



Printing Management Circular

FROM THE PRINTING OFFICER



Much has taken place since the last Printing Management Circular. Several meetings have been held between EPA and the Joint Committee on Printing regarding procedures in relation to procurement of printing, photocopiers, and the Depository Library System.

This circular will bring you up-to-date on these matters and new procedures that will be required at EPA Headquarters and all Field Installations. If you have any questions or need assistance with your printing needs, please contact my staff at 382-2125.

IN THIS ISSUE

From The Printing Officer	1
Recycled Photocopy/Computer Paper Test Results	2
GSA Initiates Contract For Recycled Copier Paper	2
U.S. Government Printing Office Depository Library Program	3
EPA Kit Folders	3
Please Remember	3
Term Contracts for Letterhead and Computer Paper	4
Listing of Printing Control Officers	5
GPO Circular 320 Depository Library Distribution	7
GPO Circular 333	23
Training Opportunity	25

James Anderson
Printing Officer/Chief
Printing Services Section



Office of Administration

Facilities Management and Services Division

RECYCLED PHOTOCOPY/ COMPUTER PAPER TEST RESULTS

Recycled High-Speed Copier Paper

EPA Headquarters, Region III and Region IX have successfully completed a test of recycled high-speed copier paper containing a minimum 50% recovered material content.

Region III Results

The testing of the recycled copier paper at Region III was accomplished on a Xerox 1090. The results showed an average of one jam per 6,707 impressions on recycled paper versus one jam per 15,393 impressions on standard paper.

Region IX Results

The testing of the recycled copier paper at Region IX was accomplished on the following copiers: Kodak 85, Kodak 235F, Kodak 235S, Xerox 9900, Xerox 1040, Savin 7020, and Savin 7230. Region IX states that the recycled paper showed only occasional jamming on the Xerox 9900 high speed copier. They also found that both brands of paper worked extremely well in our plain paper fax machines and laser jet printer. One concern expressed was the amount of paper dust generated by the recycled paper versus the the standard paper.

Headquarters Results

The testing of the recycled copier paper at Headquarters was accomplished on the following copiers: Kodak 300, Xerox 9500, and Xerox 5090. The results showed an average of one jam per 8,369 impressions on recycled paper versus one jam per 17,291 impressions on standard paper. Testing is continuing in the copy centers throughout EPA HQ and will be evaluated at a later date.

We have been encouraged by the test results and thank Region III and Region IX for their assistance. EPA's in-house printing plant will begin using the recycled high-speed copier paper exclusively with the next order of paper. This will accomplish a major goal of the Printing Services Section by the in-house printing plant printing all documents on recycled paper. This in conjunction with printing procured through U.S. Government Printing Office brings EPA the distinction of producing over 99% of all of its publications, letterheads, etc. on recycled paper.

Recycled Computer Paper

The test results were also favorable for recycled computer paper. This test was performed at the National Data Processing Center in Research Triangle Park, NC. No problems were noted for any of the papers tested. Both 50% and 100% recovered material content papers were tested. The 100% recycled paper tested was manufactured from recycled newsprint. Effective

immediately, all computers papers ordered for EPA is to be written for a minimum 50% recovered material content (White Recycled Forms Bond, Sub. 18-20). It is not recommend that any installations order the 100% recycled forms bond unless there is an active newsprint recycling program within that installation.

If you need any assistance with ordering these paper stocks through U.S. Government Printing Office, call Randall Bacon at FTS 382-2125.

GSA INITIATES CONTRACT FOR RECYCLED COPIER PAPER

The following is from a GSA announcement on Recycled Xerographic Paper.

Federal Supply Schedule FSC 75 Part X now has available limited quantities of Xerographic Papers with recycled content. The size of papers will be 8-1/2 x 11" and 8-1/2 x 14" in the color of white only. The minimum order for these recycled copy papers will be 10 cartons with a maximum quantity up to 880 cartons.

These papers contain 50% wastepaper recovered materials and will cover the same zonal regions as in the non-recycled Xerographic Papers with the exception of Puerto Rico. GSA plans to have limited coverage in both Hawaii and Alaska.

The contractors will do their utmost to assist your needs in fulfilling orders on recycled Xerographic papers. However, quantities will be limited during the contract period, so please

plan accordingly. GSA is confident that production capacity for recycled Xerographic Papers will increase steadily and will eventually be applicable to all remaining Xerographic Papers under this single award schedule during future contract periods.

We would like to take this opportunity to thank you for your continuing use of Federal Supply Schedule FSC 75 Part X and hope that the introduction of recycled Xerographic Papers will meet your agency's needs in the light of a more acceptable working environment.

Contact Point: Ms. Madeline A. Coleman,
212-264-2697

The contract period referred to in the above announcement is March 1, 1991 through August 31, 1991. The stock numbers for recycled copier papers are:

8-1/2 x 11" — 7530-01-000-0001
8-1/2 x 14" — 7530-01-000-0002

U.S. GOVERNMENT PRINTING OFFICE DEPOSITORY LIBRARY PROGRAM

The depository library program was established to provide U.S. Government documents, publications, periodicals, etc. to the public through a system of various participating libraries throughout the country. There are approximately 1,400 libraries participating in the system. Each agency is required by Federal Regulations to provide copies for use by the depository library system.

Usually, this takes place automatically when a job is procured through the U.S. Government Printing Office (GPO). GPO will add additional copies as necessary to meet the needs of the Depository Library System. These additional copies are provided to the libraries at no cost to the agency, the total cost is borne by GPO. However, in recent meetings with the Joint Committee on Printing (JCP), it has been brought to the agency's attention that many of its documents are not being placed into the Depository Library System. Therefore, to bring the agency into compliance with the JCP and GPO requirements, to provide documents to the public, and create an historical file within EPA, new procedures are being established. The following distribution annotation is to be made on all printing requests for all types of publications, pamphlets, newsletters, etc., whether the printing is accomplished in-house within EPA Headquarters or its Field Installations, GPO, or Contract/Grant requirements.

Send 2 copies to:

U.S. Environmental Protection Agency
ATTN: Mary Hoffman, Head Librarian,
PM-211A
401 M Street, S.W.
Washington, D.C. 20460

Send 2 copies to:

U.S. Government Printing Office
Depository Receiving Section
Jackson Alley, Room A-150
ATTN: DEPOSITORY COPIES
Washington, DC 20401

These requirements are to be effective immediately. If you have any questions call James Anderson at FTS 382-2125.

EPA KIT FOLDERS

To Printing Control Officers:

We have 'discovered' a supply of EPA Kit folders with 4" inside pockets in the warehouse. These folders are an old supply and are not constructed of recycled paper. In order to use up this supply of non-recycled kit folders, we are offering these folders to the field installations at no cost up to 250 folders per location. If you are interested in obtaining these folders, please send a note to Randall Bacon, PM-215 at EPA HQ, or via E-Mail, EPA30234, to request the folders to be sent to you.

PLEASE REMEMBER...

- Printing services provided under grants and various non-GPO contracts are generally not allowed. Refer to Title 44 and the JCP regulations provided in the Printing Management Handbook.
- Recycled paper is to be requested for all printed publications and letterhead procured through GPO.
- Paper purchases that are not procured through Government Printing Office or the General Services Administration are considered improper procurements by the JCP. If this type of procurement is currently taking place, PLEASE STOP and procure these paper stocks through GPO and/or GSA.
- HQ Printing Services Section MUST give prior approval for:
 - All printing that is not procured through the Government Printing Office
 - Printing requiring more two or more colors of ink
- If you have any further questions on these items call 382-2125.

TERM CONTRACTS FOR LETTERHEAD AND COMPUTER PAPER

Printing Services is in the process of establishing term contracts through U.S. Government Printing Office for

letterheads, and computer paper with a minimum percentage of recovered materials. By initiating these contracts for the agency nationwide, we will be able to provide the agency with a consistent product from one location to another. These contracts will also provide the agency with the best possible printing costs. It is requested that all Printing Control Officers

provide Printing Services with their yearly average quantity requirements for both letterhead and computer papers. Please specify the quantity and size of paper used for the computer stocks. Please forward these requirements to: Randall Bacon, PM-215 or via E-Mail EPA30234 no later than 4/5/91. Thank you for your cooperation!

PRINTING SERVICES STAFF

Washington, D.C.
FTS 382-2128

Printing Officer
James Anderson

Printing Specialists

Randall Bacon Dan Bell
Patricia Blacknall Linda Creasey
Roberta Miller

REGIONAL/FIELD

PRINTING CONTROL OFFICERS

Region I — Boston, MA

Bill Holbrook 835-3374

Region II — New York, NY

Carol Equo 264-1414

Region III — Philadelphia, PA

Bill Dixon 597-6155

Region IV — Atlanta, GA

Victor Emory 257-7031

Region V — Chicago, IL

Hedrick Partee 886-7544

Region VI — Dallas, TX

Alma Adams 255-6570

Region VII — Kansas City, KS

Shannon Campbell 757-2828

Region VIII — Denver, CO

Benton Jordan 564-1635

Region IX — San Francisco, CA

Fred Cordini 484-1465

Region X — Seattle, WA

Christopher Moffet 399-4114

ERL — Research Triangle Park, NC

Judy Elkins 629-7627

ERL — Las Vegas, NV

Brian Spavin 545-2591

ERL — Cincinnati, OH

Earl Eastwood 684-7478

ERL — Corvallis, OR

Maggie Rea 420-4651

ERL — Montgomery, AL

Dr. Charles Petko 288-3411

NEIC — Denver, CO

Illa Schipporeit 776-2381

ERL — Athens, GA

Pam Gunter 546-2300

ERL — Ann Arbor, MI

Marion McQueen 374-8217

ERL — Duluth, MN

Evelyn Hunt 780-5578

ERL — Ada, OK

Barbara L. Marion 743-2217

ERL — Narragansett, RI

Sandy Barrington 838-6121

PRINTING CONTROL OFFICERS AND ALTERNATES

As of 3/20/91

Location/Name	E-Mail Box	FTS Number
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Region I — Boston, MA

U.S. Environmental Protection Agency
Region I
John F. Kennedy Federal Building
Boston, MA 02203

Bill Holbrook	EPA-XXXX	835-3374
<i>Jim Holloway</i>		

Region II — New York, NY

U.S. Environmental Protection Agency
Region II
26 Federal Plaza
New York, NY 10276

Carol Equo	EPA-9299	264-1414
<i>Sally Kaufman</i>		264-5852

Region III — Philadelphia, PA

U.S. Environmental Protection Agency
Region III
841 Chestnut Street
Philadelphia, PA 19107

Bill Dixon	EPA9338	597-6155
<i>Vacant</i>		

Region IV — Atlanta, GA

U.S. Environmental Protection Agency
Region IV
345 Courtland Street, N.E.
Atlanta, GA 30365

Victor Emory	EPA-XXXX	257-7031
<i>Vacant</i>		

Region V — Chicago, IL

U.S. Environmental Protection Agency
Region V
230 South Dearborn Street
Chicago, IL 60604

Hedrick Partee	EPA-XXXX	886-7544
<i>Vacant</i>		

Location/Name	E-Mail Box	FTS Number
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Region VI — Dallas, TX

U.S. Environmental Protection Agency
Region VI
1445 Ross Avenue
12th Floor, Suite 1200
Dallas, TX 75270

Alma Adams	EPA-XXXX	255-6570
<i>Vacant</i>		

Region VII — Kansas City, KS

U.S. Environmental Protection Agency
Region VII
726 Minnesota Avenue
Kansas City, KS 66101

Shannon Campbell	EPA9721	757-2828
<i>Vacant</i>		

Region VIII — Denver, CO

U.S. Environmental Protection Agency
Region VIII
999 18th Street, Suite 500
Denver, CO 80202-2405

Benton Jordan	EPA-XXXX	564-1635
<i>Vacant</i>		

Region IX — San Francisco, CA

U.S. Environmental Protection Agency
Region IX
75 Hawthorne Street, P-7-1
San Francisco, CA 94105

Fred Cordini	EPA99011	484-1465
<i>Vacant</i>		

Region X — Seattle, WA

U.S. Environmental Protection Agency
Region X
1200 Sixth Avenue
Seattle, WA 98101

Christopher Moffet	EPA-XXXX	399-4114
<i>Vacant</i>		

Names in Italics Denote Alternate

Printing Controll Officers and Alternates

Location/Name	E-Mail Box	FTS Number
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ERL — Research Triangle Park, NC

U.S. Environmental Protection Agency
Highway 54 and Alexander Drive, MD-36
Research Triangle Park, NC 27711

Judy Elkins	EPA-31000	629-7627
Vacant		

ERL — Las Vegas, NV

U.S. Environmental Protection Agency
P.O. Box 15027
Las Vegas, NV 89114

Brian Spavin	EPA8285	545-2591
Libby McNutt		545-2564

ERL — Cincinnati, OH

U.S. Environmental Protection Agency
26 West Martin Luther King Drive
Cincinnati, OH 45219

Earl Eastwood	EPA3154	684-7478
Vacant		

ERL — Corvallis, OR

U.S. Environmental Protection Agency
200 S.W. 35th Street
Corvallis, OR 97333

Maggie Rea	EPA8421	420-4651
Vacant		

ERL — Montgomery, AL

U.S. Environmental Protection Agency
1890 Federal Drive
Montgomery, AL 36109

Dr. Charles Petko	EPA-XXXX	288-3411
Vacant		

Location/Name	E-Mail Box	FTS Number
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NEIC — Denver, CO

U.S. Environmental Protection Agency
P.O. Box 25227, Building 53
Denver, Co 80225

Illa Schipporeit	EPA-XXXX	776-2381
Vacant		

ERL — Athens, GA

U.S. Environmental Protection Agency
College Station Road
Athens, GA 30613

Pam Gunter	EPA-XXXX	546-2300
Vacant		

ERL — Ann Arbor, MI

U.S. Environmental Protection Agency
2565 Plymouth Road
Ann Arbor, MI 48105

Marion McQueen	EPA-XXXX	374-8217
Richard Wolf		374-8218

ERL — Duluth, MN

U.S. Environmental Protection Agency
6201 Congdon Boulevard
Duluth, MN 55804

Evelyn Hunt	EPA-XXXX	780-5578
Vacant		

ERL — Ada, OK

U.S. Environmental Protection Agency
P.O. Box 1198
Ada, OK 74820

Barbara L. Marion	EPA-XXXX	743-2217
Vacant		

ERL — Narragansett, RI

U.S. Environmental Protection Agency
South Ferry Road
Narragansett, RI 02882

Sandy Barrington	EPA-XXXX	838-6121
Vacant		

GPO CIRCULAR 320



United States Government Printing Office
Washington, DC 20401

CIRCULAR LETTER 320

June 21, 1990

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Guidelines for the Provision of Government Publications
for Depository Library Distribution

In compliance with the 1962 Depository Library Act (44 U.S.C. Chapter 19 and P.L. 87-579), the Government Printing Office (GPO) administers the Depository Library Program. Through this program, over 50 regional depository libraries and nearly 1,350 selective depository libraries throughout the United States and its territories receive Government publications free of charge.

The GPO determines what publications should be distributed through the Depository Library Program for orders placed through GPO and/or on direct-deal contracts (Central Office and Regional), and bears the printing and binding costs of the depository copies. However, for products produced independently of the GPO, agencies are required to make the determination, and bear the printing and binding costs of copies for depository library distribution. In both cases, GPO bears the expense of distributing the copies.

The enclosed Guidelines for the Provision of Government Publications for Depository Library Distribution was developed to guide Government agency officials in determining the suitability of various Government publications for depository distribution. Included as Appendix I to the Guidelines is Use of GPO Form 3868, Notification of Intent to Publish, distributed as Circular Letter 311 on October 25, 1989. To further assist you in making your determinations, Types of Publications Included in the Depository Library Program and Types of Publications Excluded from the Depository Library Program are also included as Appendices II and III.

Page 2

Your efforts are crucial to ensure that all Government publications are evaluated for inclusion in the Depository Library Program. Should you require additional information on this matter, please contact the individuals referenced in the Guidelines, or your Account Representative.

Sincerely,



ROBERT G. COX
Acting Superintendent, Departmental
Account Representative Division

Enclosures

GUIDELINES FOR THE PROVISION OF GOVERNMENT PUBLICATIONS FOR DEPOSITORY LIBRARY DISTRIBUTION

1. PURPOSE OF THE GUIDELINES

The purpose of these guidelines is to assist agencies in complying with the 1962 Depository Library Act (44 U.S.C. Chapter 19 and P.L. 87-579) for ensuring that government publications are made available to depository libraries. These guidelines will assist agencies by describing the U.S. Government Printing Office (GPO) requirements and procedures, and providing examples of the type of materials to be included in the program.

2. OVERVIEW OF THE DEPOSITORY LIBRARY PROGRAM

The Depository Library Program is administered by the GPO by which government publications are provided free of charge to 1400 libraries in the United States and its territories. Approximately 50 "regional" depositories receive all publications distributed through the program for permanent retention to ensure that archival resource collections of government documents remain available throughout the United States. The remaining 1350 "selective" depositories may choose to receive only specific categories of publications to meet local needs. In return for receiving government documents at no cost, depository libraries must make the documents available to the public, and provide appropriate assistance to users.

The purpose and goals of the Depository Library Program are rooted in these underlying principles:

- * A well informed citizenry, cognizant of the policies and activities of its representative Government, is essential for the proper functioning of democracy; information provided by government documents is a primary means for citizens to keep informed;
- * The public has a right to information contained in government documents which have been published at public expense; the Government has an obligation to ensure availability of, and access to, these documents at no cost. These documents are a permanent source of Federal information; and
- * The Federal Government benefits by realizing efficiencies afforded by a centralized distribution system, such as the Depository Library Program, which ensures wide availability of government publications; individual agencies are able to satisfy much of the public demand for their publications without incurring the costs associated with responding to individual requests for free copies.

3. AGENCY RESPONSIBILITIES

Agencies are required by 44 U.S.C. Sections 1901, 1902, and 1903 to make all of their publications ("informational matter which is published as an individual document at Government expense, or as required by law") regardless of the printing source, available to the Superintendent of Documents for distribution to depository libraries, except those which are:

- * determined by their issuing components to be required for official use only or for strictly administrative or operational purposes which have no public interest or educational value (See Appendix III for examples);
- * classified for reasons of national security; and
- * so-called cooperative publications which must necessarily be sold in order to be self-sustaining.

Agencies are not responsible for the printing and binding costs of depository library copies if the publication is printed through GPO. If publications are not printed through GPO, such as those produced in Joint Committee on Printing (JCP) authorized printing plants, procured under a JCP authorization printing waiver, or under Government contract or grant, the agency must pay for the printing and binding costs of depository library copies. In all cases, GPO bears the expense of distributing the publications.

4. PROCEDURES

Depository copies are ordered for all agency publications not falling within the "exception" categories described in Section 3. Ordering procedures vary according to the printing source of the publication, and are described in Appendix I.

5. ADDITIONAL INFORMATION OR ASSISTANCE

For additional information, clarification, or assistance about providing publications to the Depository Library Program, please contact your Departmental Account Representative, the staff in GPO's Regional Printing and Procurement Offices, or the following staff of the Library Programs Service:

Chief, Depository Administration Branch
(202) 275-1071

Chief, Acquisitions and Classification Section,
Depository Administration Branch
(202) 275-1063

Page 3

DEPOSITORY LIBRARY PROGRAM

U.S. Government Printing Office
Chief, Depository Administration Branch
STOP: SLLA
Washington, DC 20401
(202) 275-1071

MARKETING PROGRAM

U.S. Government Printing Office
Director of Marketing
STOP: SM
Washington, DC 20401
(202) 275-3634

Sincerely,

ROBERT G. COX
Superintendent, Departmental Account
Representative Division

GPO CIRCULAR 320

APPENDIX I

CIRCULAR LETTER 311

October 25, 1989

SUBJECT: Use of GPO Form 3868, Notification of Intent to Publish

BACKGROUND

Title 44, U.S. Code, requires that the Superintendent of Documents be advised of ALL publications to be printed by Federal Government agencies with the following exceptions:

1. Publications determined by their issuing components to be required for official use only or for strictly administrative or operation purposes which have no public interest or educational value.
2. Publications which are classified for reason of national security.

HOW TO ADVISE THE SUPERINTENDENT OF DOCUMENTS OF AN AGENCY'S INTENT TO PUBLISH

1. The primary means of notifying the Superintendent of Documents of a forthcoming publication is the "Notification of Intent to Publish," GPO Form 3868 (see sample at end of this letter). Agencies should forward two completed copies of this form to the following address at least 30 days prior to submission of the job for printing and binding through the Government Printing Office or other authorized channels (i.e., in-house, on waiver, etc.):

U.S. Government Printing Office
Documents Control Branch
STOP: SSMC
Washington, DC 20402

2. Individual copies of GPO Form 3868 do not need to be prepared for documents if they are produced regularly under a term contract. Dated (i.e., regularly issued) periodicals, which are part of an annual subscription service, are an example of this type of publication. However, if a publication is printed under a "general usage" or miscellaneous publication contract, a Form 3868 should be submitted for each individual title published.
3. Additional copies of the Notification of Intent to Publish may be obtained from GPO's Regional Printing Procurement Offices, Documents Control Branch at the address listed above, or your Account Representative in the central office.

Page 2

THE PURPOSE OF NOTIFYING THE SUPERINTENDENT OF DOCUMENTS VIA THE
GPO FORM 3868

1. The information on the GPO Form 3868 will be used for two purposes:
 - a. To determine the quantity requirements of the Depository Library Program. Under Title 44, U.S. Code, the Superintendent of Documents distributes Government Publications to almost 1,400 depository libraries throughout the United States. Title 44, U.S. Code, Sections 1901-1903 and OMB Circular A-130 require agencies to furnish copies of Government publications that were not printed through GPO. The agency does not bear the cost of depository copies if the document is printed through GPO. In these cases the Agency must provide a full, accurate description of the publication on the GPO Form 3868, so that GPO has sufficient information to order the correct depository quantity and thereby avoid later back-to-press costs to the Government. The actual number of copies distributed depends on the type and content of the publication. The average is 450, but may range from 200 or less for a very technical document to more than 800 for a popular title.
 - b. To provide the Superintendent of Documents with a general description of the publication. This information is used to determine whether to include the publication in the Documents Sales Program. The Superintendent of Documents sells 12,000 different titles, both publications and subscriptions, to the public. When a publication is included in the Sales Program, our Marketing Staff can use the information supplied on the GPO Form 3868 to assist them in marketing your publication to the appropriate audience.
2. Personnel from Documents Sales and Depository Library areas will provide the publishing agency with copy requirements.
3. Questions regarding the Sales, Depository Library, or Marketing programs should be directed to the following:

SALES PROGRAM

U.S. Government Printing Office
Chief, Documents Control Branch
STOP: SSMC
Washington, DC 20402
(202) 275-3343

APPENDIX II

**TYPES OF PUBLICATIONS INCLUDED IN THE DEPOSITORY
LIBRARY PROGRAM**

PURPOSE: This appendix describes 17 types of publications for inclusion in the Depository Library Program, and provides examples of each type. They are considered to be of "public interest" and/or "educational value" insofar as members of the general public (individuals, governments, private and public institutions, and organizations) have, or could express a need for, or interest in, the information for research, instructional, informational, scholarly, or compliance purposes.

Special care must also be taken to include the following formats in the Depository Library Program:

* **CONSOLIDATED REPRINTS;**

* **APPENDICES, SUPPLEMENTS and INSERTS** such as maps, charts, photographs, microforms;

ALL THE ISSUES of publications issued on a continuing basis, such as periodicals, multi-volume sets, and titles in numbered series;

* **ALL PIECES OF MULTI-PART** publications, such as the binder and tabs in one package and the contents in another;

* **Publications printed in an UNBOUND FORM** intended to be inserted in a binder by the recipient;

* **MULTIPLE LANGUAGE VERSIONS** of the same publication including braille;

* **Publications that are produced in IRREGULAR FORMATS**, such as wall charts, microfiche, CD-ROM, floppy disks, and multi-media kits; and

* **SUPPLEMENTS, ADDITIONS, AND ERRATA SHEETS.**

QUESTIONS: If you have questions about whether your publications fall within the scope of the Depository Library Program, please contact either of the following:

Chief, Depository Administration Branch
(202) 275-1071

Chief, Acquisitions and Classification Section
Depository Administration Branch
(202) 275-1063

1. PUBLIC NOTICES, INFORMATION MEMOS, NEWS (press) RELEASES, BULLETINS, and NEWSLETTERS published on a recurring basis.

EXAMPLES:

Crime Statistics. Justice Department
Crop Yields. Department of Agriculture
Consumer Price Index. Department of Labor, Bureau of Labor Statistics
ICRDB Cancergram. Department of Health and Human Services, National Cancer Institute
Export Briefs. Department of Agriculture, Foreign Agriculture Service

2. HANDBOOKS, MANUALS, GUIDES, including TECHNICAL, PROCEDURAL, ADMINISTRATIVE and TRAINING publications.

EXAMPLES:

A Guide for Emergency Highway Traffic Regulation.
Department of Transportation, Federal Highway Administration
Protection in the Nuclear Age. Federal Emergency Management Administration
A Guide to Bone Marrow Transplant. Veterans Administration, Bone Marrow Transplant Unit, Seattle, WA.
Patent and Trademark Office Manual of Classification.
Department of Commerce, Patent & Trademark Office
Social Security Handbook. Department of Health and Human Services, Social Security Administration

3. CIRCULARS that are advisory in nature, warning the public or segments of the public about dangers, proper conditions for safety, etc.

EXAMPLE:

Advisory Circular. Utility Airports Air Access to National Transportation. Department of Transportation, Federal Aviation Administration

4. DIRECTORIES that list staff, office and agency locations, services, etc.

EXAMPLES:

Employees of Diplomatic Missions. Department of State
Directory of Services. Executive Office, United States Attorneys
National Register of Historic Places. Department of Interior, National Park Service
United States House of Representatives Telephone Directory
U.S. House of Representatives

5. PROCEEDINGS of symposia, public meetings, workshops, conferences, hearings, etc.

EXAMPLES:

Proceedings of the Creativity and Innovation in Bureaucracy Symposium. National Defense University
Proceedings of the Ocean Drilling Program, Part A, Initial Reports. National Science Foundation

6. FORMS including surveys, applications for services, grants, admission to programs, jobs, etc.

EXAMPLES:

Department of Health & Human Services CS11 Surveillance Systems, Follow-up Form B. Department of Health & Human Services, Centers for Disease Control
Application Booklet. Law Student Program. Part-Time/Volunteer/Work Study Intern. Department of Justice
Comprehensive Outpatient Rehabilitation Facility Survey Report Form. Department of Health & Human Services
Map of Mining Claims. Department of Interior, Bureau of Mines

7. MAPS, ATLASES, CHARTS (geographical, topographical, climatological, nautical, economic, etc.)

EXAMPLES:

Reconnaissance Maps to Assist in Identifying Alluvial Valley Floors, West Central & Northwestern Colorado. Department of Interior, Office of Surface Mining, Reclamation and Enforcement.
Bridger-Teton National Forest Travel Plan. Department of Agriculture, Forest Service
Antarctic Region-Selected Year Round Research Station. Department of Defense, Defense Mapping Agency
Cumberland River Navigation Chart. Department of Defense, Army Corps of Engineers

8. POSTERS (lithographs, photographs, pictures, etc.)

EXAMPLES:

How to Prepare Your Express Mail. United States Postal Service
There Was a Time When People Only Shot Pictures. Department of Interior, National Park Service
Censo del Condado de Los Angeles Central de 1986. Acepte un Empleo Temporal que Cuenta. Department of Commerce

9. CATALOGS, bibliographies, abstracts, and indexes which identify and describe publications, educational courses, activities, events, etc.)

EXAMPLES:

Student Intern Programs. Department of State
Glen Echo Park--Fall Classes & Events. Department of
Interior, National Park Service
Emergency Management Institute. Federal Emergency
Management Administration
Census Catalog & Guide 1989. Department of Commerce,
Census Bureau
Monthly Catalog of U.S. Government Publications.
U.S. Government Printing Office

10. REPORTS, including one-time and recurring reports, which generally describe the status of organizations and/or results of research, investigations, studies, surveys, etc. All versions of a report (draft, preliminary, interim, final) unless they are preliminary versions which are intended for internal agency review and/or not to be circulated outside of the Federal Government.

EXAMPLES:

Peru Post Report. Department of State
Fermilab Report. Fermi National Acceleration Laboratory.
Monthly Report. Department of Energy
Federal Judicial Center - Staff Paper, The Caseload
Experiences of District Courts from 1972 to 1983: A
Preliminary Analysis. Federal Judicial Center
GAO Reports. Comptroller General
Military Sealift Command--Annual Report. United States
Navy
Habitat Suitability Index Models: Grater Sandhill Crane.
Biological Report 82 (10) August 1985. Department of
Interior, Fish & Wildlife Service

11. JOURNALS, PERIODICALS, NEWSPAPERS (published on a periodic basis, more substantial than newsletters and bulletins).

EXAMPLES:

Humanities. National Endowment for the Humanities
Business America. Department of Commerce
Monthly Labor Review. Department of Labor, Bureau of Labor
Statistics

12. ENVIRONMENTAL IMPACT STATEMENTS AND ASSESSMENTS (draft and final). Draft statements are very important since they are issued to obtain public comment.

EXAMPLES:

Draft Willow Creek Interdisciplinary Watershed Activity Plan. Environmental Assessment. Department of Interior, Bureau of Land Management, Lewistown District Office
Draft Environmental Impact Statement. Shoshone National Park. Department of Agriculture, Forest Service
Toxic Release Inventory in CD-ROM. Environmental Protection Agency

13. LEGAL MATERIALS, including LAWS, DECISIONS issued by regulatory agencies, Courts, Inspectors General, etc., LEGAL OPINIONS, REGULATIONS and RULES, LEGISLATIVE HISTORIES, and TREATIES and INTERNATIONAL AGREEMENTS.

EXAMPLES:

United States Code. U.S. Congress
Statutes at Large. National Archives, Federal Register Office
Digest of Unpublished Decisions of the Comptroller General. General Accounting Office
FIMR - Federal Information Management Regulations. General Services Administration, Office of Information Resource Management
Congressional Record in CD-ROM. U.S. Congress
Treaties In Force. State Department

14. FLYERS, BROCHURES, BOOKLETS, PAMPHLETS designed to explain Government services and activities to the public.

EXAMPLES:

Your Right to Question the Decision Made on Your SSI Claim. Department of Health & Human Services, Social Security Administration
Telecommunications Devices for the Deaf: A Guide to Selecting, Ordering and Installation. U.S. Architectural and Transportation Barriers Compliance Board
Information About Treasury Notes and Bonds Sold at Original Issue. PD 800-a. Department of Treasury
Small Business Profits Through Marketing. Small Business Administration
Tread Lightly in Idaho. Department of Interior, Forest Service

15. STATISTICS (Publications of any nature that report statistics.)

EXAMPLES:

County and City Data Book in CD-ROM. Department of Commerce, Census Bureau
Weekly Weather & Crop Bulletin. Department of Agriculture, Statistical Reporting Service and Department of Commerce, National Oceanic & Atmospheric Administration
Turkey Hatchery. Department of Agriculture, Statistical Reporting Service
Inorganic Chemicals. Current Industrial Reports. Department of Commerce, Census Bureau
Area Wage Survey, Albany, GA. Department of Labor, Bureau of Labor Statistics
County Business Patterns in CD-ROM. Department of Commerce, Census Bureau

16. MARKETING, PROMOTIONAL FLYERS & PAMPHLETS

EXAMPLES:

Planning a Trip, Vacation, Relocation. Department of Commerce, National Climatic Center
U.S. Government Books. U.S. Government Printing Office
New Books. U.S. Government Printing Office

17. MONOGRAPHS (substantial publications complete in one part or a finite number of parts.)

EXAMPLES:

Understanding United States Foreign Trade Data. Department of Commerce
The New Human Genetics. Department of Health and Human Services, National Institute of Medical Services
Mapping & Research in the Exclusive Economic Zone. Department of Interior, U.S. Geological Survey
Understanding Taxes, a multi-media kit. Department of the Treasury, Internal Revenue Service

APPENDIX III

**TYPES OF PUBLICATIONS EXCLUDED FROM THE DEPOSITORY
LIBRARY PROGRAM**

PURPOSE: This appendix describes types of publications excluded from the Depository Library Program and provides examples of each type. Because they are for official use only or for strictly administrative or operational purposes, they are deemed to have no public interest or educational value.

1. **JOB VACANCY NOTICES or ANNOUNCEMENTS**
2. **RULES, NOTICES, and HANDBOOKS CONCERNING RECREATIONAL and WELFARE ACTIVITIES and SERVICES for FEDERAL EMPLOYEES.**
Includes such areas as bowling league materials, notices of picnics, parties, blood drives, health clinics, social club minutes, charity contributions, etc.

EXAMPLE:

General Manual - Merit Protection Plan
USDA Club of Franklin County Meeting Notice
Reclamation Mixed Bowling League - Handbook

3. **MEMOS, DIRECTIVES, NOTICES, and MANUALS of FEDERAL AGENCIES** used to implement **PERSONNEL POLICIES**, training activities of specific agencies and other internal administrative operations. (This does not include government-wide personnel and training activities such as those conducted by Office of Personnel Management.)

EXAMPLES:

Information for Employees Transferring at Government Expense
Department of the Interior, Bureau of Reclamation

4. **DATA INPUT FORMS** used to record information to be put into manual or computer record systems.

EXAMPLES:

ADP Nonexpendable Movable Property Responsibility
and/or Project Serial & Retrieval Input
Input Form for Describing Biological Families & Genus

5. FORMS THAT FACILITATE CORRESPONDENCE or control scheduling and collection of data, or route information in such areas as property or equipment management, personnel, operational statistics, or guidelines for internal procedures.

EXAMPLES:

Memo & letterhead stock
Transmittal slips
Guidelines for Correspondence Performance

6. PERSONNEL EVALUATION FORMS
7. SOLICITATIONS for the awarding of procurements including specifications and related documentation. These are usually advertised in the Commerce Business Daily and the Federal Register and can be acquired from the agency.

EXAMPLE:

Invitation for Bid Requests for Proposed Purchase Requests

8. ACCESS PASSES (ID's) for automobiles, people, or buildings.
9. SIGNS and BUMPER STICKERS THAT INSTRUCT, such as "quiet" or "wet paint," or give information, such as parking lot number or medical and access warnings.
10. WORKING DRAFT (preliminary version which is intended for strictly internal review and revision and does not go to any segment of the public for review or comment.)
11. FORM LETTERS designed to go to multiple recipients.
12. USER MANUALS for computer programs in the area of information covered by the PRIVACY ACT.

EXAMPLE:

Pay/Pers System Time and Attendance Instructions

13. AGENCY CONTROL FORMS, handbooks and manuals used in the management of property such as typewriters, paper, etc.

EXAMPLE:

Warehouse Catalog

GPO CIRCULAR 333



United States Government Printing Office
Washington, DC 20401

CIRCULAR LETTER NO. 333

February 6, 1991

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Orders for Blank Paper

AUTOMATION OF BLANK PAPER ORDERS

The Government Printing Office is going to implement an automated control system for blank paper orders supplied through the Central Office. This system will allow us to access information on the status of your orders by either the GPO jacket number or the Agency requisition number and Billing Address Code. The automation of blank paper orders will allow the Government Printing Office to process and monitor this work more efficiently.

USE STANDARD FORM 1

Most orders for blank paper are now received on Standard Form 1 Printing and Binding requisitions. To allow us to automate information regarding your orders, effective on March 1, 1991, it is requested that all orders for blank paper be submitted on Standard Form 1 Printing and Binding requisitions. Copies of the Standard Form 1 should be ordered from the Supply Catalog of the Federal Supply Service, U.S. General Services Administration.

STANDARD REQUISITION NUMBER

A standard requisition number is required. The format for the standard requisition number is the same as that used for printing and binding orders. The first seven digits of your requisition number must be in the following format:

- (A) The first digit of the requisition number designates the last number of the fiscal year. Fiscal Year 1991 is represented by the number 1.
- (B) The fiscal year designation is followed by a hyphen (-).
- (C) Following the hyphen is a 5-digit number issued in sequence throughout the fiscal year.

Page 2

As an example, Fiscal Year 1991 requisition numbers could start with: 1-00001, 1-00002, etc. For agencies requiring additional characters, a total of 17 alpha/numeric characters can be used as the requisition identification number. However, the first 7 digits must include the fiscal year designation, a hyphen, and a 5-digit sequential number as outlined previously in A, B, and C. Requisition numbers that have been canceled should not be reused in the same fiscal year. Blank paper orders can be interspersed with your printing and binding requisitions or a specific block of requisition numbers can be used. Do not duplicate the requisition numbers used for printing and binding.

BILLING ADDRESS CODE

In addition to the standard requisition number, all orders must include the 6-digit Billing Address Code (BAC) assigned to the ordering agency by the GPO. If the BAC number is not known, then the Billing Address should be put on the requisition. The BAC number assigned by GPO may be obtained by calling Yvonne Love in the Commercial Billing Section, on (202) 275-0803.

USE OF FORMS OTHER THAN STANDARD FORM 1

If an ordering agency cannot use the Standard Form 1 Printing and Binding requisition for ordering blank paper, then the standard requisition number and the BAC number must be included on the form being used.

If you have any questions or need additional information, please call Robert W. Colvin, Chief of the Paper and Materials Control Section on (202) 275-2124.

Sincerely,

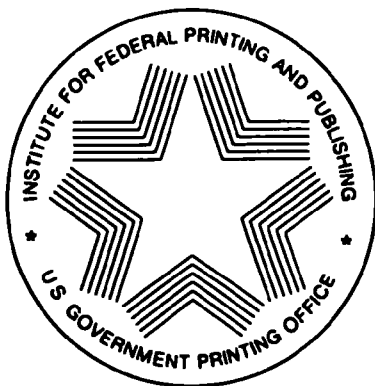


ROBERT G. COX
Superintendent, Departmental
Account Representative Division

TRAINING OPPORTUNITY

Institute for Federal Printing and Publishing

TRAINING OPPORTUNITY



Course: Proofs and Press Sheet
Inspections (PSI's)

When: May 14, 15, 1991, 9am - 3:30pm

Where: Carl Hayden Room
U.S. Government Printing Office
North Capitol and H Streets NW.
Washington, DC 20401-0018

Cost: \$195; submit SF-182 or equivalent

Call: (202) 275-1283 to reserve space and
parking

This two-day session is designed for agency representatives on a press sheet inspection but may be of value to anyone wanting to learn more about proofs, scheduling, and costs of PSI's.

The course includes a discussion of proofs and proofing systems, relationship between proofs and PSI's, relationship between a PSI and the Quality Assurance Through Attributes Program (QATAP). The sessions also cover what a PSI is and is not, scheduling of PSI's, PSI costs, procedures, and advice for agency representatives.

The knowledge and experience of a representative from the Department of Agriculture and representatives from GPO's Typography and Design Division and Contract Management Division went into the development of this course; instructors are drawn from those sources also.

"Request, Authorization, Agreement and Certification of Training," SF-182, or equivalent is required. The cost for the two-day seminar is \$195. Parking is available if arranged in advance. Coffee and soft drinks are included. Nominee will receive notification of acceptance.

Send SF-182 to: Institute for Federal Printing and Publishing
Mail Stop: WT
U.S. Government Printing Office
Washington, DC 20401-0018

Reservations will be accepted until the course is filled; be sure to get the SF-182 or equivalent in early. Cancellations will be honored only if notification is received at least five working days in advance of the course so that arrangements for others to attend can be made.



United States
Environmental Protection Agency
401 M Street, S.W.; (PM-215)
Washington, DC 20460

Official Business
Penalty for Private Use
\$300

POUCH MAIL