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Environmental Research
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Research and Development



**PUBLICATION REVIEW
AND CLEARANCE PROCEDURES**

June, 1989



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SECTION 1

INTRODUCTION

1.1 PURPOSE

The USEPA Environmental Research Laboratory-Corvallis (ERL-C) produces approximately 300 documents a year. The purpose of this manual is to make manuscript review and clearance procedures more responsive to the needs of the authors while maintaining the high standard of quality at ERL-C. In Section 1, you will find flow charts showing the review and clearance procedure and the ERL-C organization. The appendix contains samples of the letters, memos, clearance form, and other documentation used in the review and clearance process. You may use these as guides for preparing your own material.

1.2 APPLICABILITY

Every formal product of ERL-C's research program likely to be cited as a reference for scientific or governmental purposes and every public presentation by ERL-C staff must go through the review and clearance procedure.

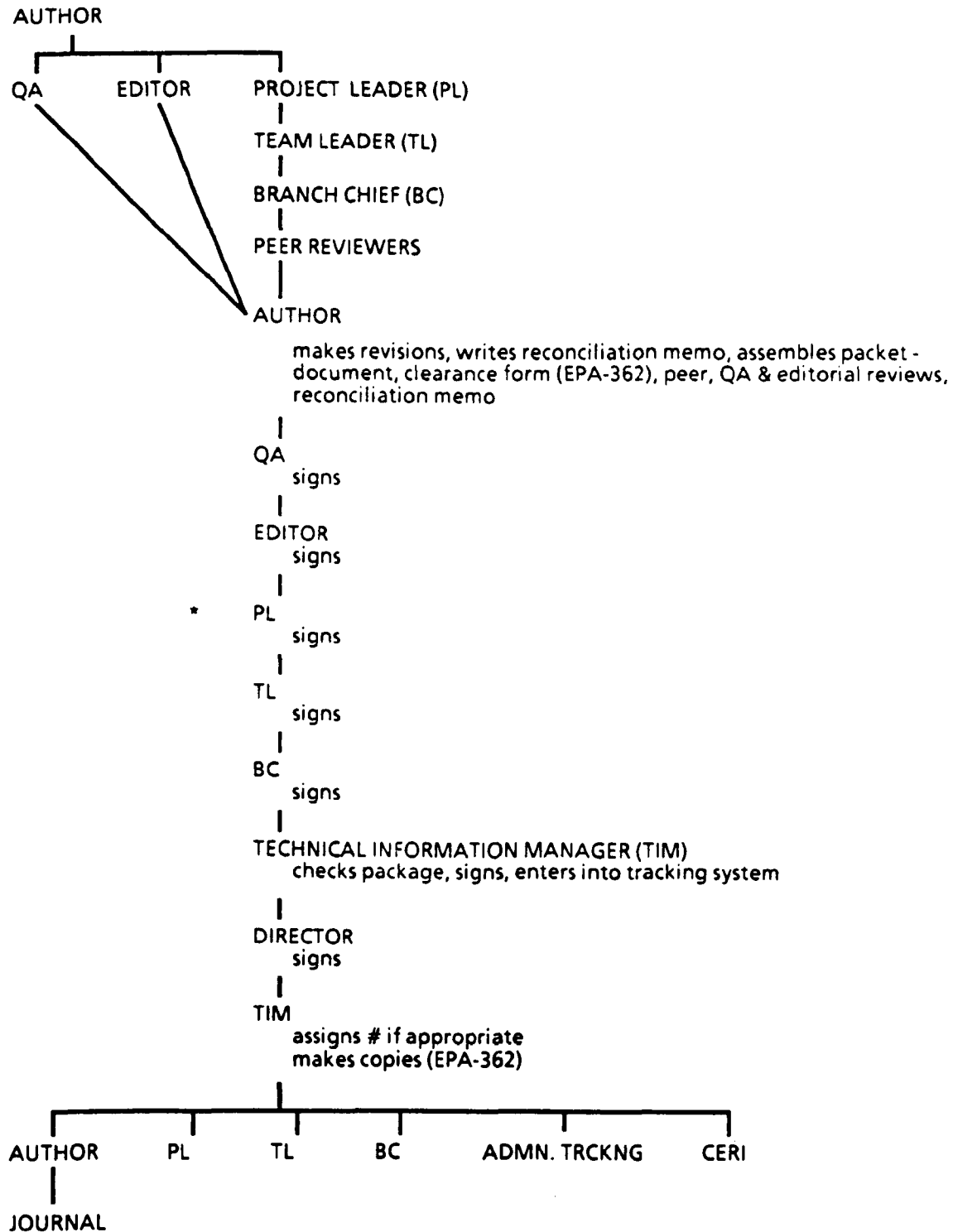
1.3 EXCLUSIONS

Clearance is not required for review of preliminary drafts or for oral presentations that are not publicly announced, for example, classroom presentations.

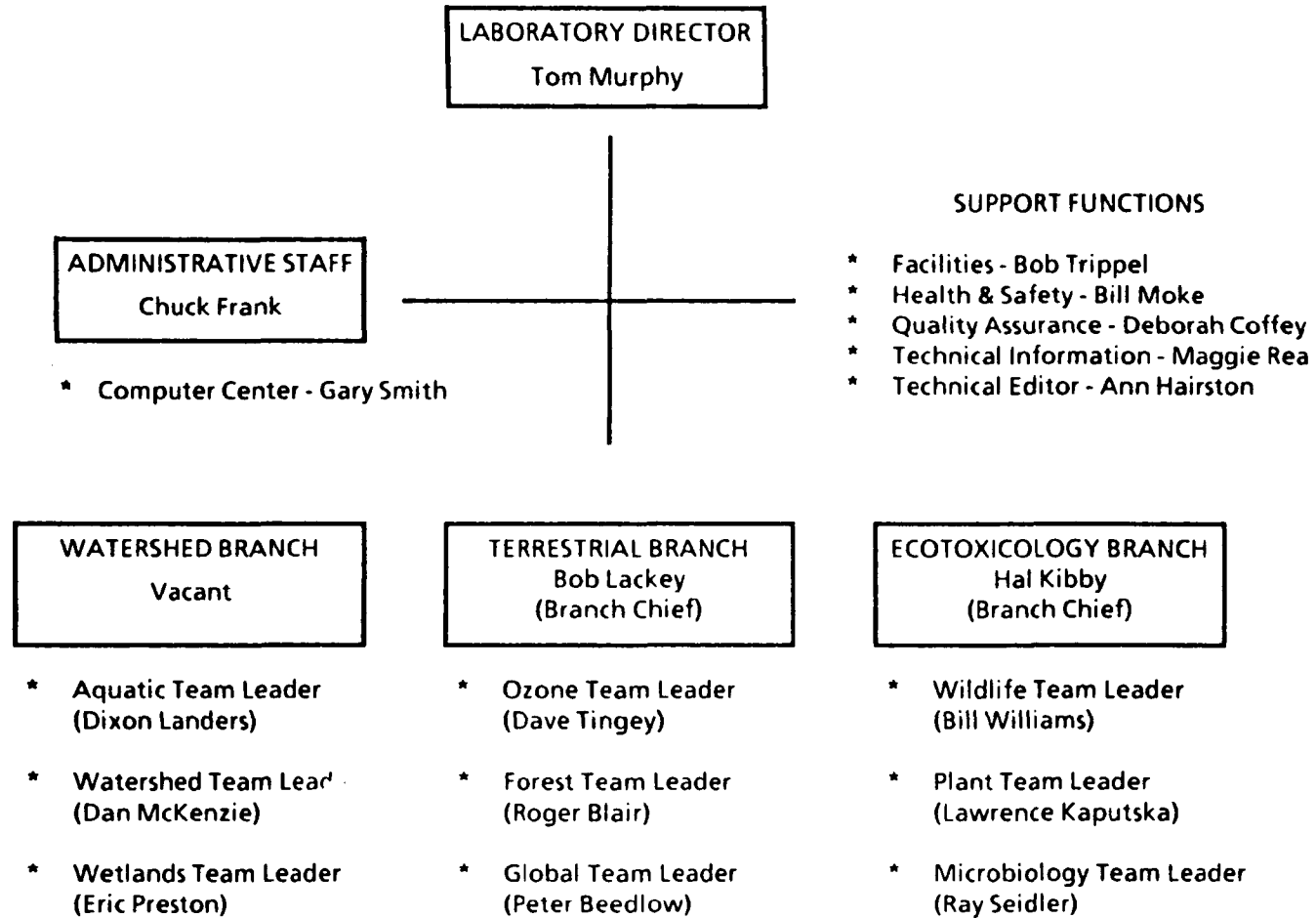
1.4 WAIVERS

Exceptions to procedures in case of special circumstances must be initiated by the Project Leader. The Project Leader should forward a written request through his/her Team Leader to the Laboratory Director for approval of a major deviation. For example, the minimum number of peer reviews required may be reduced by the Director if the important aspects of the report have already been peer reviewed. In this case, citations of the published articles should be included in the request for waiver of review.

1.5 CHART OF ERL-CORVALLIS REVIEW AND CLEARANCE PROCEDURE



1.6 CHART OF ERL-CORVALLIS LABORATORY ORGANIZATION



SECTION 2

PUBLICATION REVIEW AND CLEARANCE PROCEDURES

2.1 PROCESS SUMMARY

This section outlines the review and clearance process for all the types of manuscripts, reports and presentations produced at ERL-C.

On-site refers to personnel with EPA, NSI, CSC, OSU and other contractors/cooperators physically located at ERL-C or reporting directly to an on-site employee, and to their products.

Off-site refers to personnel working with products reporting results of EPA/ERL-C funded research and physically located at a site other than ERL-C.

The Project Leader is the EPA person responsible for the project. For cooperative/interagency agreements, this would be the Project Officer. For the NSI contract, this would be the Task Manager.

2.2 MATERIAL TO BE REVIEWED AND CLEARED

Every formal product of ERL-C's research program likely to be cited as a reference for scientific or governmental purposes must go through the review and clearance process.

- Journal articles
- Project reports
- Research reports
- User's guides
- Handbooks
- Proceedings
- Symposium papers
- Books and book chapters
- Software and documentation
- Maps and documentation
- Databases and documentation
- Oral presentations and abstracts (if presented in a public meeting, published, or text distributed)
- Poster presentations

For detailed descriptions of research products, see Exhibit F.

2.3 REVIEW AND CLEARANCE REQUIREMENTS FOR ERL-C MANUSCRIPTS

Any document that lists an on-site ERL-C employee, contractor or cooperator as an author citing affiliation with ERL-C, even if the author is one of many, is considered an on-site manuscript and is subject to ERL-C publication review and clearance procedures.

2.4 FORMAT FOR IDENTIFICATION OF ERL-C AUTHORS

This format applies to both publications and presentation material. List each author separately with complete address as follows:

1. EPA Author
USEPA Environmental Research Laboratory
200 SW 35th Street
Corvallis, OR 97333
2. NSI Author
NSI Technology Services Corporation
USEPA Environmental Research Laboratory
200 SW 35th Street
Corvallis, OR 97333
3. University Cooperator (on-site)
University
USEPA Environmental Research Laboratory
200 SW 35th Street
Corvallis, OR 97333
4. Other Cooperators/Contractors (on-site)
Organization
USEPA Environmental Research Laboratory
200 SW 35th Street
Corvallis, OR 97333

If authors are numbered, use the complete address. Please note that the laboratory is always identified as USEPA Environmental Research Laboratory, and the street address for the laboratory is always 200 SW 35th Street.

2.5 REQUESTS FOR PEER REVIEW AND QA REVIEW

All draft manuscripts circulated for review must carry the following statement on page i or ii:

This document is a preliminary draft. It has not been formally released by the U.S. Environmental Protection Agency and should not be construed to represent Agency policy. It is being circulated for comments on its technical merit and policy implications. Do not release. Do not quote or cite.

Authors work with the Branch Chief to select peer reviewers. To formally request the review of a manuscript, send a letter of request and the required number of copies of the manuscript to your Branch Chief, who will sign the letter and forward the manuscript to the reviewers. Appendix A shows a sample review letter.

Select technically qualified peer reviewers, without conflict of interest in fact or appearance. Requests for QA review and editorial review also should be made at this time. Subsections 2.5.1 through 2.5.6 show the minimum review requirements for the types of manuscripts produced at ERL-C.

Requirements are for the minimum number of peer reviews. Some reviews do not come in on time. In order to meet both your deadline and the minimum review requirements, it is a good idea to request additional reviews. If a report is likely to be criticized for Agency policy or regulatory decisions or is scientifically controversial, additional peer reviews are necessary. Project Leaders should work with the Team Leader and Branch Chief in this case.

All reviewers must provide a written review stating explicitly whether or not the manuscript should be published. The review should indicate any specific revisions required for publication or the reasons for recommending that the manuscript not be published.

Quality assurance (QA) reviews of documents are requested at the same time as peer reviews and are conducted to evaluate the following:

- the presence of data in the document,
- that the data are presented clearly,
 - that units are identified and conventional,
 - that graphical representations do not distort the data,
 - that the graphical representations chosen and the statistical analyses performed are appropriate,
- that results discussed and conclusions drawn from the data are supported by the data presented,
- that the "Materials and Methods" section clearly describes what was done so that:
 - the experiment can be repeated,
 - the reader understands the procedures,
- that the scientific design of the project is described and the rationale for the approach is presented.

In many cases concerns identified during the QA review are issues of opinion. The QA staff requests only that authors consider their comments and resolve significant issues in a memorandum

of reconciliation. Significant issues will be clearly identified by QA staff in the memorandum returned to the author.

2.5.1 Peer Reviewed Journal Articles

The following minimum review requirements apply to peer reviewed journal manuscripts.

- 1 technical peer review (off-site or on-site)
- 1 editorial review (on-site)
- 1 quality assurance review (on-site)
- Additional reviews are encouraged.

2.5.2 Other EPA Publications

This category includes project reports, research reports, user's guides, handbooks, proceedings, symposium papers, books and book chapters, software and documentation, maps and documentation, databases and documentation, and articles submitted to journals that do not have an independent review board. The following minimum review requirements apply.

- 2 technical peer reviews (off-site)
- 1 technical peer review (off-site or on-site)
- 1 editorial review (on-site)
- 1 quality assurance review (on-site)
- Additional reviews are encouraged.

Please note, of the three peer reviews required, two must be off-site, all may be off-site.

2.5.3 Internal Reports

These reports are not distributed outside EPA, except in single copies on an as-needed basis. The following statement must appear on the title page.

Internal EPA report. Do not release. Do not quote or cite.

All internal EPA reports must be cleared by the Laboratory Director. The Branch Chief has the authority to waive peer reviews, if requested and deemed justified. This must be stated in block 16 of the ORD-362 (Clearance Form). If not peer reviewed, it must carry the following disclaimer:

This document has not been peer reviewed and should not be construed to represent Agency policy. Do not quote or cite.

2.5.4 Oral Presentations

Unpublished oral presentations made by on-site employees are not reviewed, but must be cleared by the Laboratory Director. Write a short summary of the presentation and route it with the clearance form through the Project Leader for signatures.

2.5.5 Abstracts

Abstracts are not reviewed, but must be cleared by the Laboratory Director. Route the abstract with the clearance form through the Project Leader for signatures.

2.5.6 Off-site Manuscripts

Any author not located at ERL-C who is producing manuscripts reporting results of EPA/ERL-C funded research is considered an off-site author. Off-site manuscripts may be cleared in the same manner as ERL-C manuscripts, or the Project Officer may request that they be certified for completion only. Peer reviewed publications such as journal articles and book chapters, or reports published by organizations other than EPA, do not require EPA/ERL-C review or clearance if they are written by off-site authors and carry the following disclaimer:

Although the research described in this article has been funded wholly or in part by U.S. Environmental Protection Agency agreement (number) to (name), it has not been subjected to the Agency's review and therefore does not necessarily reflect the views of the Agency, and no official endorsement should be inferred.

Even though an off-site manuscript need not be cleared by EPA/ERL-C, it must be submitted to the Project Leader who will certify it as a completed ERL-C product and identify any Agency policy implications. Use the ORD Clearance Form (EPA-362, Appendix E). In block 16 of this form, write:

Off-site manuscript to be certified for completion only; authors responsible for publication.

Route the package to the Project Leader, Team Leader, and Branch Chief, who will send the manuscript and the form to the Technical Information Manager (TIM). The TIM will send the package to the Laboratory Director for his signature. It is then returned to the TIM for appropriate processing.

Off-site reports to be published by EPA for entry into the National Technical Information Service (NTIS) have the same review requirements as ERL-C reports:

- 2 technical peer reviews (off-site)
- 1 technical peer review (off-site or on-site)
- 1 editorial review (on-site)
- 1 quality assurance review (on-site)

In this case, the disclaimer would be the same as the one for on-site authors.

2.6 PROCEDURE FOR CLEARANCE BY THE LABORATORY DIRECTOR

2.6.1 Reconciliation, Transmittal, and Policy Implications Memos

When you receive the reviewer's comments, make the necessary changes. Address all major reviewers' concerns in a reconciliation memo to the Branch Chief, or explain why they have not been incorporated into the manuscript.

If the manuscript is an A-level deliverable, prepare a transmittal memo similar to the one shown in Appendix B. ATS deliverables require another transmittal memo (see Appendix C), as well. B-level deliverables and "extra output" manuscripts do not require transmittal memos.

Work with the Team Leader and the Branch Chief to decide whether or not the manuscript has policy implications for EPA; if so, prepare a policy implications memo. If it is practical, the policy implications memo may be combined with the transmittal memo (Appendix D).

Be sure that the memos you submit with your manuscript are addressed to the appropriate EPA Office Directors for your program or project. Section 3.4 contains detailed instructions.

2.6.2 The final Manuscript Package

You are now ready to submit a final manuscript package for clearance. Fill out the ORD Clearance Form (EPA-362). Instructions for completion are on the back of the clearance form. Route the complete package through the clearance procedure shown in the chart on page 2, beginning with the Project Leader's signature. The package submitted for clearance should contain the following items:

- Completed ORD clearance form (EPA-362)
- ★ ● Manuscript
 - 1 copy of a journal manuscript
 - 2 copies if the manuscript is an A-level deliverable
 - 3 copies if the manuscript is an ATS deliverable
 - 1 additional copy for NTIS if they are to print or archive the report

*** NOTE:** The number of copies required may vary depending on the nature of the manuscript. Check with the TIM if you have questions.

- Each reviewer's comments and letter
- Reconciliation memo
- Transmittal memo, if necessary (Appendix B and C)
- Policy implications memo, if the manuscript has policy implications (Appendix D)

At this time, the disclaimer statement should be changed to the following, if the manuscript has an on-site EPA author:

The information in this document has been funded wholly (or in part) by the U.S. Environmental Protection Agency. It has been subjected to the Agency's peer and administrative review, and it has been approved for publication as an EPA document. Mention of trade names or commercial products does not constitute endorsement or recommendation for use.

On all manuscripts that have an on-site author other than EPA, the statement should read as follows:

The research described in this (article, report, chapter, etc.) has been funded by the U.S. Environmental Protection Agency. This document has been prepared at the EPA Environmental Research Laboratory in Corvallis, Oregon, through (contract #) to (name) and/or through cooperative agreement (cr number) with (university). It has been subjected to the Agency's peer and administrative review and approved for publication. Mention of trade names or commercial products does not constitute endorsement or recommendation for use.

2.7 FOLLOW UP

The Technical Information Manager keeps the official file information, returns copies of the signed clearance form to the author and to the Project Leader to record project completion, and sends appropriate manuscripts and floppy disks to the Center for Environmental Research Information (CERI), who then sends them to NTIS. When a peer-reviewed journal article is accepted, forward a copy of your acceptance letter to the Technical Information Manager. When the manuscript is published, submit three reprints of the published work to the TIM.

CERI is now printing all manuscripts from desktop publishing. Submit the final version of your manuscript to the TIM on both hard copy and floppy disk. State the software used and the type of computer. This will make the printing process move more quickly and with fewer errors. If a disk is not included, a scanner will be used to capture the document. At present, the scanner does not have all of the necessary font capabilities, and the manuscript will require more time and effort.

For a complete listing of the software compatible with CERl desktop publishing, see Appendix G.

2.8 NOTES TO AUTHORS

Please give special attention to the following items to help expedite the review and clearance process and the publication of your manuscript.

All authors

- Keep a copy of your manuscript for your files.
- Allow adequate time, this can vary from two weeks to one month, for manuscripts to go through the on-site and off-site reviews and the laboratory clearance. The staff will make every effort to help you meet your deadlines.
- Submit draft manuscripts to reviewers double spaced, specifying your intended publication date.
- Check the accuracy and completeness of citations.
- Follow the copyright and disclaimer policies described in Section 3.
- Remember that the document you are clearing is the document attached to the ORD clearance form. Clearing an abstract does not mean that you have cleared a symposium paper or a future journal article.
- Requirements are for the minimum number of peer reviews. Authors are encouraged to work with as many reviewers as necessary to ensure the quality of their research.

Authors of journal articles

- You are responsible for adherence to the specific editorial criteria of the designated journal. Attach the appropriate "Instructions for Authors" to the technical editor's copy of your manuscript.

Authors of EPA published products

- See the Handbook for Preparing Office of Research and Development Reports (EPA 600/9-83/006, Revised March 1986) for format specifications.

- Notify the TIM, who is also the Printing Control Officer, to make arrangements for printing. Waivers are necessary for use of any printing office other than Cincinnati.
- Every manuscript that will be sent to NTIS requires an abstract no longer than 200 words. The abstract is really an advertisement for the paper, and therefore should be done by the author who best knows what it is he/she wishes to "sell".
- See Appendix H for the format for covers of printed reports. Please check with the TIM if you have questions.
- The TIM sends all products listed in the first three categories under 9 on the ORD Form to NTIS after clearance. Journal articles go as reprints. Other products are forwarded immediately. Products listed in the last three categories under 9 on the ORD Form are not forwarded to NTIS.

SECTION 3

POLICY CONSIDERATIONS

3.1 COPYRIGHTED, CONTRIBUTED, OR UNPUBLISHED MATERIAL

Copyrighted material may not be incorporated into a report without obtaining written permission from the copyright owner. Prior use of copyrighted material in another government publication does not necessarily constitute permission to use it in an EPA/ORD publication. When you have received permission to use the material in a report, identify it by the following statement.

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).

The National Technical Information Service (NTIS) requires that all copyright release letters accompany publications submitted to it for distribution. When a report containing copyrighted material is sent to the Center for Environmental Research Information (CERI) in Cincinnati for distribution through NTIS, the original and one copy of all copyright release letters should be submitted along with it.

Unpublished work may be protected under common law or equity, even though there is no copyright notice. Refer problems relating to the protection given to unpublished work to EPA's Associate General Counsel, Grants, Contracts and General Law Division.

Courtesy requires that uncopyrighted materials from, or assistance rendered by, other persons be acknowledged through the use of a footnote, bibliographic reference, or statement in the text. Credit lines need not be given for designers, typographers, layout artists, or art directors. In addition, material purchased by the government need not be credited.

3.2 PRIVATELY OWNED INFORMATION

To avoid restricting the availability of a report, make every effort not to use information accepted by the government for limited purposes. Such information will be used only when it is essential to the understanding of a report and only after approval for its use is authorized by the Office of General Counsel. Reports containing such information will bear a statement restricting availability and handling, as required.

3.3 GOVERNMENT INFORMATION

Information developed, compiled, or written by a government employee as part of that person's official duties exists in the public domain and, as such, is not protected by copyright provisions. Although an EPA employee is permitted to offer a paper, an article, or a portion of a book produced under the auspices of the government for publication in the private sector, he or she may not execute an assignment of copyright to a publisher. Any forms requesting the assignment of copyright privileges should be returned to the publisher unsigned with the following statement affixed:

"This 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."

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.

3.4 DISCLAIMERS AND OTHER NOTICES

3.4.1 Trade Names and Manufacturers' Names

The use of trade and manufacturers' names should be brought to the attention of the Project Officer and the cognizant approving official before the report is cleared for publication. Trade and manufacturers' names should always be capitalized when referred to in a report.

Final documents that contain any information unique to a company, laboratory, or individual, including the use of trade names, should carry a statement in the Notice (p. ii of front matter), similar to the following, which disclaims any endorsement or recommendation of a commercial product by the Agency.

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

3.4.2 Articles in Peer Reviewed Journals

Articles by ERL-C contractors, cooperators, and assistance recipients documenting Agency-sponsored research and submitted for publication to refereed scientific journals and not reviewed must include a statement indicating that the article does not reflect the views of EPA. The following statement is recommended.

Although the research described in this article has been supported by the U.S. Environmental Protection Agency through (contract or assistance agreement and number) to (name), it has not been subjected to Agency review and therefore does not necessarily reflect the views of the Agency and no official endorsement should be inferred.

3.4.3 Papers and Book Chapters

For research products by ERL-C contractors, cooperators, and assistance recipients that have been peer reviewed and approved by the Agency and will be presented and distributed at meetings or published elsewhere (in non-EPA published proceedings, trade journals, book chapters, etc.), include the following statement:

The information in this document has been funded (wholly or in part) by the U.S. Environmental Protection Agency under (contract or assistance agreement and number) to (name). It has been subjected to Agency review and approved for publication.

3.4.4 Preliminary Draft Reports

As a result of provisions contained in the Freedom of Information Act, and for other programmatic reasons, draft copies of ORD reports are sometimes distributed outside the Agency. To prevent misunderstanding, the following notice must appear on page i or ii of all draft scientific and technical reports.

This document is a preliminary draft. It has not been formally released by the U.S. Environmental Protection Agency and should not at this stage be construed to represent Agency policy. It is being circulated for comments on its technical merit and policy implications.

3.4.5 Peer Reviewed EPA Reports

If it is agreed that a peer reviewed draft of a technical information product is appropriate for release as an EPA publication, the following statement must appear on page i or ii.

The information in this document has been funded wholly or in part by the U.S. Environmental Protection Agency under (contract or assistance

agreement and number) to (name). It has been subject to the agency's peer and administrative review, and it has been approved for publication as an EPA document. (Add disclaimer statement for documents containing proprietary information.)

If agreement cannot be reached that a draft is appropriate for release as an EPA publication, a recipient may independently publish and distribute the document at his or her own expense, provided that the following statement is included in the document.

Although the information in this document has been funded wholly or in part by the U.S. Environmental Protection Agency under (contract or assistance agreement number) to (name), it does not necessarily reflect the views of the Agency and no official endorsement should be inferred.

3.4.6 Internal Reports

Final documents for internal use by the requesting program office shall contain the following notice.

This document is intended for internal Agency use only. Mention of trade names or commercial products does not constitute endorsement or recommendation for use.

3.4.7 Draft Reports for Regulatory Docket Files

Final draft documents that may become part of a regulatory docket file but are not submitted for a formal public comment period contain the following notice.

This report is an external draft for review purposes only and does not constitute Agency policy. Mention of trade names or commercial products does not constitute endorsement or recommendation for use.

3.4.8 Independent Research by EPA Employees

If you publish independent research on your own time, you are requested to include the following disclaimer.

The research described herein was developed by the author, an employee of the U.S. EPA, on his or her own time. It was conducted independent of EPA employment and has not been subjected to the Agency's peer and administrative review. Therefore, the conclusions and opinions drawn are solely those of the author and should not be construed to reflect the views of the Agency.

3.4.9 Manuscripts Without an EPA Author

The research described in this (article, report, chapter, etc.) has been funded by the U.S. Environmental Protection Agency. This document has been prepared at the EPA Environmental Research Laboratory in Corvallis, Oregon, through (contract or assistance agreement number) to (name) and/or through cooperative agreement (cr number) with (university). It has been subjected to the Agency's peer and administrative review and approved for publication. Mention of trade names or commercial products does not constitute endorsement or recommendation for use.

3.5 INSTRUCTIONS FOR COMPOSING SPECIAL MEMOS

3.5.1 Transmittal Memo (Exhibits C and D)

Prepare a transmittal memo for A-level deliverables and ATS deliverables (Exhibit B). The memo should indicate the reasons the work was done, highlight the major accomplishments of the findings, and explain the value of the research to EPA. Limit the transmittal memo to one page, if possible, and include the following standard closing paragraph.

For further information on this report or related research activities, please contact the Director of the Environmental Research Laboratory, Corvallis, Oregon, FTS-420-4601.

Both A-level and ATS deliverable memos are drafted for the OEPER Director's signature and addressed to the appropriate recipient, usually a counterpart Office Director. The deliverable package is sent to the OEPER Director by the TIM.

A second ATS deliverable transmittal memo (Exhibit C) is drafted for the signature of the Assistant Administrator/ORD to the Assistant Administrator of the appropriate recipient. The first line should be:

The attached subject ORD (type of product) was recently delivered to the (office name) in response to the Agency's need for...

Include a paragraph near the end of the transmittal memo identifying the research program associated with the deliverable, the laboratory, and the names of the principal users of the document. For example:

This document is a product of the (program, generally at the Issue or PPA level) at (lab name), and (person) and (person) of your staff are familiar with this research effort.

Identify and list as courtesy copy recipients all other individuals you believe could find the document useful. Please do not limit your courtesy copies to people in the program office.

When sending your draft transmittal memo and manuscript to Headquarters for processing, include a sufficient number of copies of the document to cover the Office Director, principal users, and courtesy copy recipients.

3.5.2 Policy Implications Memo (Exhibit D)

This memo should clearly and concisely describe the content of the document in regard to policy issues and ramifications for the Agency. The memo is prepared for the Laboratory Director's signature and addressed to the appropriate recipient.

- Peer reviewed journal manuscripts. Compose memo from Director through OEPR Director to appropriate person in Program Office.
- Acid rain manuscripts. Compose memo from Director through OEPR Director.
- All other manuscripts. Contact the TIM for further information.

Be sure that copies of the document and the policy implications memo are sent to the staff directly involved in the project.

Remember that the policy implications memo and the transmittal memo can often be combined (Exhibit D).



APPENDIX A - SAMPLE REVIEW LETTER

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
ENVIRONMENTAL RESEARCH LABORATORY
200 S.W. 35TH STREET
CORVALLIS, OREGON 97333

Dear :

Thank you for agreeing to review the manuscript "

Please examine this work for technical quality and suitability for publication. We ask that you give us a brief written evaluation of the manuscript, including your explicit recommendation whether or not it should be published. If revisions are necessary for publication, list clearly those you feel are essential. If you conclude the manuscript should not be published, please indicate why. In addition, feel free to mark up the manuscript with any other comments or suggestions you may have.

Your review is needed by _____. Return it directly to _____.
He/she may be reached at _____ if you have any questions.

I very much appreciate your assistance. Your advice is important to our maintaining high standards of research quality.

Sincerely,

(Branch Chief)

Please return this letter with your written comments. Be sure to check A or B:

A. ☐ I recommend that this manuscript be published

B. ☐ I do not recommend that this manuscript be published at this time



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

OFFICE OF
RESEARCH AND DEVELOPMENT

SUBJECT: Transmittal of ORD Report Entitled Effects of Northern Bobwhite on Results of the Avian Dietary Toxicity Test (Deliverable 7629-A)

FROM: Courtney Riordan
Director, Office of Environmental
Processes and Effects Research (RD-682)

TO: Charles Elkins, Director
Office of Toxic Substances (TS-792)

The attached copy of the subject ORD report is being delivered to your office in response to the Agency's need for information relating to factors affecting avian dietary toxicity testing. Identifying sources of variation in toxicity testing is essential to proper interpretation of potential hazards to wildlife. Two suspect sources of variability in avian dietary toxicity tests are age and body weight of the test animal.

This study confirms the results of others, that different aged birds used in the EPA's Avian Dietary Toxicity Test can have a significantly different dose-response to some chemicals. These differences occurred within the limits of current guidelines for age (10-17 days old). This study also demonstrated that differences in initial body weight can further confound dose-response in these tests. These variables (age and weight), either in conjunction or independently, can change the value of the LC50 by as much as two-fold. In light of these results, we recommend that the Agency consider adopting a standard bird age and requiring a stratified random design for distribution of body weights among treatment groups.

This document is a product of the Systems-Level Effects research conducted by the Wildlife Toxicology Program at ERL-Corvallis. William Rabert of the Environmental Effects Branch is familiar with this research effort.

For further information on this report or related research activities, please contact Dr. Thomas A. Murphy, Director of the Environmental Research Laboratory, Corvallis, Oregon, FTS-420-4601.

Attachment

cc: Douglas Urgan (TS-769C)
James Gifford (TS-796)



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

SUBJECT: Transmittal of ORD Report Entitled Toxicity Bioassay and Eluate Heavy Metals Analysis: Results of the Bench Scale Stabilization Study of Soils from the United Chrome Superfund NPL Site; Corvallis, Oregon
(Deliverable 7965-A)

OFFICE OF
RESEARCH AND DEVELOPMENT

FROM: Courtney Riordan
Director, Office of Environmental
Processes and Effects Research (RD-682)

TO: Robie G. Russell
Regional Administrator, Region 10

The attached copy of the subject ORD report is being delivered in response to your request for technical assistance at the United Chrome Superfund Site.

Region 10 has identified stabilization as a promising remedial technique for sites with large volumes of contaminated soil. United Chrome Superfund Site soil was chosen for an assessment of stabilization, as performed by the selected vendor, to determine if the process would effectively reduce leaching of heavy metals and "pretreat" contaminated soils for subsequent off-site management. Biological and chemical testing was performed on soils and eluate, prepared from the soils, to determine toxicity of the samples. Results from bioassays demonstrated that hexavalent chromium was the dominant heavy metal toxicant prior to stabilization. Toxicity testing showed that the stabilization process did not eliminate toxicity from treated soil. A surprising finding was evidence for the process having introduced significant levels of additional toxic effect into control samples.

This document is a product of the Ecotoxicology Branch's Hazardous Waste Assessment Team at ERL-Corvallis. The product represents a combination of research and technical assistance cooperation with John Barich of your Environmental Services Division. You should note that the document is for internal use only by EPA Staff. It has not been subjected to the Agency's Peer Review process and therefore, should not be quoted or cited.

Note:
Internal
Report
Comment

For further information on this report or related research activities, please contact Dr. Thomas A. Murphy, Director of the Environmental Research Laboratory, Corvallis, Oregon, FTS-420-4601.

Attachment



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

OFFICE OF
RESEARCH AND DEVELOPMENT

SUBJECT: Transmittal of ORD Report Entitled HCB Uptake
and Accumulation in Egg and Embryo of Bobwhite
(Deliverable 7260-A)

FROM: Courtney Riordan
Director, Office of Environmental
Processes and Effects Research (RD-682)

TO: Charles Elkins, Director
Office of Toxic Substances (TS-792)

The attached copy of the subject ORD report is being delivered to your office in response to the Agency's need for information related to the Office of Research and Development's Risk Assessment Initiative.

The significance of chemical residues in terrestrial wildlife has long been of interest to the Agency. The uptake and accumulation of chemicals in animal tissue is fairly predictable, following basic principles of pharmacokinetics and chemical properties. Many chemicals are highly lipophilic, sequestering predominantly in fat and fatty tissue. In many cases, chemicals in this general category are not acutely toxic, rather, have long-term effects on reproduction and other physiological parameters. Hexachlorobenzene, although not acutely toxic to Bobwhite quail at the levels tested, has been shown in this report to adversely affect reproduction by decreasing hatching success and reducing chick survivability. A mechanism is suggested that may account for the late embryonic death and decreased hatching success demonstrated in this paper: Utilization of egg yolk by the developing embryo does not occur until late in incubation, and thus exposes the embryo during that short time to the HCB sequestered in the yolk.

This report provides important equations and relationships of chemical accumulation and compartmentalization needed to improve models of uptake and exposure.

This document is a product of the Terrestrial Plant and Wildlife Toxicology Program at ERL-Corvallis and Donald Rodier and Robert Lipnick of your staff are familiar with this research effort.

Attachment

cc: James Bilford (TS-796)
Donald Rodier (TS-796)
Robert Lipnick (TS-796)
Doug Urban (TS-769C)

APPENDIX D - SAMPLE COMBINED TRANSMITTAL AND POLICY
IMPLICATIONS MEMO



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

OFFICE OF
RESEARCH AND DEVELOPMENT

SUBJECT: Transmittal of, and Policy Memo on, an ORD Journal Article on Analysis of Southern Pine Decline (Deliverable 8028-A)

FROM: Courtney Riordan
Director, Office of Environmental
Processes and Effects Research (RD-682)

TO: David L. Dull, Acting Director
Office of Program Development (ANR-443)

The extent and magnitude of the deterioration of forests due to acidic deposition will be an important input into regulatory decisions to control the precursors (sulfur and nitrogen compounds) of acidic deposition. The attached article, which has been submitted to Forest Science for publication, provides new evidence that 1) growth rate decline of pine species in the southeast is real, 2) competition from hardwood trees is probably a major causal factor, and 3) the effect of acidic deposition is probably not a major causal factor. The exact level of effect of acidic deposition remains unknown.

An important source of temporal information on the growth rates of tree through the last several decades comes from the Forest Service's Forest Inventory and Analysis (FIA) program. The data obtained by this effort have the advantage of extending back in time often to the 1950's. They also have the disadvantage of having not been collected for the purpose of estimating the effects of pollution. Thus the data must be analyzed carefully. Published analyses of the FIA data from the southeast have claimed recent declines in growth rate. However, these have been subject to extensive criticism. This paper develops new statistical methods to infer growth rates and their confidence intervals from such data. The results reported here confirm that a decline in growth rate has indeed occurred in the southeast. A stratified analysis of the data further implicates increased competition from hardwood tree species as a major causal factor. Effects of acidic deposition cannot be ruled out by this analysis, but the magnitude of the effect is shown to be limited unless acidic deposition differentially affects younger trees.

These results indicate that we should treat claimed cases of growth declines with caution. The Corvallis laboratory is following this paper up with proposals to obtain more detailed data on hardwood competition and to obtain data from the Gulf South to extend the analyses there.

ORD CLEARANCE FORM

APPENDIX E - (EPA-362)

1. EPA Report No.	2. Series	3. Lab/Office Draft No.	4. Copyright Permission <input type="checkbox"/> Yes (Attached) <input type="checkbox"/> No <input type="checkbox"/> N/A
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Original Document Title:

5B. Final Document Title, if changed:

6. Author(s), Affiliation, and Address (identify EPA authors with Lab/Office)

7. Project Officer/FTS Telephone

8. Contract/IGAG/Assistance Agreement No.

10. DU/Obj./PPA/Project/Deliverable Output No.

9. Product (check one)

- ☐ Peer Reviewed Journal Article (complete block 13)
- ☐ Published Reports: Project Report/Summary (magnetic tapes/floppy diskettes), Method, Research Report, User's Guide, Design Manual, Handbook, Criteria Document, Health Assessment Document, Technology Transfer Report, Proceedings (Conferences, Symposia, Workshops)
- ☐ Symposium Papers and Book Chapters
- ☐ Internal Report (distribution restricted to EPA)
- ☐ Miscellaneous (newsletter, research brief, trade paper) non-peer reviewed journal article (complete block 13)
- ☐ Unpublished Report

11. Technical Information (Program) Manager

Signature

Date

Signature of sender (if other than TI(PIM))

Date to CERL

Signature/Date

13. Bibliographic Citation (Include Month/Year)

☐ Accepted ☐ Published

14. Distribution (use block 16, if necessary)

15A. This Publication

- ☐ does not have policy implications for EPA
- ☐ has policy implications for EPA (memo attached)

15B. Lab/Office Director Signature

15C. Date

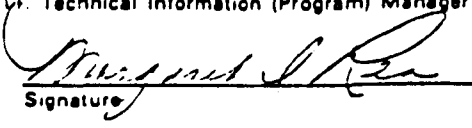
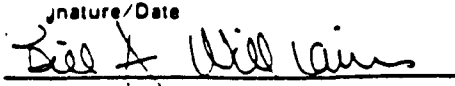
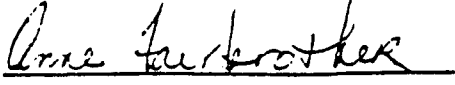
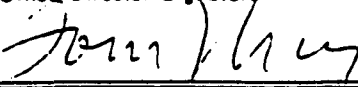
16. Comments

CHEMICALS:

KEY WORDS:

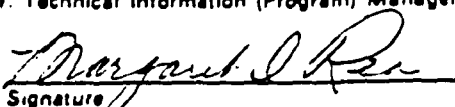


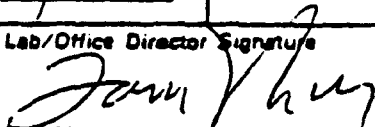
ORD CLEARANCE FORM

SAMPLE

1 EPA Report No	2 Series	3 Lab/Office Draft No ERL-COR-1010J	4 Copyright Permission <input type="checkbox"/> Yes (Attached) <input type="checkbox"/> No <input type="checkbox"/> N. A
5A Original Document Title rowth and Reproduction of the Earthworm <u>Eisenia fetida</u> with Exposure to Sublethal Concentrations of Organic Chemicals			
5B Final Document Title, if changed			
6. Author(s), Affiliation, and Address (Identify EPA authors with Lab/Office) E. F. Neuhauser Niagara Mohawk Power Corp. 300 Erie Boulevard West Syracuse, New York 13202 C. A. Callahan, ERL-Corvallis		7. Project Officer/FTS Telephone C. A. Callahan, 420-4764	
10 DU/Obj./PPA/Project/Deliverable Output No Y105/F/22/NEW		8. Contract/IAG/Assistance Agreement No. CR 810006-2	
11. Technical Information (Program) Manager  Signature Date 4/3/89		9. Product (check one) <input checked="" type="checkbox"/> Peer Reviewed Journal Article (complete block 13) <input type="checkbox"/> Published Reports: Project Report/Summary (magnetic tapes/floppy diskettes), Method, Research Report, User's Guide, Design Manual, Handbook, Criteria Document, Health Assessment Document, Technology Transfer Report, Proceedings (Conferences, Symposia, Workshops) <input type="checkbox"/> Symposium Papers and Book Chapters <input type="checkbox"/> Internal Report (distribution restricted to EPA) <input type="checkbox"/> Miscellaneous (newsletter, research brief, trade paper) non-peer reviewed journal article (complete block 13) <input type="checkbox"/> Unpublished Report	
Signature of sender (if other than TI(P)M)  Signature/Date 3/16/89		13. Bibliographic Citation (Include Month/Year) <input type="checkbox"/> Accepted <input type="checkbox"/> Published This manuscript will be submitted to the Journal of Soil Biology and Biochemistry.	
Signature of sender (if other than TI(P)M)  Signature/Date 3/17/89			
Signature of sender (if other than TI(P)M) _____ Signature/Date _____			
Signature of sender (if other than TI(P)M) _____ Signature/Date _____			
Signature of sender (if other than TI(P)M) _____ Signature/Date _____		14 Distribution (use block 16, if necessary)	
15A. This Publication <input type="checkbox"/> does not have policy implications for EPA <input type="checkbox"/> has policy implications for EPA (memo attached)	15B. Lab/Office Director Signature 		15C. Date 4/04/89
16. Comments KEY WORDS: sublethal effects, earthworm, organic chemicals CHEMICALS: carbaryl, chloracetamide, 1,2-dichloropropane, dieldrin, 4-nitrophenol, dimethyl phthalate, n-nitrosodiphenylamine, fluorene, phenol, 2,4,6-trichlorophenol			

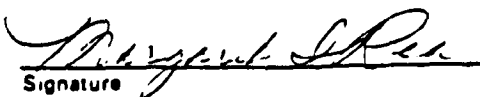

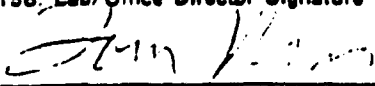
ORD CLEARANCE FORM

SAMPLE

1. EPA Report No.	2. Series J	3. Lab/Office Draft No ERL-COR-992J	4. Copyright Permission <input type="checkbox"/> Yes (Attached) <input type="checkbox"/> No <input type="checkbox"/> N/A
Document Title Confidence Interval Estimation Related to Parameter-Effects Curvature for the Weibull Nonlinear Model			
5B. Title, if different from above:			
6. Author(s), Affiliation, and Address (Identify EPA authors with Lab/Office) M.C. Somerville, K.A. Dassel, and J.O. Rawlings Department of Statistics North Carolina State University Raleigh, NC 27695-7601		7. Project Officer/FTS Telephone David T. Tingey FTS-420-4621	
10. DU/Obj /PPA/Project/Deliverable Output No A101/A/60/01/extra output		8. Contract/IAG/Assistance Agreement No DW-12931347	
11. Technical Information (Program) Manager  2/15/89 Signature Date Signature of sender (if other than TUPIM) Date to CERL		9. Product (check one) <input checked="" type="checkbox"/> Peer Reviewed Journal Article (complete block 13) <input type="checkbox"/> Published Reports: Project Report/Summary, Method, Research Report, User's Guide, Design Manual, Handbook, Criteria Document, Health Assessment Document, Technology Transfer Report, Proceedings (Conferences, Symposia, Workshops) <input type="checkbox"/> Symposium Papers and Book Chapters <input type="checkbox"/> Internal Report (distribution restricted to EPA) <input type="checkbox"/> Miscellaneous (newsletter, research brief, abstract, oral presentation, trade paper) non-peer reviewed journal article, magnetic/video tapes (complete block 13) <input type="checkbox"/> Unpublished Report	
12. Signature/Date  2/14/89  2/14/89		13. Bibliographic Citation (Include Month/Year) <input type="checkbox"/> Accepted <input type="checkbox"/> Published Submitted to <u>Crop Science</u> -Feb. 1989.	
15A. This Publication <input checked="" type="checkbox"/> does not have policy implications for EPA <input type="checkbox"/> has policy implications for EPA (memo attached)		15B. Lab/Office Director Signature 	
15C. Date 2/15/89		14. Distribution (use block 16, if necessary)	
16. Comments Certified for completion only, not cleared. Extramural authors are responsible for publication. KEY WORDS: Air pollution, ozone, confidence intervals, nonlinear regression CHEMICALS: Ozone			

ORD CLEARANCE FORM

SAMPLE

1. EPA Report No.	2. Series	3. Lab/Office Draft No. ERL-COR-545	4. Copyright Permission <input type="checkbox"/> Yes (Attached) <input type="checkbox"/> No <input type="checkbox"/> N/A
Document Title Use of Avian Nest Boxes for Reproduction Tests in the Field			
5B. Title, if different from above: The Use of Starling Nest Boxes for Field Reproductive Studies: Provisional Guidance Document and Technical Support Document			
6. Author(s), Affiliation, and Address (Identify EPA authors with Lab/Office) Ronald J. Kendall, Larry W. Brewer, Thomas E. Lacher, Brad T. Marden, and Michael L. Whitten Institute of Wildlife Toxicology, Western Washington University, Bellingham, WA 98225		7. Project Officer/FTS Telephone Richard S. Bennett / 420-4582	
10. DU/Obj./PPA/Project/Deliverable Output No. E104/D/06/37/7250A		8. Contract/IAG/Assistance Agreement No. CR813662	
11. Technical Information (Program) Manager  Signature 3/23/89 Date		9. Product (check one) <input type="checkbox"/> Peer Reviewed Journal Article (complete block 13) <input checked="" type="checkbox"/> Published Reports: Project Report/Summary, Method, Research Report, User's Guide, Design Manual, Handbook, Criteria Document, Health Assessment Document, Technology Transfer Report, Proceedings (Conferences, Symposia, Workshops) <input type="checkbox"/> Symposium Papers and Book Chapters <input type="checkbox"/> Internal Report (distribution restricted to EPA) <input type="checkbox"/> Miscellaneous (newsletter, research brief, abstract, oral presentation, trade paper) non-peer reviewed journal article, magnetic/video tapes (complete block 13) <input type="checkbox"/> Unpublished Report	
12. Signature/Date  Bill Wilcan 2/28/89 Date		13. Bibliographic Citation (Include Month/Year) <input type="checkbox"/> Accepted _____ <input type="checkbox"/> Published _____	
14. Distribution (use block 16, if necessary)			
15A. This Publication <input checked="" type="checkbox"/> does not have policy implications for EPA <input type="checkbox"/> has policy implications for EPA (memo attached)	15B. Lab/Office Director Signature 	15C. Date 3/25/89	
16. Comments			
KEY WORDS: starling, nest box, reproduction, pesticides, field effects CHEMICALS:			

OPD CLEARANCE FORM

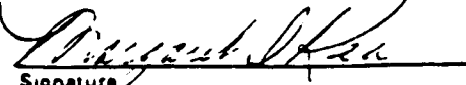
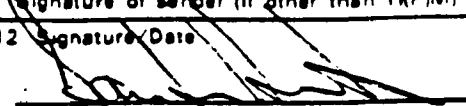
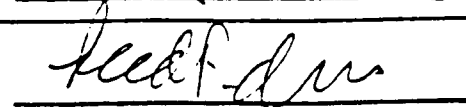
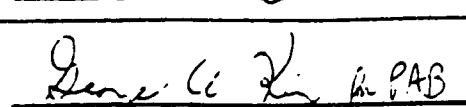
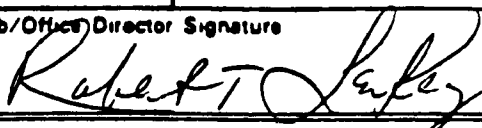
SAMPLE

1. EPA Report No	2. Series	3. Lab/Office Draft No ERL-COR-1014D	4. Copyright Permission <input type="checkbox"/> Yes (Attached) <input type="checkbox"/> No <input type="checkbox"/> N/A
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Document Title

Current and potential losses of biodiversity in forests of the Pacific coast states.

5B. Title, if different from above

6. Author(s), Affiliation, and Address (identify EPA authors with Lab/Office) Sandra Henderson, Richard K. Olson, Reed F. Noss NSI Technology Services Corp. ERL - Corvallis 200 SW 35th Street Corvallis, OR 97333		7. Project Officer/FTS Telephone Peter A. Beedlow 420-4791	
10. DU/Obj./PPA/Project/Deliverable Output No A101/G/94/86 Extra product		8. Contract/IAG/Assistance Agreement No	
11. Technical Information (Program) Manager  Signature		9. Product (check one) <input type="checkbox"/> Peer Reviewed Journal Article (complete block 13) <input type="checkbox"/> Published Reports: Project Report/Summary, Method, Research Report, User's Guide, Design Manual, Handbook, Criteria Document, Health Assessment Document, Technology Transfer Report, Proceedings (Conferences, Symposia, Workshops) <input checked="" type="checkbox"/> Symposium Papers and Book Chapters <input type="checkbox"/> Internal Report (distribution restricted to EPA) <input type="checkbox"/> Miscellaneous (newsletter, research brief, abstract, oral presentation, trade paper) non-peer reviewed journal article magnetic/video tapes (complete block 13) <input type="checkbox"/> Unpublished Report	
Signature of sender (if other than TKPIM)		Date to CERL	
12. Signature, Date  Signature		4-18-89 Date	
 Signature		4-19-89 Date	
 Signature		4-19-89 Date	
13A. This Publication <input checked="" type="checkbox"/> Does not have policy implications for EPA <input type="checkbox"/> has policy implications for EPA (memo attached)		13B. Lab/Office Director Signature  Signature	
		13C. Date 4/19/85 Date	

16. Comments

To be submitted to the symposium on the effects of air pollution on western forests that will take place at the 82nd APCA annual meeting. No new data generated.

KEY WORDS: biodiversity, forest, fragmentation, edge effects, air pollutants

CHEMICALS: ozone, CO₂, greenhouse gases

ORD CLEARANCE FORM

SAMPLE

1. EPA Report No	2. Series	3. Lab/Office Draft No	4. Copyright Permission <input type="checkbox"/> Yes (Attached) <input type="checkbox"/> No <input type="checkbox"/> N/A
Original Document Title An Exercise in Testing the WESSIN variant of PROGNOSIS Crown Ratio Parameter Sensitivity 5B. Final Document Title, if changed.			
6. Author(s), Affiliation, and Address (Identify EPA authors with Lab/Office) Terry D. Droessler NSI Technology Services Corp. Environmental Research Lab 200 SW 35th Street Corvallis, OR 97333		7. Project Officer/FTS Telephone Roger Blair/420-4666	
10. DU/Obj./PPA/Project/Deliverable Output No. N104/F07/67/extra product		8. Contract/IAG/Assistance Agreement No	
11. Technical Information (Program) Manager <u>Margaret J. Rea</u> <u>4/27/89</u> Signature Date		9. Product (check one) <input type="checkbox"/> Peer Reviewed Journal Article (complete block 13) <input type="checkbox"/> Published Reports: Project Report/Summary (magnetic tapes/floppy diskettes), Method, Research Report, User's Guide, Design Manual, Handbook, Criteria Document, Health Assessment Document, Technology Transfer Report, Proceedings (Conferences, Symposia, Workshops) <input type="checkbox"/> Symposium Papers and Book Chapters <input type="checkbox"/> Internal Report (distribution restricted to EPA) <input checked="" type="checkbox"/> Miscellaneous (newsletter, research brief, trade paper) non-peer reviewed journal article (complete block 13) <input type="checkbox"/> Unpublished Report "Abstract"	
12. Signature/Date <u>Terry Droessler</u> <u>4/21/89</u> <u>Gary A. Brown</u> <u>2/22/89</u> <u>Roger Blair</u> <u>4/27/89</u> <u>Robert T. Leach</u> <u>4/27/89</u>		13. Bibliographic Citation (Include Month/Year) <input type="checkbox"/> Accepted _____ <input type="checkbox"/> Published _____	
15A. This Publication <input checked="" type="checkbox"/> does not have policy implications for EPA <input type="checkbox"/> has policy implications for EPA (memo attached)		15B. Lab/Office Director Signature <u>John Thun</u>	
15C. Date 4/27/89		14. Distribution (use block 16, if necessary)	
16. Comments Abstract for conference "Multiresource Management of Ponderosa Pine Forests", November 14-16, 1989 in Flagstaff, AZ in response to a call for papers.			
CHEMICALS: KEY WORDS: stand growth, live crown ratio, sensitivity			

APPENDIX F - DESCRIPTION OF RESEARCH PRODUCTS

RESEARCH PRODUCTS

<u>Type (Product code)</u>	<u>Description</u>
Journal Article (A-01)	Journal articles are a major means by which ORD scientific information reaches the research community. Articles accepted by peer-reviewed journals enhance ORD's credibility and reputation with peer audiences in all fields. They provide references for the development of criteria documents and for the defense of proposed and existing standards.
Research Reports (A-02)	Research reports represent the best of EPA's research in an attractive, high-quality format. They normally will contain information not appropriate for, or not published in, peer-reviewed journals. They will not contain large volumes of back-up data. (This data will be submitted to NTIS and referenced in the EPA Research Report.)
Project Reports (A-03)	Project reports are the means by which most EPA research is documented and made available to the research community. Project Reports are required when 1) neither a journal article nor an EPA Research Report is produced, or 2) the journal article or EPA Research Report published is incomplete in terms of fully documenting the project or would require additional background data to survive rigorous scientific challenge. A Project Report is published and distributed by NTIS only; it is not printed by EPA. For every Project Report produced, a Project Summary must also be produced.
Project Summaries	These are short synopses of the key findings of a research project, which is otherwise published and recorded only as a Project Report by NTIS. These summaries should be written in the terminology commonly used in the applicable area of research. The summary should be as short as possible, ideally less than four printed pages in length, but up to 12 pages may be necessary on exceptional reports. Project summaries are key means for gaining wider appreciation of ORD's research. Unlike their parent Project Reports, Project Summaries are printed and distributed by EPA. They are produced only in conjunction with a Project Report.
Unpublished Reports	Unpublished reports are those for which a decision has been made that publication would not be in the public interest for one or more of the following reasons: 1) The quality of the work was substandard, misleading, or so inconclusive as to have no scientific value; 2) the results are highly redundant of a prior investigation; and/or 3) the results are to be incorporated in subsequent reports (definitely planned) and early dissemination of partial results would not prove cost-effective.
User's Guides (C-01)	A user's guide explains and describes an ORD-developed model or process. It is necessary if potential users are to be able to exploit off-the-shelf products.

APPENDIX F - DESCRIPTION OF RESEARCH PRODUCTS

RESEARCH PRODUCTS

<u>Type (Product code)</u>	<u>Description</u>
Design Manuals (C-02)	These manuals are comprehensive specific descriptions of new technology or methodology applicable to a particular environmental problem. Design manuals are intended to guide the user through major steps of the process of creating, constructing and maintaining a particular technology or technique. In most cases, these works will require input from several laboratories, other ORD offices and EPA program offices.
Handbooks (C-03)	Handbooks are reference tools which may be used either at the desk or the bench. They are broad collections of information, statistics, data and techniques which are proven both <u>accurate and highly relevant</u> to the subject area. Handbooks require a great deal of assistance and review to be comprehensive, and are intended to retain both their relevance and utility for years.
Environmental Research Briefs (D-03)	Sometimes it is desirable to publish a short summary announcing the status of an ORD research project before a complete report can be prepared. In such cases, an Environmental Research Brief can be produced to convey this information in a timely fashion to a large audience.
Program Summaries/Plans (D-04)	These are introductions to a particular major research program. For both internal use as a unifying document and for external use as a detailed introduction, these documents are normally 12 to 32 pages in length. Program Summaries/Plans focus on organizational issues, mandate, roles, goals and plans with minimal discussion of the background or details of the environmental issues addressed by the program.
Technology Transfer Reports (D-05)	Technology Transfer Reports have long been one of ORD's most popular forms of communication with the technical applications community. Generally, these reports are summaries of significant control technology developments which may be covered in far greater detail in handbooks and manuals. These reports are especially suited for providing their audience with a succinct, accurate overview of a complex subject.
Problem-Oriented Reports/ Internal Reports (E-01)	Problem Oriented Reports are produced when there is a need for a written report in response to a request from a Regional Office or other office in the Agency. They normally address a specific issue or problem and vary in format depending on the nature of the request and urgency of the need. Such reports are duplicated or printed, depending on the distribution needs of the requesting office.

APPENDIX F - DESCRIPTION OF RESEARCH PRODUCTS

RESEARCH PRODUCTS

<u>Type (Product code)</u>	<u>Description</u>
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Criteria Documents (E-02)	<p>Air Quality Criteria Documents and Water Quality Criteria Documents are mandated by the Clean Air Act and Federal Clean Water Act, respectively. The successful implementation of these major environmental laws rests partially on the successful preparation of these documents. Both types of criteria documents required by these laws contain a discussion of all the factors involved in the enhancement or deterioration of the environment. It is partially on the basis of this information that the Administrator decides at which level to set standards for regulating a pollutant.</p> <p>Criteria documents are therefore subjected to the most rigorous public scrutiny and stringent scientific review.</p>
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APPENDIX G - SOFTWARE COMPATIBLE WITH CERi DESKTOP PUBLISHING

ASCII (Standard)	Office Writer 4.0
ASCII (Smart)	OfficeWriter 5.0
	Office Writer 6.0
Communications format	PFS:WRITE Ver C
DisplayWrite (DCA/RFT)	PFS:Professional Write 1.0
	PFS:Professional Write 2.0
EBCDIC	PFS:First Choice 1.0
	PFS:First Choice 2.0
IBM Writing Assistant 1.0	Volkswriter Deluxe 2.0
	Volkswriter 3 1.0
Microsoft Rich Text Format	WordPerfect 3.0
Microsoft Word 3.0, 3.1	WordPerfect 4.1
Microsoft Word 4.0	WordPerfect 4.2
	WordPerfect 5.0
MultiMate 3.3	WordStar 3.3, 3.31
MultiMate Advantage 3.6	WordStar 3.45
MultiMate Advantage II	WordStar 4.0
Navy DIF	
	XYWrite III
	XYWrite III Plus

United States
Environmental Protection
Agency

Environmental Research
Laboratory
Corvallis, OR 97333

EPA/600/ - /
(MO, YR)

Research and Development



TITLE (no larger print than the logo and EPA)

subtitle

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EPA logo, print: black, EPA blue, or EPA green

Cover print: Univers typeface
(Helvetica, only if necessary)

Any color paper, EPA blue preferred.

Use ORD graphic identifier if no other graphics are used.

format for covers of printed reports