparation and provides information regarding style and format requirements for all types of Superfund documents. The *Toolbox* presents fact sheets on how to prepare each major type of Superfund document (i.e., guidance and technical documents, including Reports to Congress; fact sheets and bulletins; directories; public brochures; policy directives and memoranda; and user's guides).

The official style manual for producing all Superfund publications is the U.S. Government Printing Office *Style Manual.* An abstract of the major style requirements (i.e., capitalization, punctuation, abbreviation, and use of italics and numerals) is included in Appendix D as well as in the *Toolbox.*

The information in this document preparation section is organized under the following headings:

- General Specifications;
- Covers and banners;
- Title pages and introductory information (Front Matter), and executive summaries;
- Body of text;
- Appendices and Bibliographies (Back Matter);
- Miscellaneous (i.e., document name, speedline, printing process, document concurrence, computer preparation).

where the computer version can be found (name of contact and phone number).

Covers and Banners

This section describes the general requirements designed to ensure that covers and banner-carrying documents (i.e., non-cover documents, such as fact sheets and bulletins) are consistent in terms of information and appearance. "Banner" refers to the identifying information, including issuing agency, document number, date of publication, logo, and document title, that appears at the top of non-cover documents. Text in these documents appears below the banner, on the same page. (The text of fact sheets and bulletins, for example, begins beneath the banner, on the same page.) Required identifying information, layout, type size and typeface, color, and logo design are all discussed in this section.

OERR Requirements

EPA graphics standards require general consistency in cover formats. OERR, however, has more stringent consistency requirements that document preparers must observe. Failure to observe these requirements will cause documents to be returned to the document preparer for correction. The requirements that must be met for OERR documents are summarized below.

- All OERR documents are to be consistent in appearance and readily distinguishable as OERR publications.
- Identification information (e.g., document number, agency) must be printed across the top of the publication.
- The legal name of the Agency must always be three lines, with "United States" spelled out.
- EPA Region numbers, if used on a cover, must be arabic numerals (e.g., 1, 2).
- The title of the document must be set flush left, ragged right (unjustified). When titles take up more than one line, the decision about where to break lines should be based on both logic and visual appearance. Avoid hyphenation of titles whenever possible.
- Use of pictures and other decorative material on covers of documents or in banners is discouraged.

Covers for Manuals Printed by CERI

Do not prepare covers for guidance or technical manuals that will be printed by CERI. CERI will prepare these covers. The first page of documents submitted to CERI will be the title page.

General Specifications

The General Specifications section identifies the labels that indicate the stages of document preparation and describes general size and binding specifications for all OERR documents.

Stages of Document Preparation

Identify every guidance or technical document, brochure, directory, or user's guide as a "draft" or "final" document. Print documents such as fact sheets, bulletins, and public brochures only in final form. Identify documents as "interim final" only after they are formally approved by the Agency but are still awaiting the final promulgation of regulations on which the guidance is based (Example: documents whose authority is based on the proposed revised National Contingency Plan). Once the regulations are promulgated, "interim final" documents can be reprinted as final documents.

Size of Documents

Print most Superfund documents on 8-1/2" x 11" paper (i.e, standard size paper). Documents such as public brochures, however, may be printed in 4" x 9" or 8-1/2" x 5-1/2" layouts. Consult with the Superfund Documents Coordinator early in the process whenever a document will **not** be printed on 8-1/2" x 11" paper.

Binding

Superfund documents can be bound in a variety of ways. When documents are printed by CERI, they generally will be "perfect bound," although other options, such as saddle-stitch, do exist. Some documents may be shrink-wrapped so that they can be placed in a 3-ring binder. Consult with the Superfund Documents Coordinator on document binding options.

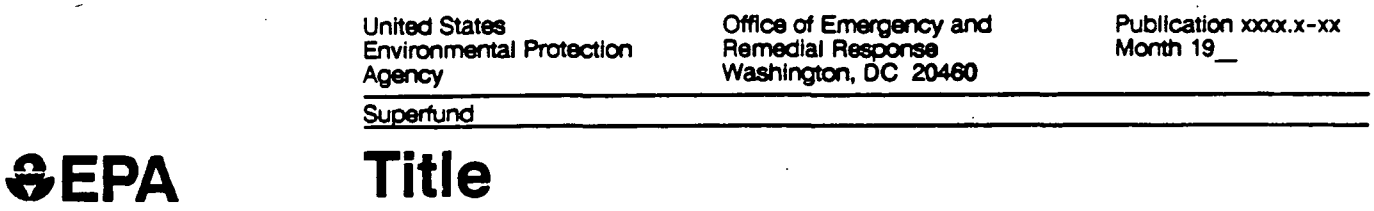
Single-/Double-sided Presentation

Submit camera-ready copy for reproduction or printing single-sided However, always print or reproduce Superfund documents double-sided, in accordance with Agency policy to conserve paper. Include blank white pages in the text only where it is necessary to ensure that a chapter or other element starts on the right-hand side. Document elements that must start on the right-hand side are the title page table of contents, list of exhibits, preface, executive summary (if included), and the first page of each chapter or Appendix.

Software

Prepare all Superfund documents in Wordperfect 4.2, 5.0, or 5.1 Provide copies of the disks with all final text to a work assignment manager or the printer, as part of the "printing package" of each document Clearly label all disks. If graphics are produced separately from the text (i.e., in a different software system), do not provide computer versions of the graphics. However, submit camera-ready hard copies with the final product, as well as a **written** record

EXHIBIT 3-1: Sample User's Guide Cover



User's Guide

Required Elements: Covers for User's Guides

Work assignment managers may have contractors or the Government Printing Office prepare covers for user's guides that CERI will not print. The following elements **must** appear on document covers of user's guides.

- Office and Division Designation and Mail Code;
- The document number;
- EPA logo;
- The date the document went to the printer;
- A double line separating the title from the header, with the word "Superfund" between the lines;
- A OERR publication number in the upper right-hand corner;
- The title of the document;
- The words "User's Guide" centered on the page.

User's guides will not have the stacked, wave-like lines that guidance manuals have. Exhibit 3-1 shows a sample OERR document cover for a user's guide.

Required Elements: Banner-Carrying Documents (e.g., fact sheets, bulletins)

All fact sheets must have a standard banner identical to that shown in Exhibit 3-2. Bulletins also must appear with a standard banner identical to that shown in Exhibit 3-3. In addition, discuss the design of all bulletin banners with the Superfund Documents Coordinator prior to the printing of the first issue.

The banners for fact sheets and bulletins must contain the following elements:

- A single-line border around the banner;
- The EPA logo;
- The words "United States Environmental Protection Agency" and "Office of Solid Waste and Emergency Response" spelled out in full;
- The document number;
- The date the document went to the printer (month and year);

- The title (see below for typeface and type size specifications);
- A horizontal line separating the title from the header;
- The words "Office of Emergency and Remedial Response" and the name of the originating division;
- The mail code of the Division preparing the document;
- The type of document (e.g., "Quick Reference Fact Sheet" or "Intermittent Bulletin"); and
- For Intermittent Bulletins, the volume and sequence numbers."

Cover and Banner Type Size and Typeface

Set the titles of documents with 4" x 9" or 5-5/8" x 8-3/4" covers in 24 point type. For documents with 8-1/2" x 11" covers, set the titles in 30 point type. For intermittent publications, such as bulletins, type sizes as large as 48 point type may be used.

Increase type sizes on covers and banners if it is necessary to keep extremely short titles from "getting lost" on the page.

Univers is the standard typeface for titles and heads. Always set main titles or titles of series in Univers Bold, with the Agency logo and titles in matching height. Set subtitles in Univers Light, in the same size as main titles. Substitute similar weights of Helvetica if Univers typeface is unavailable. Sample typefaces are shown in Highlight 4

Highlight 4: Sample typefaces

Universe Bold 30 pt
Universe Light 30 pt
Helvetica Bold 30 pt
Helvetica Light 30 pt

EXHIBIT 3-2: Sample Fact Sheet Banner

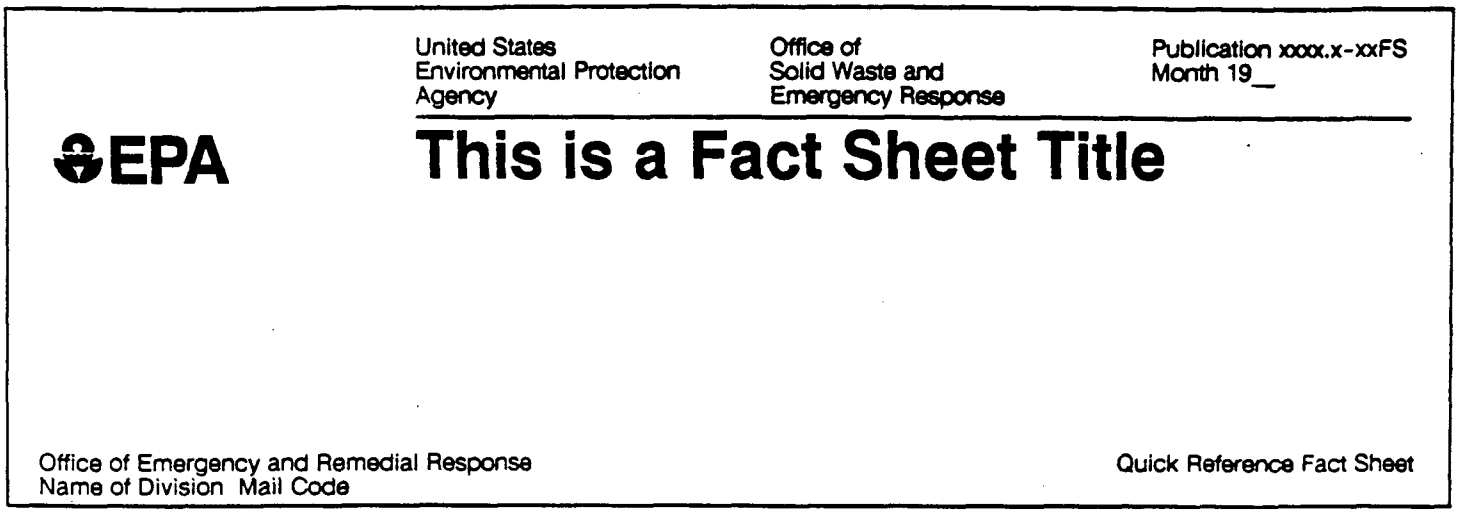
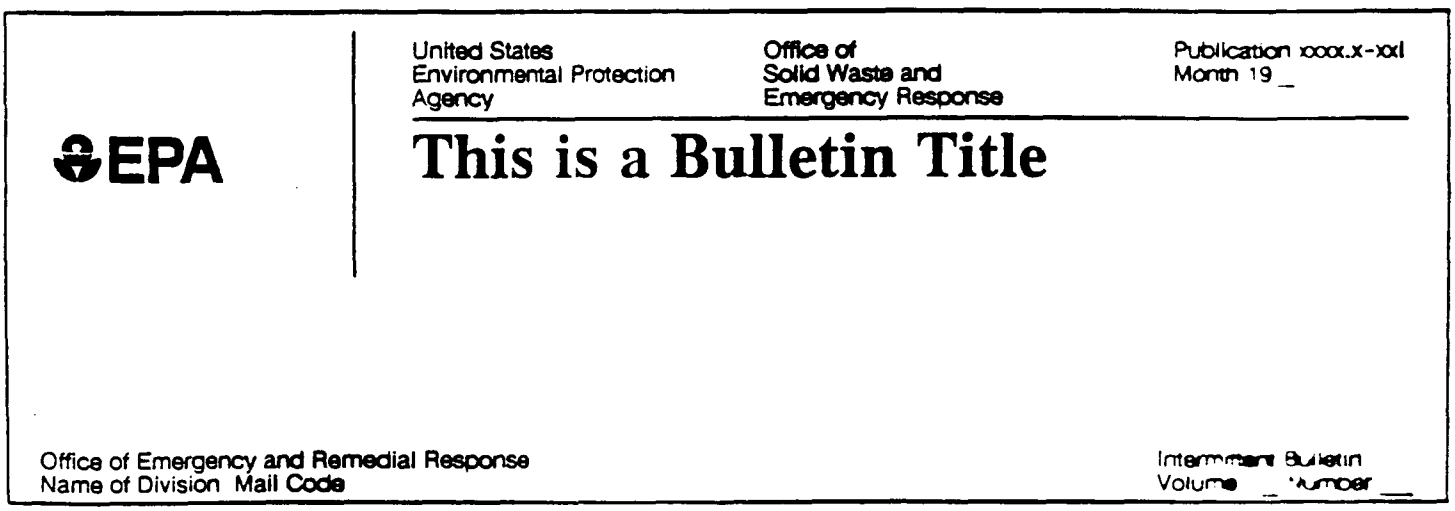


EXHIBIT 3-3: Sample Bulletin Banner



Color and Paper Stock: Banner-Carrying Documents

Fact sheets and bulletins must be reproduced on recyclable, standard issue paper. There are no specific requirements for the color of the paper on which fact sheets and bulletins must be reproduced. Unlike Superfund documents that have separate covers, banners of bulletins and fact sheets are not printed in colors different from the text. Instead, the banners are always printed in ink used for the document itself. One option to enhance the appearance of fact sheets and bulletins and increase the color options available is to print these documents on white paper with different colored inks.

EPA Logo

The EPA logo must appear on the cover or in the banner of all Superfund documents. Follow the specifications described below at all times when using the EPA logo:

- Do not alter the space between the two elements (the custom-designed letters and the symbol).
- Do not alter the proportion, sizes, or construction of either element.
- Always reproduce the logo in a single color; never use two or more colors.
- Always keep the two elements together; never use either element individually.
- Only use reproductions of the logo. Do **not** attempt to create a new logo on a computer.
- The integrated form is the only authorized visual identifier of the Agency.

An example of the EPA logo is shown in **Highlight 5**. Copies of the EPA logo suitable for reproduction are also available in Appendix E of this *Handbook* or from the Government Printing Office. **The printing office will reject any cover or banner that contains a computer-generated EPA logo.**

Highlight 5: EPA Logo

EPA

"Front Matter:" Title Page, Introductory Information, and Executive Summaries (for documents with separate covers only)

This section presents policies on preparing tables of contents, disclaimers, ordering information, and acknowledgements for documents with separate covers (i.e., guidance and technical manuals, brochures, directories, and user's guides). Do not use this "front matter" when preparing fact sheets or bulletins.

Color and Paper Stock: Covers

Use white vellum as the cover stock for OERR publications, except for user's guides, where light gray vellum is used. Use colored inks for the text on covers (e.g., titles) to identify the document as one of the following types:

Public Documents: "Public" documents are those that are specifically designed for a public audience (all Superfund documents are always available to the public). These may include Reports to Congress, progress reports, NPL listing information, explanatory brochures, guidance documents that enable specific non-agency personnel or the public to participate in a program, general information documents, and bibliographies. Use the following for public documents:

Cover stock: white vellum

Ink: blue ink (Color: PMS-300).

Technical Documents: Technical documents are those that assist in implementing technical aspects of the program; they may address such topics as field investigation, use of technologies, and risk assessment. Use the following for technical documents:

Cover stock: white vellum

Ink: "Superfund Red" (Color: PMS-200).

Guidance Documents: Guidance documents provide information, policies, and procedures in areas such as risk assessment, regulatory compliance, and remedy selection. Use the following for guidance documents:

Cover stock: white vellum

Ink: gray (Color: PM-417U).

Other Manuals and Directories: Use the following for other types of Superfund documents with covers:

Cover stock: white vellum

Ink: jade green (Color: PMS-334U).

User's Guides: User's guides describe procedures for implementing or using systems, such as computer software. Use the following for user's guides.

Cover stock: light gray vellum

Ink: blue-green (Color: PMS-312) is suggested, but any color ink is acceptable.

Highlight 6: Sample ordering information language

Additional copies of this document can be obtained from:

[Insert the appropriate address and phone number from the list below]

When ordering documents, refer to Publication **[give document number here]**.

Most often, the location from which additional copies can be obtained will be:

National Technical Information Service (NTIS)
U.S. Department of Commerce
5285 Port Royal Road
Springfield, VA 22161
(703) 487-4600

On a case-by-case basis, the Superfund Documents Coordinator may designate one of the following locations as the place from which additional copies can be obtained:

Center for Environmental Information (CERI)
26 W. Martin Luther King Drive
Cincinnati, OH 45268
(513) 569-7931

Superfund Docket and Information Center (SDIC)
EPA Headquarters
OS-245
401 M Street SW
Washington, DC 20460
FTS 475-7230

EPA Public Information Center (PIC)
PM-211B
401 M Street SW
Washington, DC 20460
FTS 475-7751

More information on the procedures for printing and distributing Superfund documents can be found in the **PRINTING** and **DISTRIBUTION** sections of this *Handbook*.

Order

The following is the general order in which to place front matter when these elements are included in a document:

(1) Title page (mandatory);

(2) Notice;

(3) Table of contents (mandatory);

(4) Lists of exhibits, charts, and illustrations;

(5) Preface;

(6) Acknowledgements;

(7) Executive Summary of document.

Page Numbering

Number prefaces, tables of contents, lists of exhibits, and other material preceding the main text consecutively with lower case roman numerals (e.g., i, ii, iii). The title page is considered page "i" but does not show the page number; the table of contents is generally "iii" or "v," with title page and notice, if any, preceding it. The title page, table of contents, list of exhibits, preface, and executive summary all should start on the right-hand side of the page and, therefore, should have odd numbers.

Title Page

The title page of this *Handbook* should be used as a guide to preparing title pages of OERR documents. The title page should include the document number, date of printing, title of document, the stage of the document (e.g., interim final), and author information

Ordering Information

Place information on where to obtain additional copies of the publication on the inside of the cover or on the back side of the title page of each final guidance, technical manual, Report to Congress, directory, user's guide, and those public brochures that have a separate cover. **Highlight 6** provides a sample of appropriate ordering information.

Include a disclaimer on the back of the title page of final documents. **Highlight 8** shows a sample disclaimer.

Highlight 8: Sample final disclaimer

NOTICE: The policies set out in this memorandum are intended solely for the guidance of Government personnel. They are not intended, nor can they be relied upon to create any rights enforceable by any party in litigation with the United States. EPA officials may decide to follow the guidance provided in this memorandum, or to act at variance with the guidance, based on an analysis of specific site circumstances. The Agency also reserves the right to change this guidance at any time without public notice.

Place a disclaimer that the document should not be quoted or cited on every page of the body of a draft document and on any appendices (including charts and exhibits), generally as a running foot, along with the date of the draft. Final documents do not require disclaimers of the sort described here, but may still require a trade name/commercial product disclaimer (see **INTRODUCTION** for more information).

A sample disclaimer for each page of a draft document is shown in **Highlight 9**. Other spacing (e.g., left or right-aligned) of this information in the running foot can also be used.

Highlight 9: Sample disclaimer language - Each Page

Draft - Do Not Cite or Quote
[Date]

Credits and Acknowledgements

The following policies apply to credits and acknowledgements:

- Members of EPA workgroups responsible for [illegible] documents can be listed in the introductory [illegible]. However, never specifically acknowledge EPA [illegible] involved with the production of a publication [illegible] documents.

- Issue all EPA publications in the name of the [illegible]. Never list a contractor or grantee's name or [illegible] contract number in an OERR document (e.g., [illegible] on title page).

Table of Contents

The following policies apply to tables of contents:

- Include a table of contents in all documents of significant length.
- List all numbered sections headings (i.e., chapter titles, main section headings, and numbered subsections) in the table of contents. Include unnumbered sections in the table of contents, if appropriate for a specific document.
- Always include titles of appendices in the table of contents.
- Separate lists of exhibits, figures, charts, or tables (depending on how illustrations are labeled) may also be included in addition to the table of contents. If there are very few figures or tables (or a great number of them), you may elect not to include a list.
- Number table of contents pages with small roman numerals. Tables of contents should always start on the right-hand side of a document (and, therefore, have an odd number).

Disclaimer

Place a disclaimer on all **draft** documents on the title page or on the page following the title page (i.e., the back of the title page). Include in the disclaimer a date on which the final report is scheduled to be released. The disclaimer must caution the readers that the document is in draft form, should not be quoted or cited, and has not been subject to required EPA policy and/or technical review. See Highlight 7 for a sample disclaimer.

Highlight 7: Sample disclaimer language - Title Page

This document is a draft and should not be quoted or cited. It has not yet been subject to EPA policy review. The final document is scheduled to be released in [date: month, year].

a consistent and visually appealing manner. The relationship among the logo, the typography, and other design elements is of utmost importance in maintaining a visual balance and continuity throughout all of EPA's publications. Use the grid systems at all times as layout guides for preparing artwork.

Three standard grid formats have been established: 8-1/2" x 11", 5-5/8" x 8-3/4", and 4" x 9". Use of the 8-1/2" x 8-1/2" format is discouraged, but can be used for rare, Agencywide situations that justify extra expense. The grid format for 8-1/2" x 11" documents is displayed in Exhibit 3-4. Other grid formats are available from the Superfund Documents Coordinator. The grid formats are intended for use by graphics personnel as a guide for page layout.

Appendix F includes style specification sheets used by CERI in planning technical documents. These should be consulted by editing personnel in preparing camera-ready layouts for submission as deliverables.

Memorandum-style Policy Directives

OERR has strict format requirements for memorandum-style directives. The Office Director will not sign directives that are not in proper format. Improperly formatted memoranda may result in publication delays. A sample of the correct format for memorandum-style directives is shown in Exhibit 3-5.

OSWER and OERR directives are usually prepared in the form of memoranda. They are signed by the Office Director or OSWER Assistant Administrator. A directive is issued for the following purposes:

- To set policy or procedures that are required of Regions or program personnel;
- To set policy or procedures that are required of OERR personnel; and/or
- To present a standard, philosophy, concept, or information that will be referred to frequently.

Documents in other formats may accompany directives as attachments. These attachments, if short, do not have specific layout requirements.

Typeface

Display Type. Set heads, subheads, captions, and cutlines in various sizes and weights of the body type, and use a sans-serif type (preferably Univers, but Helvetica is acceptable). Univers is the recommended type for labeling charts, graphs, and illustrations.

Executive Summaries

An executive summary is a short synopsis of the key points of a document. Executive summaries may include tables or other appropriate summary information. Number these summaries with lower case roman numerals, include them in the table of contents, and place them immediately before the first chapter. The first page of the executive summary should start on the right-hand side of the page.

The executive summary is not mandatory in any document. When included, however, it may be the basis of the abstract that NTIS requires on the NTIS Report Document Form to catalog the document. See **PRINTING** section for more information on NTIS abstracts.

Mailer Option

A document can be designed for direct mailing by having the return address printed on the back cover, as well as by leaving room for a mailing address. This option eliminates the need for a mailing envelope. Use this postage- and time-saving option whenever possible.

Viewpoint/Author of Reports

One voice - EPA's. Demarcations between EPA Offices should not exist outside the Agency. To present one voice in Superfund documents, note authors of OERR documents in the following manner:

- Always include the words "United States Environmental Protection Agency," "Office of Solid Waste and Emergency Response," and "Office of Emergency and Remedial Response" in the titles of documents.
- Include the name of the OERR Division responsible for publishing the document in the title. Do not abbreviate the names of the Division. Do not include branch and section names.
- Do not use any logo or other design that is intended to distinguish an office from the EPA corporate image or that visually competes with the EPA logo.

Main Body of Text (All Documents)

This section presents requirements for page format, typeface, and other elements of text layout for guidance and technical manuals as well as for fact sheets and bulletins, public brochures, policy letters and memoranda, and user's guides.

Page Format and Layout

For each of the standard publication formats, a grid system has been established for both covers and inside layouts. The grid system is a tool to assist production staff in laying out covers and pages

EXHIBIT 3-5: Sample Format for Memorandum-Style Directives

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

February 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
Office of Emergency and Remedial Reponse

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, 0S-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 is used for submitting the document to the NTIS archive. A copy of a correctly completed form is attached to this memo. 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.

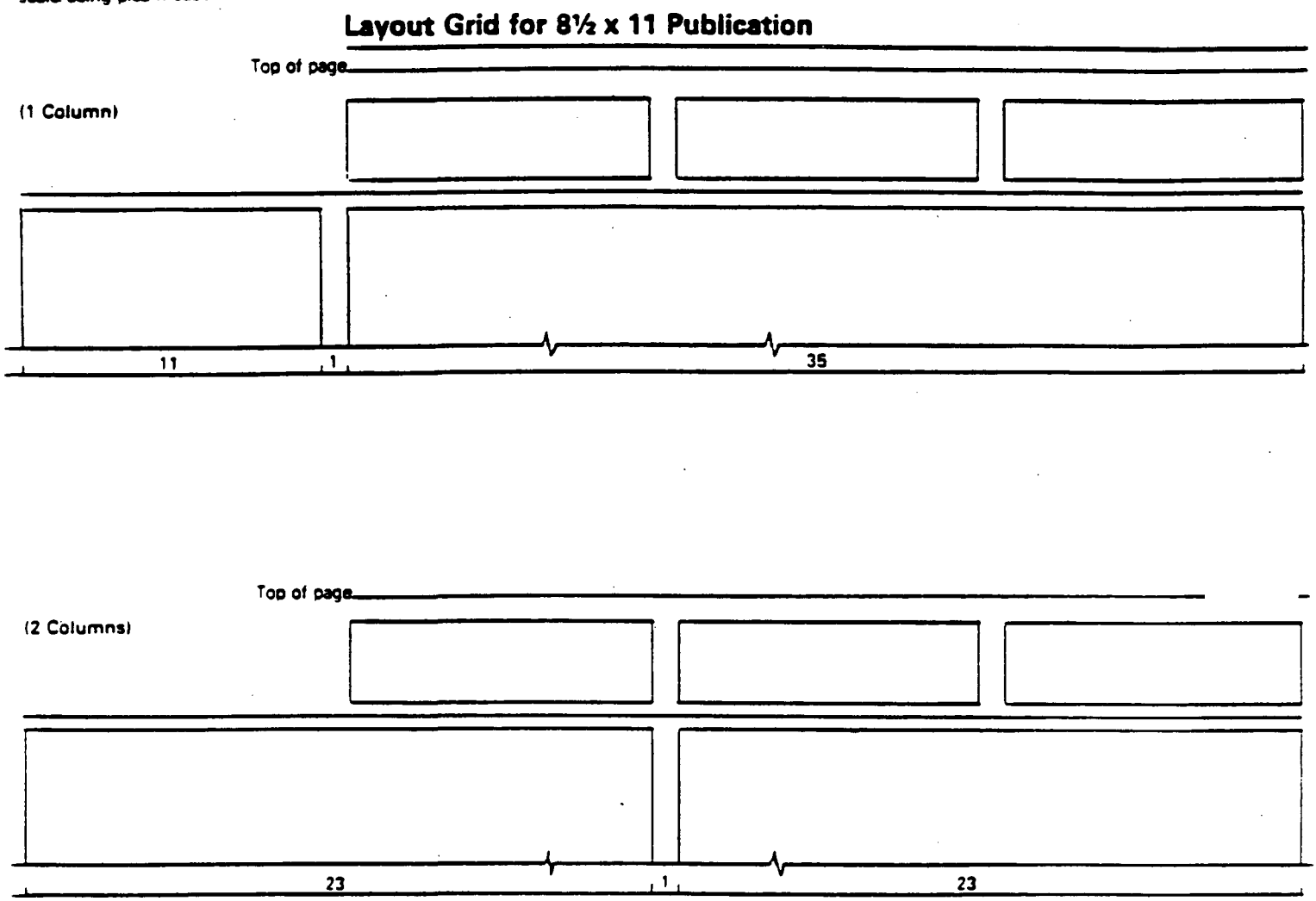
Directives packages which do not contain all of these elements will be returned to the originator for completion.

Attachment

cc: Superfund Documents Coordinator

EXHIBIT 3-4: Sample Grid Formats

All diagrams are drawn to scale using pica measurements



Highlight 11: Recommended Column Widths
(Bold shows standard settings)

8-1/2" x 11" Pages
Single column (with subheads on left) of 35 picas: 11 on 13.
Two columns of 23 picas: 10 on 11.5.
Three columns of 15 picas: 9.5 on 10.5.
Four columns of 11 picas: 9.5 on 10.

5-5/8" x 8-3/4" Pages
Single column (with subheads on left) of 20 picas: 10 on 11.5.
Two columns of 14.5 picas: 9.5 on 10.5.
Three columns (rarely advisable) of 9.5 picas: 9.5 on 10.

4" x 9" Pages
Single column of 18.5 picas: 9.5 on 10.5.
Single column (with subheads on left) of 14.5 picas: 9.5 on 10.5.
Two columns of 10 picas: 9.5 on 10.

Right-justified Margins

Set columns of type ragged-right in guidance and technical manuals unless the columns of text are wider than 14.0 picas (approximately 2.3 inches). Always use right-justification for columns of text in fact sheets and bulletins, regardless of column width.

Hyphenation

Avoid using end-of-line hyphens for unjustified type, except when necessary to prevent long words from causing extremely short lines. Minimize the use of hyphenation to the extent feasible, and never allow more than two successive lines to end with hyphens.

Vertical Rules (lines)

Do not use vertical rules (lines) in guidance and technical manuals to divide columns of type. Use vertical rules in fact sheets and intermittent publications, such as bulletins.

Page Numbering

Where required, place page numbers at the bottom center of the page. Do not use page numbers for fact sheets, bulletins, brochures of less than eight pages. Always align the location of numbers (i.e., place them in the same horizontal and vertical plane) from page-to-page. Number the pages of the body of the

Body type. Set the body of an EPA publication in the *Palatino* typeface. Computer/laser-printed materials should be produced using *Charter*, if it is available. *Times Roman*, such as the typeface used in this *Handbook*, is an acceptable alternative. Use serif typefaces in most cases. Sample typefaces are shown in **Highlight 10.**

Highlight 10: Sample typefaces

Sample of Palatino	12 pt
Sample of Palatino	10 pt
Sample of Univers	12 pt
Sample of Univers	10 pt

Type Case, Form, and Weight

The following is a hierarchy for using capital letters in titles. Set document, chapter, and section headings within chapters in all caps and bold. Set second-level heads in initial caps and bold, and third-level heads in italics or in bold with run in text (as is done in this *Handbook*). Center chapter titles to distinguish them from major chapter headings. Set most text in a medium weight, and place words or phrases to be emphasized in boldface. Use italics (or underline if italics is not available) for block quotations, book titles, for emphasis, and for sub-sub headings.

Point Size and Columns

Vary type sizes for heads, cutlines, and figures as proportion and aesthetics dictate. The typesizes (in points) shown in **Highlight** 11 are recommended for each of the column widths allowed by the EPA graphics standards system. The standard page layout for Superfund guidance and technical documents and fact sheets and bulletins is 8-1/2" x 11" pages with two columns of equal width. Use other column widths only when circumstances require (and consult with the Superfund Documents Coordinator before another format is used). Print public brochures and directives on an 8-1/2" x 11" layout, or on other layouts appropriate for the publication (e.g., 4" x 9"). Use a multi-column format for public brochures, because it is easier for an audience to read. Always print policy memoranda and directives on an 8-1/2" x 11" layout, and do not use a multi-column format for this type of document.

Illustrations and Photographs

Limit the use of photographs, line drawings, and other graphic illustrations to those that are directly related to the subject matter of the publication, are in the public interest, and are "restricted to the minimum size necessary to accomplish their purpose."

Employee Photos. Illustrations depicting federal employees must show them "actually engaged in an act or service related to their official duties." No illustration shall "serve to aggrandize any individual" (i.e., no "mug shots").

When using one or two colors for a document, print photographs -- especially photographs of people -- in black and white, not in color. When using four colors, specify special colors (such as for rules or display type) as proportions of process inks.

Keep illustrations as simple and uncluttered as possible, and use extra care in proofing them.

Graphics

Use graphics or icons as appropriate to enhance the appearance of a document and to illustrate key concepts or points. The only restrictions on the use of graphic material are that it must be neat, done in accordance with the restrictions on the use of color, and presented for printing or reproduction in a camera-ready format. Do not use graphics that have been distorted as a result of copying as camera-ready copy.

Charts, Tables, and Figures

When including charts, tables, and figures in text, follow the following general rules:

- Title all charts, tables, and figures, and number them sequentially and consistently throughout the document. Refer to each chart, table, or figure in the text of the document.
- Place charts, tables, and figures on or immediately after the page of their first reference in the text, taking into account the layout of the relevant pages.
- Neat and clear presentation of information is necessary when using charts, tables, and figures. Use boldface or underlining, and clearly labelled headings for charts and tables as appropriate. Indicate sources of all information as appropriate, as well as units of measure (unabbreviated), and footnotes, as necessary, to explain the material.

consecutively with arabic numbers from the first page through the end of the document.

Number prefaces, tables of contents, lists of exhibits, and other material preceding the main text consecutively with lower case roman numerals (e.g., i, ii, iii). The title page is considered page "i" but does not show the page number; the table of contents is generally "iii" or "v," with title page and notice, if any, preceding it.

Number appendices and other material following the body of the text consecutively, as if they were part of the main text. Insert a blank page where necessary to ensure that a chapter begins on the right-hand side. These blank pages are counted as pages, but are not numbered.

Section Numbering

Number chapters beginning with the Introduction. Prefaces and other material before the Introduction may be unnumbered if they are short. Number subsections sequentially, but never beyond three digits, (e.g., 3.1.2). Do not use four-digit numbering (e.g., 3.1.2.1). Sections do not have to be numbered beyond a level that is reasonable, as appropriate for the layout of each document.

Running Heads and Running Foots

Keep running heads and running foots (headers and footers) simple, and only put in them information that needs to be repeated from page to page. Examples of information that may be contained in headers and footers include --

- document or section titles;
- page numbers (in footers only); and
- disclaimers.

Do not put directive or publication numbers as headers or footers in the document.

Highlight Boxes

Use highlight boxes, where appropriate, to set off and segregate key points or auxiliary information. Always number highlight boxes sequentially throughout the document, title each box, and place a single or double border around the box. Always reference highlight boxes in the text, and place them immediately after the first reference in the text occurs, taking into account the layout of relevant pages. Examples of highlight boxes are shown throughout this *Handbook*. Ensure that highlight boxes do not inhibit photocopying quality. This may mean that you cannot shade highlight boxes (depending on print quality and reproducability).

over the other. Number footnotes and endnotes consecutively throughout the document. Separate footnotes from the last line of text by one space and a one-inch line. Place endnotes on a separate page, either at the end of each chapter, or at the end of the document. The appropriate format for footnotes and endnotes is specified in the U.S. Government Printing Office *Style Manual*. The format of a sample note is shown in **Highlight 12.**

Highlight 12: Sample Footnote

[1]William Strunk, Jr., and E.B. White, The Elements of Style, 3rd ed., MacMillan Publishing, New York, NY, 1979, pp. 23-25.

Back Matter

Appendices

Reference all appendices in the text of a document, number their pages consecutively, as if they were part of the main text of the document, and include all disclaimers appropriate for the text of the document on each page of the appendix. List the titles of appendices in the table of contents.

Bibliographies/Reference Lists

Items included in reference lists include only those sources cited in the text. A bibliography can include all sources consulted, whether or not they are cited in the text. Include bibliographies and reference lists as separate pages, as necessary, for a document. It is not necessary to include a bibliography or list only to reference other OERR or OSWER publications. References and bibliographies may be most appropriate for technical publications.

Miscellaneous Review of Document Layout

Review all documents for appearance and content before submitting them to the Superfund Documents Coordinator for reproduction or printing. In addition, review documents for compliance with these standards using the **document preparation checklist,** which is in the *Toolbox*. A sample checklist is found in Appendix A. Some items to check specifically are --

- correct cover and/or title page design, including placement of document number and correct date;
- correct page numbering of front matter, text, and appendices;

- Enclose charts, tables, and figures (either on all sides or on the top and bottom) in a box made up of a single or double line. This helps draw attention to the material in the chart or table.

Use of Color in Text of Document

Carefully limit the use of color in the text of EPA publications. EPA and OERR policy discourages the use of color except where it is vital to the effectiveness of the document. The following categories of multicolor printing may qualify for the use of government printing funds:

- Maps and technical diagrams where color is necessary for clarity;
- Object identification (e.g., medical specimens, diseases, plants, flags, uniforms);
- Safety programs, fire prevention, savings bonds programs, and competitive areas of personnel recruiting;
- Areas where clearly identifiable savings in costs can be soundly predicated on multicolor use;
- Printing for programs required by law, whose relative success or failure is in direct proportion to the degree of public response, and where that response can be logically attributable to the number of colors used and the manner in which they are presented.

Examples of printed items using color that do **not** qualify for the use of government printing funds include --

- where color is used primarily for decorative effect,
- where color is used in lieu of effective layout and design;
- where color is used excessively;
- where the use of multicolor printing does not reflect careful, advance planning that recognizes the contribution the use of color is expected to make to the ultimate end-purpose of the document.

Footnotes and Endnotes

Footnotes are notes appearing at the foot of a page; endnotes (or simply, notes) appear at the end of a chapter or document, before the references. Keep footnotes and endnotes to a minimum in OERR publications, and limit their content to citations (instead of explanatory text). When necessary, use either type of note; one is not preferred

- a camera-ready copy of a document;
- a computer disk with the text in Wordperfect 4.2, 5.0, or 5.1;
- camera-ready text, charts, exhibits, and any other additional information required for printing;
- a written record of where computer-generated graphics are located;
- a signed concurrence form (Part B of the document publication checklist), directive, or memorandum, indicating the document has been approved for printing (see Document Concurrence section);
- a NTIS Report Document Form;
- a completed printing requisition form (EPA Form 2340-1); and
- a completed distribution checklist.

These last two items are described in more detail in the next sections of this *Handbook*.

- alignment of page numbering from page-to-page (particularly in pages with charts, tables, and exhibits);
- correct labeling of document as draft or final;
- consistent margin width;
- correct section numbering and exhibit and chart references;
- proper use of disclaimers; and
- general appearance (e.g., use of white space, layout).

Speeding the Printing Process

The length of time required to print a document is directly proportional to the quality of the copy submitted to a printer. Therefore, the "camera-ready" copy should be of the best possible quality and edited in accordance with OERR and/or CERI standards described in this *Handbook*. The Superfund Documents Coordinator will hold or return sub-standard material until corrections have been made.

Document Concurrence

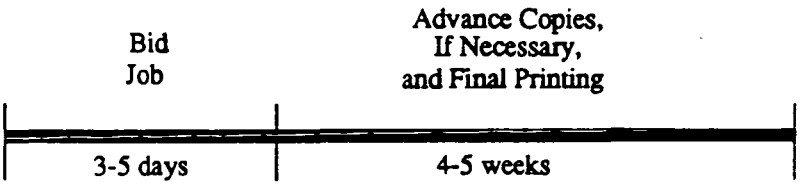
Superfund documents cannot be printed until appropriate review of their content has occurred. This review may include other OERR Divisions, as well as other EPA offices. Before the Superfund Documents Coordinator will accept a Superfund document for printing, the Assistant Administrator, Office Director, or his Deputy (for OSWER or OERR directives) or Division Director (for other documents) must sign Part B of the document publication checklist (document concurrence), which is part of the document preparation checklist, or issue a separate directive indicating that the document is available. This concurrence will indicate to the Superfund Documents Coordinator that the document has undergone appropriate review and has been approved for printing.

In addition to formal concurrence, the Division distributing a Superfund document should provide a transmittal letter announcing that the document is available.

Completion of Document Preparation

Document preparation is not complete until a document preparer can submit a "printing package" to the Superfund Documents Coordinator. This "package" must include --

PRINTING



Purpose of this section. This section presents requirements and suggestions for printing a document, the third stage in document production.

Timing

It generally takes **four to eight weeks** from the date the printer receives camera-ready copy and a printing requisition until the final product is delivered. This time estimate will vary depending on the type of document and the printer being used. **Document preparers must plan their production schedules to include printing** time. **Do not promise delivery of documents earlier than a printing** schedule **will allow.** In some circumstances, if copies of documents are required before final printing is complete (e.g., for internal needs, Freedom of Information Act requests), document preparers can arrange with the Superfund Documents Coordinator for the printing of advance copies of the document (see Advance Copy Policy). **Do not photocopy documents to resolve problems of poorly planned printing** schedules.

To print any document efficiently and cost-effectively, consider

- the size and complexity of the document (e.g., number of pages, number of graphics);
- the date the document is needed;
- the printing lead time required to prepare the document;
- the needs of the audience (e.g., who needs the document when);
- the quantity of copies (advance and final) needed;
- costs and budget.

EXHIBIT 4-1: Form 2340-1

1. CONTACT (program name, mail code, name, & phone number) a) SDC - BETTI VANEPPS - OS-240 475-8864 b) PRIMARY AGENCY DOCUMENT PREPARER	2. OFFICE CONTROL NO. (ADDED BY SDC)	213781 3. DATE PREPARATION DATE

4. FORM, PUBLICATION, OR ISSUANCE NO., AND TITLE OR DESCRIPTION

COMPLETE TITLE WITH PUBLICATION NUMBER OR CONTROL NUMBER

5. QUANTITY (Units of finished products)	6. IS OVERTIME AUTHORIZED TO MEET DESIRED DELIVERY DATE?	7. DESIRED DELIVERY DATE
TOTAL # COPIES	☐ Yes ☒ NO	(LEAVE BLANK)

COMPOSITION AND PROOF

8. NUMBER OF PAGES SUBMITTED		10. FACE		11. SIZE
MANUSCRIPT # PAGES	9. TYPE			
12. ACTUAL IMAGE SIZE	13. PROOF ☐ Yes ☐ No	13a. GALLEY No. Sets / Hold Days	13b. PAGE No. Sets / Hold Days	13c. SEND PROOF TO

PRESSWORK AND BINDERY

14. NUMBER OF PIECES SUBMITTED		15. SIZE (Inches)
a. CAMERA COPY	d. ILLUSTRATIONS	Trimmed Page X
b. NEGATIVES	(1) HALFTONE	16. RUN (Check one) ☐ Head to Left ☐ Head to Head ☐ One Side ☐ Head to Right ☐ Head to Foot
c. OVERLAYS	(2) LINECUT	17. Forms Mail Register ☐
	(3) OTHER	

18. TEXT PAPER (Grade, Color, and Weight)	19. COLOR INK	20. Margins After Trim (Inside or Left / Right / Top / Bottom)
STANDARD WHITE	BLACK	

21. COVER STOCK	22. COLOR INK	23. PERFORATE/SCORE Parallel to Top/Left ____ in. from Top/Left
☐ Self ☐ Separate (Specify) (PER HANDBOOK SPECS)		OTHER:

24. PUNCH	25. ADDRESSING AND MAILING
☐ Top/Left ☐ 3-Ring Binder ☐ Other (Specify) ☐ Acco Fastener (LEAVE BLANK)	a. ☐ Mailing Keys ☐ Bulk Mailing ☐ Addressing
26. ☐ Side Stitch ☐ Corner Stitch ☐ Sewn ☐ Assemble Only ☐ Saddle Stitch ☐ Perforate ☐ Perfect Bind ☐ Bend in Sets	b. Quantity (Copies) c. OTHER MAILING (Attach labels or list)

27. Use separate sheet if needed for additional specifications or remarks

28. FUNDS ARE AVAILABLE (Comptroller Clerk)	29. ALLOTMENT NO.	30. RETURN NEGATIVES, PLATES, COPY TO:
(LEAVE	BLANK)	IF CERI, COPY REMAINS THERE OTHERWISE: SDC - OS-240
31. APPROPRIATION NUMBER	32. DCN NO.	

33. RESTRICTIONS ON QUANTITY (Check one only)
☐ Internal Use Only ☐ Reprint ☐ External Distribution
☐ Written approval is on file from the holder of any copyrighted material (acknowledged).

34. DELIVER TO:

35. APPROVED BY	a. QUANTITY	b. AGENCY/DIVISION ROOM
SECTION CHIEF		
BRANCH CHIEF		LEAVE BLANK
DIVISION DIRECTOR		(ATTACH DISTRIB.
SDC		PLAN)

36. I concur in the publication of the attached material and certify that it complies with Agency Order No. 2330.

a. SIGNATURE	b. AA/RA FOR	c. DATE
(OBTAINED BY SDC)		

37. If this material is to be forwarded to the Office of External Affairs, indicate which of the following apply:
☐ Has policy implications, as per attached explanation ☐ Periodical as defined by OMB Circular A-3, or other item required to be reported

38. APPROVED BY

a. FOR THE OFFICE OF EXTERNAL AFFAIRS (Signature)	b. DATE

EPA Form 2340-1 (4-84) PUBLICATION REVIEW RECORD AND PRINTING REQUEST
Replaces EPA Forms T-80, 2340-8, and the previous edition of 2340-1, which are obsolete. COPY 1 – PRINTING

Preparation of Printing Package

Before a document (advance copy or final) can be sent to any printer, document preparers must submit a "printing package" to the Superfund Documents Coordinator that includes the following:

- A camera-ready copy of a document;
- A computer disk with the text in Wordperfect 4.2, 5.0, or 5.1;
- Camera-ready text, charts, exhibits, artwork, and any other additional information required for printing;
- A written record of where computer-generated graphics are located;
- A signed concurrence form (Part B of the document publication checklist), directive, or memorandum, indicating the document has been approved for printing (see Document Concurrence section, page 40);
- A NTIS Report Document Form;
- A completed printing requisition form (EPA Form 2340-1); and
- A completed distribution checklist (see next section)

The Superfund Documents Coordinator will forward the document to the printer only after receiving a complete "printing package." The Superfund Documents Coordinator then will assist in receiving cost figures, tracking progress, and resolving problems.

Printing Requisition Form and Funds Release

Take the following steps to complete a printing requisition (EPA Form 2340-1) for a new EPA document and to have funds released for document production:

- Get and fill out an EPA Publication Review and Printing Request Form (EPA Form 2340-1) from the Superfund Documents Coordinator, your Project Officer, or Publications Review Officer. An example of a correctly filled out form is shown in Exhibit 4. Directions on how to fill out the form are in the *Toolbox*.
- Obtain signatures on Form 2340-1 from:
  - Section chief;
  - Branch chief; and
  - Division Director (if appropriate).

EXHIBIT 4-2: Sample NTIS Document Report Form

REPORT DOCUMENTATION PAGE

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503

1. AGENCY USE ONLY (Leave blank)	2. REPORT DATE	3. REPORT TYPE AND DATES COVERED
	November 1988	

4. TITLE AND SUBTITLE
SUPERFUND INNOVATIVE TECHNOLOGY EVALUATION PROGRAM: Technology Profiles

5. FUNDING NUMBERS

6. AUTHOR(S)

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)
PEER Consultants, P.C.
4134 Linden Avenue, Suite 202
Dayton, OH 45432

8. PERFORMING ORGANIZATION REPORT NUMBER

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)
Risk Reduction Engineering Laboratory
Office of Research and Development
U.S. Environmental Protection Agency
Cincinnati, OH 45268

10. SPONSORING/MONITORING AGENCY REPORT NUMBER

11. SUPPLEMENTARY NOTES
Work Assignment Manager Jonathan G. Herrmann (513) 569-7839 or FTS: 684-7839

12a. DISTRIBUTION/AVAILABILITY STATEMENT

12b. DISTRIBUTION CODE

13. ABSTRACT *(Maximum 200 words)*
The purpose of this document is to provide Regional decision makers and other interested individuals with a ready reference on those technologies in the SITE Demonstration and Emerging Technologies Programs. Each profile contains a: (1) technology description, (2) discussion on waste applicability, (3) status report, and (4) EPA Project Manager and Technology Contact. Technologies are presented in alphabetical order by developer name with separate sections for the SITE Demonstration and Emerging Technologies Programs.

14. SUBJECT TERMS

15. NUMBER OF PAGES

16. PRICE CODE

17. SECURITY CLASSIFICATION OF REPORT	18. SECURITY CLASSIFICATION OF THIS PAGE	19. SECURITY CLASSIFICATION OF ABSTRACT	20. LIMITATION OF
UNCLASSIFIED	UNCLASSIFIED	UNCLASSIFIED	

NSN 7540-01-280-5500

Standard Form 298
Prescribed by ANSI Std
298-102

- Submit Form 2340-1, together with other parts of the printing package, to the Superfund Documents Coordinator. The Superfund Documents Coordinator will review the package, log it in, and send it to the Funds Control Clerk, if necessary, to release printing funds. The Funds Control Clerk will not release funds for a document without the Superfund Documents Coordinator's signature. When the Funds Control Clerk releases the funds, the printing package will be returned to the Superfund Documents Coordinator, who will log out the document and send it to the appropriate print shop.

For technical documents, the Superfund Documents Coordinator also will complete a Technical Report Data Form (EPA 2220-1) with assistance from the document preparer.

NTIS Report Document Form

All OERR documents require a completed NTIS Document Report Form ("Report Documentation Page"). Type this form with the information shown in Exhibit 4-2 and return it to the Superfund Documents Coordinator as part of the printing package.

All OERR documents must include an abstract of no more than 200 words. The abstract is a summary of the document's content. NTIS uses the abstract in its catalog to describe the document. Document preparers must write the abstract carefully and accurately and provide it on the NTIS Document Report Form as part of a camera-ready printing package.

Printer Selection

The Superfund Documents Coordinator is the central control point for all document printing and makes the initial and final contacts with all of the Agency's printing offices. No contractor shall engage in, or subcontract for, any printing in connection with the performance of work under an OERR contract.

The Superfund Documents Coordinator is responsible for choosing between having a document printed at CERI or the Headquarters Print Shop based on the following considerations:

- Large volume, high demand, or technical documents requiring assistance with layout format and typesetting will be printed and distributed through CERI.

- Smaller volume, lower demand documents not exceeding 65,000 impressions (i.e., single-sided pages) will be printed through Headquarters Print Shop and will be distributed through either the Superfund Docket and Information Center or the Public Information Center.

Steps to print advance copies. Follow the steps below to print advance copies of documents.

- Consult with the Superfund Documents Coordinator early in document planning and preparation process to determine if advance copies are necessary.
- Prepare a separate print order and distribution checklist (i.e., complete a separate Form 2340-1 from the one completed for the main print run).
- Determine the quantity of advance copies needed. Consult with the Superfund Documents Coordinator to make this decision.
- Determine, in conjunction with the Superfund Documents Coordinator, the location at which the documents will be printed. OERR has determined that the Headquarters Print Shop will be the place at which most advance copies will be printed. NTIS will be used as the repository from which audiences may purchase the document.
- Determine with the Superfund Documents Coordinator how the documents will be distributed. Distribution should be determined at the time of printing (see **DISTRIBUTION** for more information). The Superfund Documents Coordinator also will arrange an inventory location to handle the balance of the requests.
- Determine the timing of advance copies. Advance printing runs generally can be finished within [illegible] of submittal to the printer. The Superfund [illegible] Coordinator will assist with quick turn-around [illegible] advance printing run.
- Determine the costs of advance copies. Separate estimates are required for advance copy and [illegible] printing.

Penalties for Violation

Any federal employee who circumvents federal printing [illegible] having a commercial shop print a document, either direct[illegible] a contractor or grantee, or who approves of such an act[illegible] committed an illegal act an may be personally liable for [illegible]

- Fact Sheets and intermittent publications not exceeding 65,000 impressions will be printed by the Headquarters Print Shop.
- OSWER and OERR Directives in the form of memoranda will be reproduced at Headquarters custom copy centers and distributed by program office staff.
- In addition, the Superfund Documents Coordinator will send a copy of documents to NTIS, who will print the documents for purchase by all audiences who are not part of the original distribution

It is a violation of Federal printing regulations to print any document without working through a Printing Control Officer. The Superfund Documents Coordinator will coordinate contacts with the Printing Control Officer for all OERR publications.

Quantity

The quantity of a document that should be printed is based on the distribution strategy for that document. To determine the quantity of documents to print, consider the size of the audience that needs the document (which OERR calls the "directed distribution"). (Other audiences always will be able to obtain a copy of the document from NTIS; see the **DISTRIBUTION** section for more details.) Consult with the Superfund Documents Coordinator and Communications Coordinator to identify all appropriate audiences. The next section of this *Handbook*, **DISTRIBUTION**, provides assistance in evaluating the number of copies of documents that should be printed. **Do not copy documents to circumvent the advance printing process or printing timetable.**

Advance Copy Policy

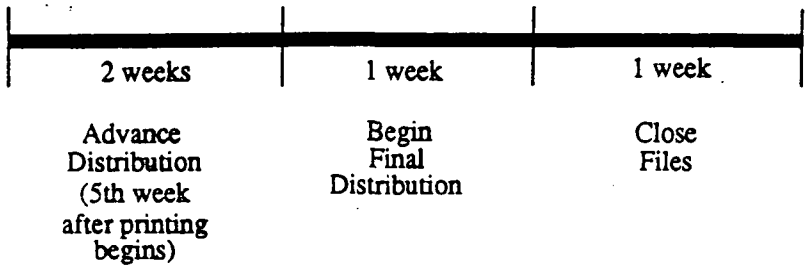
Purpose and policy.

Advance copies of documents are only printed to --

- eliminate the need to photocopy documents;
- cover immediate needs of Regional and Headquarters personnel.

Advance copies of documents are only printed when a document is final and approved either by the Assistant Administrator or Office Director (for directives) or Division Director (for other documents). **Advance copies are not draft versions of a final document. They will only be printed when a document is considered final.**

DISTRIBUTION AND INVENTORY MANAGEMENT



Purpose of this section. This section presents the basic principles of document distribution. Document distribution is first considered as part of the publication planning process, but a formal distribution plan is not required until the document preparer presents the "printing package" to the Superfund Documents Coordinator for final approval.

Distribution Policy (Except Memorandum-style Directives)

Distribute all OERR publications (except memorandum-style directives) through the two-step document distribution system that OERR has established. In the first step, OERR document preparers are responsible for identifying a **directed distribution list**, which includes all internal and external audiences that OERR wants to receive a copy of a document at each printing. This directed distribution also will include a limited number of inventory copies for audiences included in the directed distribution (this inventory will be maintained either by CERI or at the Superfund Docket).

To specify the directed distribution, complete the document distribution checklist, which is available in the *Toolbox* or from the Superfund Documents Coordinator. This approach to distribution does not imply that directed distribution of documents will be small. On the contrary, directed distributions may be extensive, particularly when it is important for contractors, professional associations, or all Superfund program personnel to have a copy of the document. Document preparers must carefully plan directed distributions so that the widest appropriate use is made of all Superfund documents.

For the second step, OERR has determined that NTIS will be the sole public source of Superfund documents. Under this system, documents are entered into NTIS either by CERI (if CERI produces the document), or by the Superfund Documents Coordinator. NTIS is developing a marketing plan to inform the public of this new source of Superfund documents. Through NTIS, audiences may purchase documents individually, or document users may subscribe to NTIS to receive all current directives and fact sheets. Following the complete implementation of this distribution system by the

Maintenance of Original Copies

The Superfund Documents Coordinator or CERI will maintain original copies of all Superfund documents. This allows the program to locate and reprint documents after document preparers have left the program.

(e.g., through the Communications Coordinator's mailing lists) must be used. Procedures for the operational system will become part of the *Toolbox* when they are finalized.

Freedom of Information Act Requests

When the NTIS system is fully operational, all FOIA document requests will be referred to NTIS. Until that time, the Superfund Documents Coordinator is responsible for meeting any Freedom of Information Act (FOIA) requests for OERR documents.

Outreach

Superfund publications are an important communications tool for the program. Distributing specific documents and copies of the *Catalog of Superfund Program Publications* at conferences and conventions may be an important way to provide outreach for Superfund activities. However, always discuss specific activities with the Superfund Documents Coordinator and other communications management staff to ensure there is a consistent process for conducting this outreach. Get the prior approval of the Superfund Documents Coordinator for any order forms for Superfund documents.

Document Availability

At the present time, all current OERR publications are available using the ordering system described in the *Catalog of Superfund Program Publications* (EPA/540/89-008). Documents can be ordered by their number from the appropriate inventory location.

Each entry in the *Catalog of Superfund Program Publications* tells where the document is available, provides the order number, and gives a brief description of the publication. When the NTIS distribution system is fully operational, the ordering procedures for Superfund documents will be announced in the *Catalog*.

Life Cycle Review

The Superfund Documents Coordinator is responsible for reviewing the life cycle of documents and determining when documents should be retired and removed from the *Catalog of Superfund Program Publications*.

of FY91, CERI's distribution service and the Superfund Docket and Information Center will serve only directed agency distributions.

All Superfund documents will continue to be listed in the *Catalog of Superfund Publications* (EPA/540/8-89/008 et. seq.) as well as a public catalog published by NTIS.

Distribution of Memorandum-style Directives

Distribute signed, memorandum-style directives according to existing distribution procedures, as directed by OSWER Directive 9200.4-06A (included in this document as Exhibit 3-5). Submit a first-copy reproduction of all signed directives and a completed, typed NTIS Report Document Form to the Superfund Documents Coordinator (see **PRINTING** section for more information on the NTIS Document Report Form). The Superfund Documents Coordinator will submit the document and completed form to NTIS.

Advance Copies

The purpose of advance copies is to meet the immediate needs of program personnel directly affected by the content of the document. If advance copies are necessary, prepare a separate **document distribution checklist** (from the checklist prepared for the final document) and submit it to the Superfund Documents Coordinator as part of the advance copies "printing package." Individuals for whom advance copies may be appropriate include the following:

- Headquarters staff;
- Regional staff; and
- Contractors.

The printing office will distribute advance copies of documents at the time printing is completed, based on the distribution checklist provided by the document preparer. Public users may purchase advance copies from NTIS.

Document preparers should also reserve a limited number of advance copies for their own use and the use of the Superfund Documents Coordinator. The Superfund Documents Coordinator will send any remaining advance copies to an inventory location (either the Superfund Docket or Public Information Center) to fulfill unanticipated advance copy document requests.

Mailing Lists and Labels

EPA is developing a mail-key system that will allow the automatic generation of labels. When this system is operational, it will be used to generate labels for each directed distribution group. Until that time, hand generation of labels and use of existing distribution lists

Appendix A

Completed Document Publication, Preparation, and Distribution Checklists

Document Preparation Checklist

GUIDANCE AND TECHNICAL DOCUMENTS AND REPORTS TO CONGRESS

Document Title _____ Document Number _____

Document Preparer _____ Phone Number _____

REVIEW the following areas before submitting a guidance or technical document to the Superfund Documents Coordinator for printing. Consult the Superfund Documents Coordinator (SDC) if any of the standards below are inappropriate for your document. The areas noted below are only the most common areas that need to be reviewed. Other areas, such as use of color, inclusion of credits and acknowledgements, and type case and weight also may need to be checked against the policies in the OERR Publications Standard Handbook (OSWER Directive 9200.4-02-1).

1. General Specifications

- ☐ Correctly labelled "draft," "final," or "interim final."
- ☐ Prepared in Wordperfect 4.2, 5.0, or 5.1.

2. Title Page

- ☐ Includes document number.
- ☐ Includes disclaimer (if "draft" document).
- ☐ Has no contractor credits.
- ☐ Includes ordering information (on back).

3. Table of Contents

- ☐ Includes all numbered sections.
- ☐ List of exhibits, tables, and charts.
- ☐ Titles of appendices.
- ☐ Page(s) numbered with lower case roman numeral(s), starting with odd number.

4. Body of Text

- ☐ 2-column format.
- ☐ Unjustified text (if less than 14 picas).
- ☐ No vertical lines between columns.
- ☐ Palatino, Charter, or Times Roman typeface.
- ☐ 1" margins on all sides.
- ☐ Disclaimer at bottom of every page, including charts and exhibits (if "draft" document).

5. Page numbers

- ☐ Located at bottom center of each page.
- ☐ Consecutive throughout document.
- ☐ Aligned from page to page.

6. Section numbering

- ☐ First chapter (including introduction) is numbered 1.0.
- ☐ No 4-digit section numbering
- ☐ Subsequent chapters numbered sequentially.
- ☐ Numbers in arabic numerals.

7. Miscellaneous

- ☐ No publication numbers in headers or footers
- ☐ Highlight boxes are numbered, titled, and placed as soon after first reference in text as possible.
- ☐ Footnotes/endnotes numbered consecutively
- ☐ Graphics are camera-ready.
- ☐ Photos meet EPA standards.
- ☐ Charts and exhibits are numbered, titled, and placed as soon after first reference in text as possible.

8. Appendices are:

- ☐ Numbered consecutively as part of main body of text.
- ☐ Referenced in text.

9. Document is reviewed for:

- ☐ Typographical errors, grammar, and proper general appearance.
- ☐ All exhibits, charts, and figures are "camera ready."
- ☐ Compliance with Government Printing Office Style Manual.

NEXT STEPS: SUBMIT the following "printing package" to the [illegible] and Documents Coordinator (check off each item):

- ☐ Camera-ready text
- ☐ Written record of where graphics can be found
- ☐ Disk version of document
- ☐ Completed Form 2340-1
- ☐ Completed Document Publication Checklist
- ☐ Camera [illegible]
- ☐ Compet[illegible]
- ☐ Compet[illegible]

Document Publication Checklist

PART A - PLANNING

COMPLETE questions A - G of this planning checklist before beginning preparation of any Superfund document. SUBMIT the completed checklist to the Superfund Documents Coordinator (SDC) (SE 312, 475-8864). The SDC will assign a number to your document and return the form to you. PLACE the document number in the appropriate place on every version (draft and final) of your document.

A. Document Title _____

B. Type of Document (check one)

☐ Guidance/Technical Document/Report to Congress ☐ Fact Sheet/Bulletin ☐ Directory

☐ Public Brochure ☐ Directive/Memo ☐ User's Guide

C. Is the document a major guidance (e.g., major policy manual)? ☐ Yes ☐ No

D. Document Status (check one) ☐ Revise/Replace Existing Document
☐ New Document (skip question E, continue with F)

E. Title and Directive Number of Existing Document _____

_____

F. Date Document Initiated _____ Printing Date _____

G. EPA Work Assignment Manager/Division/Phone _____

Contractor Manager (if any), Company, and Phone _____

TO BE COMPLETED BY SUPERFUND DOCUMENTS COORDINATOR ONLY

Directive/Control Number _____

SDC Initials_____ Date _____

PART B - DOCUMENT CONCURRENCE

SIGN this section when a non-directive document complies with all document preparation standards and has been reviewed and approved for printing (directives are signed by the Office Director or Assistant Administrator to indicate that the document has been reviewed and approved for printing).

Document Preparer _____ Date _____

Division Documents Coordinator _____ Date _____

Division Director _____ Date _____

PART C - PRINTING

FOR NON-DIRECTIVES, FOLLOW each of the steps below to submit your document to the printer.

1. COMPLETE EPA Form 2340-1 (printing requisition), which requires the signatures of your Section and Branch Chiefs and Division Director's designee), and an NTIS Report Document Form.
2. COMPLETE a document distribution checklist (available from the Superfund Documents Coordinator).
3. GIVE the following "printing package" to the Superfund Documents Coordinator (check off each item):

☐ Camera-ready text ☐ Disk version of document ☐ Camera-ready graphics ☐ NTIS Report Document Form

☐ Written record of where graphics can be found ☐ Completed Form 2340-1 ☐ Completed Distribution checklist ☐ Completed Publication Checklist (this form)

FOR DIRECTIVES, PRINT and DISTRIBUTE the directive in accordance with current procedures and provide the Superfund Documents Coordinator with camera-ready reproduction and a completed NTIS Report Document Form.

Appendix B

Glossary

Appendix C

Cost Table for Printing OERR Documents

Appendix B: Glossary

Banner — A strip across the top of a page (e.g. title and publication information on the first page of a fact sheet or intermittent publication)

Camera-ready — Document that is ready for printing (perfect copy: no stray marks, no tape, etc.).

Font — Type style.

Flush left (right) — Type set to line up at the left (right).

Grid system — A guide for printers and graphics personnel showing where type should be placed on a page.

Impression — A single print or copy of a page.

Justification — Spacing of lines of text such that the lines are even at the margins.

Pica — A printer's unit used to measure typographical material (ca. 1/6").

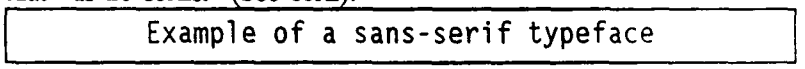
Point — A printer's unit used to measure type (ca. 1/72"), used principally for designating type sizes. 12 pt. = 1 pica.

Ragged right — Type justified on the left and not justified on the right.

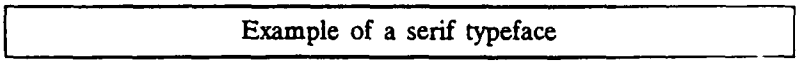
Running Foot — Also known as a "footer." Same information (usu. a line, page number, disclaimer, or title) repeated at the bottom of each page throughout a chapter or document.

Running Head — Also known as a "header." Same information (usu. a line or title) repeated at the top of each page throughout a chapter or document.

Sans-serif — Type that has no serifs. (See serif).



Serif — Short lines stemming from the upper and lower ends of the strokes of a letter.



Typeface — The design of the type. Font.

Type weight — Variations in the same font, usu. light, medium, bold.

Vertical rules — Vertical lines, often used to divide columns.

Appendix D

Style Manual Abstract

Appendix D: Style Manual Abstract

The following is a summary of the rules and uses of capitalization, punctuation, abbreviation, italics, and numerals that often present problems for document preparers. A complete discussion of grammatical and stylistic rules can be found in the U.S. Government Printing Office *Style Manual*, Washington: 1984.

1.0 CAPITALIZATION

Proper Names

1.1. Proper names and their derivatives are capitalized.

Rome	Roman
Italy	Italian

1.2. Derivatives of proper names used with independent common meaning, or no longer associated with such names, are lowercased.

roman (type)	*venetian blinds*

1.3. A common noun or adjective forming an essential part of a proper name is capitalized; the common noun used alone is not capitalized.

Statue of Liberty; the statue
Great Lakes; the lakes

1.4. A common noun used alone as a well-known short form of a specific proper name is capitalized.

the Capitol (at Washington)
the District (District of Columbia)

1.5. If a common noun or adjective forming an essential part of a name becomes separated from the rest of the name by a common noun or adjective, the entire expression is not capitalized.

Union Station: union passenger station
Eastern States: eastern farming states

1.6. The plural form of a common noun capitalized as part of a proper name is also capitalized.

Potomac and James Rivers
British and French Governments

1.7. A common noun used with a date, number, or letter, merely to denote time or sequence, or for the purpose of reference, record, or temporary convenience, does not form a proper name and is not capitalized.

graph 8	paragraph 4
region 3	room A722

1.8. The following terms are lowercased, even with a name or number.

aqueduct	drydock	shipway
breakwater	irrigation project	slip
buoy	jetty	spillway
chute	levee	tunnel (but capitalize with proper name)
dam (but capitalize with proper name)	lock	watershed
dike	pier	weir
dock	reclamation project	wharf
	ship canal	

1.9. The word "the" used as a part of an official name or title is capitalized. When such name or title is used adjectively, "the" is not capitalized.

The Hague; the Hague Court

This rule is generally disregarded in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Times the National Photo Co.

1.10. In foreign names such particles as *d', da, de, della, den, du, van*, and *von* are capitalized unless preceded by a forename or title.

Von Braun; Wernher von Braun
but d'Orbigny; Alcide d'Orbigny; de la Madrid; Miguel de la Madrid

In anglicized names such particles are usually capitalized, even if preceded by a forename. In names set in capitals, *de, von*, etc., are also capitalized.

Names of Organized Bodies

1.11. The full names of organized bodies and their shortened names are capitalized. Other substitutes are capitalized only in certain specified instances to indicate preeminence or distinction. (See pp. 35-61 of the *Style Manual* for a complete list).

Government Printing Office; the Printing Office; the Office
U.S. Army; the Army; the Infantry; Army officer
United Nations; the Assembly; the Secretariat
Virginia Assembly; the assembly; the senate

The names of members and adherents of organized bodies are capitalized.

a Liberal an Elk

Names of Places

1.12. The official designations of counties, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives.

New York State: the State, a State (a definite political subdivision of first rank);
Balkan States; State rights;
but state (referring to a federal government, the body politic); foreign states, statehood

1.13. A descriptive term used to denote a definite region, locality, or geographic feature is capitalized.

the Western Hemisphere the Midwest
the Central States the Continental Divide

Trade Names

1.14. Trade names are capitalized.

Plexiglass Foamite

Scientific Names

1.15. The names of a phylum, class, order, family, or genus is capitalized; the name of a species is not capitalized.

Arthropoda Crustacea Homo sapiens

1.16. In soil science the 24 soil classifications are capitalized.

Alpine Meadow Bog Brown

1.17. Capitalize the names of the celestial bodies Sun and Moon as well as the planets.

Titles of Persons

1.18. Civil, religious, military, and professional titles immediately preceding a name are capitalized.

President Bush Ambassador Gibson Chairman Smith

1.19. To indicate preeminence or distinction in certain specified instances, a common-noun title immediately following the name of a person or used alone as a substitute for it is capitalized.

Title of a head or assistant head of state: George Bush, President of the United States; the President
Title of a head or assistant head of a National governmental unit: James Baker, Secretary of State; the Secretary
Titles of the military: General of the Army
Titles of members of the diplomatic corps: the British Ambassador

Titles not capitalized: the president of George Washington University; the chairman; the professor

2.0 PUNCTUATION

Apostrophes and Possessives

2.1. The possessive case of a singular or plural noun not ending in "s" is formed by adding an apostrophe and "s." The possessive case of a singular or plural noun ending in "s" or with an "s" sound is formed by adding an apostrophe only.

prince's	hostess'	Dumas'
Essex's	Jesus'	Schmitz'

2.2. Joint possession is indicated by placing an apostrophe on the last element of a series, while individual or alternative possession requires the use of an apostrophe on each element of a series.

Brown & Nelson's store Carter's or Reagan's administration

Colon

The colon is used –

2.3. Before a final clause that extends or amplifies preceding matter.

Railroading is not a variety of outdoor sport: it is service.

2.4. To introduce formally any matter that forms a complete sentence, question, or quotation.

The following question came up for discussion: What policy should be adopted?

2.5. After a salutation.

Dear Sir:

For complete rules of colon use, see the *Style Manual*.

Comma

The comma is used –

2.6. To separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands came.
February 10, 1929

2.7. Before a direct quotation of only a few words following an introductory phrase.

He said, "Now or never."

2.8. To indicate the omission of a word or words.

Then we had much; now, nothing.

2.9. To set off parenthetic words, phrases, or clauses.

It must be remembered, however, that the Government had no guarantee.
The restriction is laid down in title IX, chapter 8, section 14, of the code.

2.10. After each member within a series of three or more words, phrases, letters, or figures used with "and," "or," or "nor."

red, white, and blue
neither snow, rain, nor heat

2.11. Before the conjunction in a compound sentence.

The boy went home alone, and his sister remained with the crowd.

Semicolon

The semicolon is used --

2.12. To separate clauses containing commas.

Reptiles, amphibians, and predatory mammals swallow their prey whole or in large pieces, bones included; waterfowl habitually take shellfish entire; and gallinaceous birds are provided with gizzards that grind up the hardest seeds.

2.13. To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.
No; we received one-third.

2.14. To set off explanatory abbreviations or words which summarize or explain preceding matter.

the industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

The semicolon is not used --

2.15. Where a comma will suffice.

Regional offices are located in New York, NY, Chicago, IL, and Dallas, TX.

3.0 ABBREVIATIONS

Abbreviations are used to save space and to avoid distracting the mind of the reader by a needless spelling out of repetitious words or phrases. The nature of the publication governs the extent to which abbreviations are used.

Internal and terminal punctuation in units of measure are to be omitted to conform with practice adopted by scientific, technical, and industrial groups, nationally, and internationally. Where omission of terminal punctuation causes confusion; e.g., the symbol "in" (inch) mistaken for the preposition "in," the abbreviation should be spelled out.

Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables such explanatory matter should be supplied in a footnote.

For full details on use of abbreviations, see pp. 135-145 in the *Style Manual.*

4.0 ITALIC

4.1. Italic is not used for mere emphasis, foreign words, or the titles of publications unless it is specifically requested.

4.2. The names of aircraft, vessels, and spacecraft are italicized unless otherwise indicated. Missiles and rockets will be caps and lowercase and will not be italicized.

4.3. The names of legal cases are italicized.

5.0 NUMERALS

5.1. A figure is used for a single number of 10 or more with the exception of the first word of the sentence.

nearly 10 miles about 40 men

5.2. When 2 or more numbers appear in a sentence and 1 of them is "10" or more, figures are used for each number.

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.
but That man has three suits, two pairs of shoes, and four hats.

5.3. A unit of measurement, time, or money, which is always expressed in figures, does not affect the use of figures for other numerical expressions within a sentence.

Each of the five girls earned 75 cents an hour.

Appendix E

EPA Logos

EPA

EPA

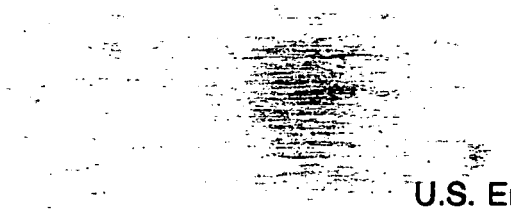
EPA

Appendix F

CERI Style Specifications Sheets

EPA/540/G-87/005
(OSWER Directive 9355.1-01)
September 1989

Superfund Guidance Manual Specifications



U.S. Environmental Protection Agency
Office of Emergency and Remedial Response
Washington, DC 20460

This section describes potential operational problems associated with hospital waste incinerators, wet scrubbers, and fabric filters.

FIRST ORDER HEAD

This section describes potential operational problems associated with hospital waste incinerators, wet scrubbers, and fabric filters.

Second Order Head

This section describes potential operational problems associated with hospital waste incinerators, wet scrubbers, and fabric filters.

Third Order Head

This section describes potential operational problems associated with hospital waste incinerators, wet scrubbers, and fabric filters.

Fourth Order Head

This section describes potential operational problems associated with hospital waste incinerators, wet scrubbers, and fabric filters.

Fifth Order Head. This section describes potential operational problems associated with hospital waste incinerators, wet scrubbers, and fabric filters.

CERCLA ORIENTATION

This section describes potential operational problems associated with hospital waste incinerators, wet scrubbers, and fabric filters; discusses the cause of the problems; and discusses possible solutions to the problems. Unfortunately, some operational problems are the result of deficiencies in design, fabrication, and/or installation of the equipment. Deficiencies in incinerator design are usually the result of insufficient information on the waste characteristics and/or quantity. The following paragraphs assume that the incinerator and its air pollution control system have been properly designed, fabricated, and installed and do not address any deficiencies in these areas. It is recommended that purchasers of hospital waste incinerators and air pollution control systems consult with reputable manufacturers. In many cases, these companies can provide complete turnkey service that includes evaluation of the purchaser's needs, proper design of the incinerator based on waste characteristics, proper design of the air pollution control device based on expected combustion exhaust gas characteristics, fabrication of the incinerator with appropriate quality control, installation and shakedown of the entire system, and operator training.

This section describes potential operational problems associated with hospital waste incinerators, wet scrubbers, and fabric filters.

CERCLA Orientation

This section describes potential operational problems associated with hospital waste incinerators, wet scrubbers, and fabric filters; discusses the cause of the problems; and discusses possible solutions to the problems. Unfortunately, some operational problems are the result of deficiencies in design, fabrication, and/or installation of the equipment. Deficiencies in incinerator design are usually the result of insufficient information on the waste characteristics and/or quantity. The following paragraphs assume that the incinerator and its air pollution control system have been properly designed, fabricated, and installed and do not address any deficiencies in these areas. It is recommended that purchasers of hospital waste incinerators and air pollution control systems consult with reputable manufacturers. In many cases, these companies can provide complete turnkey service that includes evaluation of the purchaser's needs, proper design of the incinerator based on waste characteristics, proper design of the air pollution control device based on expected combustion exhaust gas characteristics, fabrication of the incinerator with appropriate quality control, installation and shakedown of the entire system, and operator training

Black Smoke

The appearance of black smoke [illegible] the presence of unburned carbonaceous [illegible]. Black smoke is caused because [illegible] combustion is occurring. Incomplete [illegible] is due to insufficient amounts of combus[illegible] the quantity of volatiles/ soot present and [illegible] the result of overcharging the unit charg[illegible]; [illegible] volatile material or operating the prima[illegible] at too high a temperature. The followin[illegible] may assist in eliminating black smoke:

1. Check/increase secondary chamb[illegible]ion air;
2. Check/decrease underfire air [illegible]s should result in reducing the [illegible]er operating temperature;
3. Check/increase secondary chamb[illegible]

Should these steps fail to eliminate [illegible], evaluate the composition of the mate[illegible] to be charged. Highly combustible mate[illegible] plastics, etc.) that are charged [illegible] proportion to the other refuse [illegible] combustion rate which is too rapid [illegible] to handle. These materials may be [illegible] small quantities and in relatively s[illegible]

Superfund Guidance Manual Specifications
(Type Sizes in Points, Measurements in Inches)

	All	Title Page	Headings	Text
Page dimensions	8 ½ × 11			
Font	helvetica or times roman			
Type style				rt-left justified
Margins:				
left				1
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rule to text top				.5
Text bottom to pg #[1]				.63
Pg # to page btm				.38
Left to right				6.5
Top to bottom (text)				8.75
Columns:				2
1 col. width				3.13
Type size				9/10 (footnote 7/8)
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1st order[2]			12/14 **bold** all caps	
2nd order[2]			12/14 **bold** c/lc	
3rd order[2]			12/14 med c/lc	
4th order[2]			10/12 med c/lc	
5th order[3]			9/10 **bold** c/lc	
Tables				
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no. and title[4]				8/9 **bold** top, fl. left
body				8/9
footnotes				8/9
Figures				
font			helvetica or times roman	helvetica or times roman
no. and title[5]				8/9 **bold** btm, fl. left
callouts (c/lc)				8/9

[1] Page number position: bottom, centered.
[2] Flush left. Called out (text below heading starts new paragraph).
[3] Flush left. Run into text.
[4] Table title: Initial caps. No period at end.
[5] Figure title: Initial caps on first word and proper nouns only. Period at end.

EPA/xxx/x-xx/xxx
OSWER Directive xxxx.x-x
October 1989

Superfund Handbook Specifications

Center for Environmental Research Information
Office of Research and Development
U.S. Environmental Protection Agency
Cincinnati, OH 45268

Recordkeeping is an integral part of an equipment operation and maintenance (O&M) program. The purpose of recordkeeping is to document major O&M events and to collect historical data on key operating parameters. The objective of recordkeeping is to prevent premature failure of equipment, increase the life of the equipment, and to minimize emissions. Recordkeeping allows facility and regulatory agency personnel to track performance, to evaluate trends, to identify potential problem areas, and to determine appropriate solutions. The magnitude and scope of recordkeeping activities will depend on a combination of factors, including personnel availability and training, size and sophistication of the equipment, and the level of maintenance required. Only records of key performance parameters and activities should be maintained to avoid accumulation of unnecessary information.

1. FIRST ORDER HEAD

The following information should be readily available to O&M personnel: (1) the manufacturer's equipment specification and instruction manuals, (2) compliance emission tests, (3) operating permits, (4) operating logs, and (5) maintenance activities log.

1.1 SECOND ORDER HEAD

The operating history provided by this information is useful in evaluating current and future performance, maintenance trends, and operating characteristics.

1.1.1 Third Order Head

A spare parts inventory also should be maintained with periodic updates so that parts can be obtained and installed in a timely manner.

Superfund Handbook Specifications
(Type Sizes in Points, Measurements in Inches)

	All	Title Page	Headings	Text
Page dimensions	8 ½ × 11			
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2nd order[3]			14/15 **bold** all caps	
3rd order[3]			14/15 **bold** c/lc	
4th order[3]			12/13 **bold** c/lc	
5th order[3]			12/13 med c/lc	
6th order[4]			12/13 **bold** c/lc	
Tables				
font			helvetica or times roman	helvetica or times roman
no. and title[4]				8/9 bold top, fl. left
body				8/9
footnotes				8/9
Figures				
font			helvetica or times roman	helvetica or times roman
no. and title[5]				8/9 bold btm, fl. left
callouts (c/lc)				8/9

[1] Page number position: bottom, centered.
[2] Centered
[3] Flush left. Text below heading.
[4] Flush left. Run into text.
[5] Table title: Initial caps. No period at end.
[6] Figure title: Initial caps on first word and proper nouns only. Period at end.

U.S. GOVERNMENT PRINTING OFFICE 1990/748-159