



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

DEC 20 1990

OFFICE OF  
SOLID WASTE AND EMERGENCY RESPONSE

OERR Directive #9200.6-03

**MEMORANDUM**

**SUBJECT:** Transmittal of Superfund Docket Procedures Manual

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

**TO:** Addressees

**Purpose:** This memo transmits a copy of a publication entitled Superfund Docket Operations Manual for Rulemaking Activities which was prepared by the Headquarters Superfund Docket as part of their FY-90 work plan.

**Background:** During the past three years, there has been an effort to tighten and streamline the day-to-day docket operations. Key areas of activity included developing a protocol for structuring the docket files, ensuring security of the files and records, and developing systems for quickly assembling and disseminating dockets for active rulemakings. These procedures, as well as daily "standard operating procedures" have been incorporated in this publication.

**Objective:** Superfund has been fortunate in having a qualified and dedicated docket staff since the program's inception. However, as the program ages and the rulemaking archives grow, it is important that Regional and Headquarters dockets standardize their procedures. This will improve the free and timely exchange of information required for active rulemakings, and also ensure that public access throughout the country is consistent.

**Implementation:** This Operations Manual is offered to each Region as a model for docket operations. It is not intended to be a "final answer," but we hope it will open dialogue. Headquarters docket staff is available to provide technical assistance to individual regional dockets wishing to increase coordination or improve their operations. We are also interested in exploring whether there is interest in a national conference for docket managers or engaging in other cooperative activities. We would appreciate receiving comments from your Region with respect to the manual and participation in cooperative activities during the

coming months. Please respond to Betti VanEpps, Superfund Documents Coordinator at 475-9333, or Mail Code OS-240 by January 15, 1991.

cc: Regional Waste Management Division Directors  
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