SUBMISSION FORMAT GUIDELINES

Ravenna Army Ammunition Plant

Version 20

Prepared for:

Ravenna Army Ammunition Plant
8451 State Route 5
Ravenna, OH 44266-9297

Prepared by:
Vista Sciences Corporation
205 W Boutz Bldg. 3, Suite C
Las Cruces, NM 88005

and

Science Applications International Corporation
151 LaFayette Drive
Oak Ridge, TN 37830

March 23, 2012

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LIST OF ACRONYMS AND ABBREVIATIONS

ADA	Americans with Disabilities Act
AOC	area of concern
ARM	Administrative Records Manager
BRACD	Base Realignment and Closure Division
CC	Army Environmental Compliance-Related Cleanup Program
CD	compact discCRT comment response table
DVD	digital versatile disc
EE/CA	Engineering Evaluation/Cost Analysis
EIT	electronic and information technology
ESS	Explosive Safety Submissions
GPO	U.S. Government Printing Office
IAP	Installation Action Plan
IRP	Installation Restoration Program
ISCP	Installation Spill Contingency Plan
LOT	letter of transmittal
MMRP	Military Munitions Response Program
OCR	optical character recognition
PA/SI	Preliminary Assessment/Site Inspection
PDF	portable document format
READ	Repository of Environmental Army Documents
REIMS	Ravenna Environmental Information Management System
RI/FS	Remedial Investigation/Feasibility Study
ROD	Record of Decision
RVAAP	Ravenna Army Ammunition Plant
SAP	Sampling and Analysis Plan
SERCP	Security Emergency Response and Contingency Plan
SF-298	Standard Form 298
SFG	Submission Format Guidelines
SOW	Statement of Work
SWPPP	Storm Water Pollution Protection Plans
USATCES	U.S. Army Technical Center for Explosive Safety
WP	Work Plan

1.0   INTRODUCTION

The U.S. Army operates an Administrative Record that contains documents and other information materials related to the cleanup process at the Ravenna Army Ammunition Plant (RVAAP). Five information repositories are available for public and RVAAP cleanup team use. Two of these repositories are web based: the public RVAAP website (http://www.rvaap.org/) and the team website (https://team.rvaap.org/). The web-based repositories link to a database named Ravenna Environmental Information Management System (REIMS). Three other repositories, at the RVAAP office and at two public libraries, store hard copies and electronic files of RVAAP information materials. The U.S. Army Environmental Command also houses these materials in a sixth location, the Repository for Environmental Army Documents (READ) database. Additional copies are distributed to individual recipients on the cleanup team.

This *Submission Format Guidelines* (SFG) aims to standardize the structure of all incoming documents in the RVAAP repositories.   These guidelines are intended to enable users of the Administrative Record to have maximum returns in their search for information about RVAAP site cleanup.

The SFG is a working document and will be updated to include additional information as needed.

1.1   WHO NEEDS TO FOLLOW THESE GUIDELINES?

The Statement of Work (SOW) for all RVAAP contractors requires review and implementation of the SFG before document submission.

Any failure to comply with these requirements will result in the rejection of the submission until the compliance issues are resolved. If for any reason a contractor is unable to comply with SFG, he may give creditable evidence for extenuating circumstances or receive prior approval for non-compliance from the Army. Acceptance of extenuating circumstances and approval of submission lies with the RVAAP Administrative Records Manager.

1.2   WHAT MATERIALS FOLLOW THESE GUIDELINES?

The Ohio Environmental Protection Agency's Director's Findings and Orders for the RVAAP issued in 2004 require the cleanup of the facility as described in the RVAAP Installation Action Plan (IAP) and implemented through the Army's Installation Restoration Program (IRP), the Military Munitions Response Program (MMRP), and the Environmental Compliance-Related Cleanup Program (CC). Submission of documents in hard copy and as electronic files in support of these programs must follow the guidelines set here.

1.2.1   Documents and their Electronic Files

As new documents are generated to summarize this restoration work, they need to be added to the Administrative Record. Examples of information contained in RVAAP's Administrative Record include Preliminary Assessment/Site Inspection (PA/SI) reports, Remedial Investigations (RI),

Feasibility Studies (FS), Engineering Evaluation/Cost Analysis (EE/CA) reports, Work Plans (WP), and Records of Decision (RODs). All Preliminary Drafts, Drafts, and Finals of these documents are a part of the Administrative Record. These documents must be submitted to the Administrative Record via the guidelines set in this document.

1.2.2   Excluded Documents

Some documents are excluded from complete compliance to the SFG because of the regulatory mandates of other agencies.

Excluded documents include:

- Explosive Safety Submissions (ESS)
- Installation Spill Contingency Plan (ISCP)
- Security Emergency Response and Contingency Plan (SERCP)
- Safety, Health and Emergency Response Plan (SHERP).

1.2.3   Special Case Documents

Some submissions must deviate from the SFG for a variety of reasons and are considered special case documents. The RVAAP Administrative Records Manager will work with contractors to determine how formatting will be applied on a case-by-case basis. Please provide an explanation for noncompliance in the Compliance Checklist which will accompany your submission.

Special case submissions include:

- Living documents
- Revised draft and finals
- Special request letter reports
- White papers
- Storm Water Pollution Protection Plans (SWPPP).

1.3   WHO READS THESE MATERIALS?

RVAAP upholds that employees, legislators, and stakeholders of all abilities should have access to site information. In Section 508 of the Rehabilitation Act of 1973 (refer to 29 U.S.C. 794d), Congress significantly strengthened Section 508 in the Workforce Investment Act of 1998. Its primary purpose is to provide access to and use of Federal executive agencies' electronic and information technology (EIT) by individuals with disabilities. The statutory language of Section 508 can be found at www.section508.gov.

Section 508 generally requires Federal agencies to ensure that, when developing, procuring, maintaining, or using electronic and information technology, they take into account the needs of all end users – including people with disabilities. Doing so enhances the ability of Federal employees with disabilities to have access to and use of information and data that is comparable to that provided to others. Similarly, agency procurement of accessible EIT enhances the ability of members of the

public with disabilities who are seeking information or services from a Federal agency to have access to and use of information and data that is comparable to that provided to others. Comparable access is not required if it would impose an "undue burden" on the agency. If an agency invokes the undue burden exception, the statute requires the information and data to be provided to individuals with disabilities by an alternative means of access.

The SFG includes requirements for formatting documents as electronic files to comply with federal laws.

1.4 WHY ARE THESE RULES SO RIGID?

Many of the documents that support the IAP are legally required to address cleanup at RVAAP. Therefore, many of the requirements set by the SFG are rigid in order to meet legal criteria. For example, a Final Record of Decision (ROD) must have a signed acceptance page from governing offices in order to make it a legally binding document. The signed acceptance page signifies that the ROD is officially agreed upon by all parties.

For that reason, the ROD cannot be submitted into READ until it has a signed acceptance page and is complete. READ is permanently retained and does not allow any document to be retracted from its catalogue or replaced with an updated version.

Formatting electronic files so that they are accessible to individuals with disabilities is required by federal law.

2.0 HOW TO PREPARE AND SUBMIT A DOCUMENT

> ### Step One: Prepare Your Document Text in RVAAP Text Style

RVAAP cleanup team submissions require your careful internal review for editorial and technical quality and for compliance with industry standards for professional report features.

✳ RVAAP documents should conform to the style required for all government documents. The U.S. Government Printing Office (GPO) maintains an online style manual, based on principles of good English language usage and economy of word use. A GPO style search device is available free of charge at www.gpoaccess.gov/stylemanual.

> ✳ This symbol indicates mandatory inclusions.
>
> ✦ This symbol indicates optional inclusions.

✳ Plan ahead to make your document follow the Section 508 accessibility guidelines. In your original Word files, add alternate text to figures so that 508 compliance can be made seamlessly. Avoid using color only to convey meaning. All draft and final RVAAP documents must be accessible to people with disabilities by meeting the Rehabilitation Act of 1973 Section 508 amendment requirements. (Preliminary drafts do not require 508 accessibility.)

✳ Preliminary Draft and Draft documents must display a line number to the left of each line in the main text of the document. Remove the line numbers before generating the Final Document.

✳ All documents must have an Executive Summary section and a Conclusions section except as noted in Appendix A.

✦ Because you are responsible for the layout as well as the content of the document, you may achieve better consistency by using a document format (margins, number of columns, bullet style, file formats, etc.) based on a document your company already has in the RVAAP repository.

✦ Examples of outlines of typical RVAAP documents are available in Appendix A. These outlines may help you identify how to prepare your text.

> **Examples of document outlines: Appendix A**
> Click Here

Use the following list to order all the components of your document in your electronic file. This procedure is required for all stages of document draft (e.g., Preliminary Draft, Draft, and Final).

RVAAP DOCUMENT ORDER

1. Cover Page
2. SF 298
3. Review Status Page is a
   - Disclaimer Statement (if Preliminary Draft or Draft),
   - Contractor Statement of Independent Technical Review (if Final), or
   - Signed Approval Letter from Ohio EPA (inserted after Final is approved for documents under Findings and Orders).

   (Note: For a Final Record of Decision, the signed Authorizing Signature and Support Agency Acceptance Page is placed at the end of Part I.)
4. Title Page
5. Document Distribution Page
6. Table of Contents, List of Acronyms, Tables, and Figures
7. Executive Summary
8. Main Text (including Conclusions section)
9. Appendices, including
   - Signed Documentation or Correspondences, and
   - Comment Response Table.

⊕ Create a **cover page** for all submissions, using a document title that includes the correct standardized nomenclature to reference site/area of concern relevant to report. Please compose your title carefully.

✳ This same title must be consistent throughout the stages of your submission (Preliminary Draft, Draft, and Final). If a title change is required, for whatever reason, the contractor must first contact the RVAAP Administrative Records manager prior to its submission and also note the title changes in the Letter of Transmittal (LOT)

How to write a cover page: Appendix B

Click Here

✦ Contractors may add their own internal tracking numbers to the document including on the cover and title pages.

✦ Complete a Report Documentation Page (**Standard Form 298 or SF 298**), available below and on the team website. Complete the fillable fields of the form, and insert it into your electronic file.

Please Note: Guidance for filling in the cells of the SF 298 is given on the second page of the form. Any boxes that are not relevant to your document may be filled with "NA" (not applicable).

✦ Insert appropriate **review status page**:

• If your document is a Preliminary Draft or Draft, the next page will be a Disclaimer Statement. This statement advises readers that this copy is a draft and is not approved by government officials yet. Center this statement on the page:

DISCLAIMER STATEMENT

This document is a work prepared for the United States Government by [*insert your company name*]. In no event shall either the United States Government or [*insert name*] have any responsibility or liability for any consequences of any use, misuse, inability to use, or reliance on the information contained herein, nor does either warrant or otherwise represent in any way the accuracy, adequacy, efficacy, or applicability of the contents hereof.

Approved Finals: If your document is a Final that does *not* require any additional changes include the following documentation:

• If the document is a Final stage of a document other than a ROD, insert a copy of the signed approval letter from Ohio EPA after the SF 298.

• If your document is a Final ROD, the signed Authorizing Signatures or Support Agency Acceptance Page is placed at the end of Part I. Part I gives the site name, purpose, description of remedy, statutory determination, and authorizing signatures. The contractor must obtain the signatures of the Program Manager and of the Ohio EPA representative.

The original signature page goes into the final hard copy submitted to the Administrative Record. An electronic scan can be used in other repositories.

✳ If signatures are not collected before submission, contractors must resubmit electronic files when the signatures are available.

Not Yet Approved Finals: If your document is a Final that has not yet received final approval from Ohio EPA include the following:

- If your document is not a ROD and is in the Final stage, insert a place holder for the Final Approval Letter.

- If your document is a ROD and is in the Final stage, insert the unsigned Authorizing Signature Support Agency Acceptance Page at the end of Part I.

- If your document is Final, the next page will be a Contractor Statement of Independent Technical Review.

> **Where to find an example: Appendix E**
> Click Here

✛ Create a **Title page** that matches the cover page except logos are not added.

✛ **Document Distribution** page is needed for all submissions. Formatting guidelines and an example distribution list are included in Appendix F. However, the number of hard copies and electronic copies is subject to the requirements set in your SOW.

> **Where to get a distribution example: Appendix F**
> Click Here

✛ Standard table of contents, list of acronyms, tables, and figures.

✛ Executive Summary.

✛ Main text (Please note: Summary tables and figures must be integrated into the main text rather than appearing at the end of the text or in the appendices. Large data tables and figures may be included in appendices. A Conclusions section must be included at or near the end of the main text.)

✛ Appendices include **Signed Documentation or Correspondences**. Contract-related signed documentation includes approval letters, signature pages, and emails from any governmental or

regulatory agencies (Ohio Environmental Protection Agency, the U.S. Army, the U.S. Army Corps of Engineers, etc).

✳ Insert the approval letter for a Final document in the front of the document after the Form 298, not in the appendix.

✳ All Final documents should include a **Comment Response Table (CRT)** in their Appendices. The CRT includes the responses to all comments of the Draft document.

<div style="border:2px solid; text-align:center; padding:1em;">

Where to get a CRT example: Appendix G

Click Here

</div>

Step Three: Prepare Your Electronic Files

All stages of document (e.g., Preliminary Draft, Draft, and Final) require you to submit electronic files.

You will need the following supplies:

- ✓ CD or DVD discs

- ✓ Archival Data CD or DVD discs (for Final submissions)

- ✓ Jewel cases (for electronic submissions without a hard copy document)

- ✓ Plastic sleeves for electronic discs, binder sleeve or self-adhesive pockets, as shown.

- ✓ Printable discs or print labels for discs.

Follow these steps to prepare electronic files for submission:

- Create one continuous PDF (Portable Document Format) of your **document file**. This PDF must include the cover and title pages, all text, graphics, figures, tables, all appendices. All major sections of the document must have links in the bookmarks panel of the PDF file. This PDF should be made directly from its originating software (e.g., Microsoft Word) rather than from a scan of the printed file in order to have searchable and accessible text. If material must be scanned for inclusion in the document, use optical character recognition (OCR) such as in Adobe Acrobat Professional to make the text searchable and accessible. See the PDF guidelines for additional requirements.

- If the electronic document is very large (PDF file size greater than 100 megabytes), break it into smaller files (less than 100 megabytes each). Break the document at logical sections, such as dividing the main text into one file and the appendices into separate files. All parts of the

document should be PDF files and should be linked to the bookmark panel of the main text file as described in the PDF guidelines in Appendix H.

•

> **Where to get PDF guidelines: Appendix H**
> Click Here

• Check the PDF for accessibility by using Adobe Acrobat Professional. The file must be

  ○ Properly tagged
  ○ Have a logical reading and tab order
  ○ Have alternative text for all images and objects
  ○ Have a specified language
  ○ Have bookmarks linked to the sections of the document for files of 10 pages or more.

✳ All draft and final RVAAP documents must be accessible to people with disabilities by meeting the Rehabilitation Act of 1973 Section 508 amendment requirements. The Army will use the most current version of Adobe Professional to review all submissions' accessibility. There are exceptions and limitations to the extent that some components of reports can be tagged for accessibility (See Appendix H).

✳ Your SF 298 must be 508 compliant also.

• Run a full accessibility report on the PDF to identify and correct any accessibility errors.

  Copy the PDF onto CDs or DVDs. The CD or DVD for multi-volume submittals must contain all the volumes on the main submission CD or DVD. The file must be constructed as one continuous PDF file containing bookmarks or as a set of linked PDF files if an individual file would be larger than 100 megabytes. Only Final submissions for RVAAP require one of the CDs or DVDs to be of Archival Quality. Contractors are required to wait to submit Archival CDs after the approval letter for the Final is received. The Archival disc must be so designated on its label. Appendix I explains how to properly label the disc.

> **Where to get label examples: Appendix I**
> Click Here

Insert the discs into plastic sleeves or disc pockets if they will be included in the document binder. Insert discs into jewel cases for electronic-only deliverables.

  Special Note: The CD or DVD for multi-volume submittals must contain all the volumes of the submission. If the digital file for a multi-volume submission is

extremely large (over 700MB for CD and 4.7GB for DVD) the contractor must confer with the RVAAP Administrative Records Manager before submission.

- Create electronic files of supporting data

The SOW for some projects requires submission of supporting **data files** (such as Access databases, Excel files, shape files or GIS/CAD files) which cannot be converted into PDF without compromising the inherent functionality of the file. Submit this information on an Archival Data CD or DVD disc when specified in the SOW or when the document reaches its Final stage. This data disc is considered a separate entity entirely from the hardcopy submission and its discs. Do not include supporting data files on a disc in your hard copy binder submission. This data disc does not need follow the Section 508 guidelines. The Data CD/DVD *must* be clearly identified with a "data file" label.

Place this data disc in a jewel case and include it on your submission as one physical item.

Special Note: If a data file is extremely large (over 700MB for CD and 4.7GB for DVD), the contractor must confer with the RVAAP Administrative Records Manager before submission.

Step Four: Prepare Your Hard Copies

All stages of document (e.g., Preliminary Draft, Draft, and Final) require you to submit hard copies.

You will need the following supplies:

- ✓ View binders, white, ring style (round or D type), 1-inch to 3-inch spine size. (Please note: other types of binding can be used for recipients other than RVAAP Administrative Records. RVAAP requires one binder bound copy and one unbound, clipped copy.)

- ✓ Acid-free, archival-safe paper for Final documents

Follow these guidelines when preparing to print your hard copy:

- Print your PDF and assemble the document using the same component order as identified in Step Two with the addition of a plastic CD/DVD sleeve inserted after the cover page. CDs or DVDs may be inserted into either a sleeve or pocket and placed in the appropriate location in the binder.

- The cover page should be printed in color on cardstock and slipped into the view binder's front pocket. The black and white title page is used inside the binder rings.

- For multi-volume submissions place the SF-298 in the first volume only. The form is not needed in subsequent volumes.

- Complete a Compliance Checklist using the electronic form on the team website. Print it as a hard copy to be reviewed by a RVAAP document reviewer. A Compliance Checklist is included in Appendix J and on the team website.

> **Where to get a compliance checklist:** Appendix J
>
> Click Here

- Label the spine of the binder.

> **How to make a spine label:** Appendix K
>
> Click Here

- Only documents that require more than one binder use volume numbering. Do not label single volume submissions as "Volume One."

Hard Copy Preliminary Draft and Draft submissions require

- Displayed line numbers in the left margins. Line numbers are used for comment location purposes in the review process.

- Electronic files on disc (See Step Three.)

Hard Copy Final submissions require

- Acid free and archival safe paper.

- Removal of line numbers in the left margins.

- Original signed Authorizing Signatures and Support Agency Acceptance of Remedy page if available. Note that the signed pages and approval letters will not be available until after the Final document has been reviewed. Submit signed pages as inserts within two weeks of receiving the signed approval documentation (see Step 7).

- Electronic files on disc (See Step Three.) Do not submit electronic files on disc if the signed approval documentation has not yet been received and included in the PDF file. Submit the electronic files on disc within two weeks of receiving the signed approval documentation.

Write a **Letter of Transmittal (LOT)** that summarizes the hard copy package you are sending. Your LOT should be written in standard letter format and should include

- Name of contract, work, or project number and the delivery order number of the submission;

- Total number of physical items in the shipment. For example, your LOT could read "This deliverable consists of four physical items: two volumes of text plus two corresponding CDs;"

- Specifications of disc format. For example, note the delivery of a CD or a DVD;

- Specifications of disc content. For example, state that the disc is either a document PDF or data disc;

- Your Point of Contact (POC) name, telephone number, and email address. (The POC is responsible for contacting and working with the RVAAP Administrative Records Manager in resolving any concerns regarding the submittal.);

- Addressee.

  All submissions to RVAAP must addressed to:

  > ATTN: RVAAP Administrative Records Manager
  > RVAAP Facility Manager Ravenna Army Ammunition Plant
  > 8451 State Route 5, Bldg. #1037
  > Ravenna, OH 44266-9297

- Attach a Compliance Checklist to the LOT.

Special Note: Occasionally a **Change in Title** is required during the review process. If a title has changed between stages of the document, both the *original title* and the *newly revised title* must be clearly stated in the LOT. However, a Change in Title statement is not required when the only change is a submission's stage. For example, going from Draft to Final does not involve a title change notation in the LOT.

A **document submittal** must contain the following items in this order:

1. Letter of Transmittal
    a. Copy of SF 298, and
    b. Compliance Checklist

2. Paper Copy of Document in binder
    a. Cover,
    b. Disc sleeve or pocket containing CD or DVD with entire document as a PDF file,
        • *Note:* Send Final documents that await a Signed Approval Letter or Acceptance Page to the RVAAP Document Administrator *without* the electronic document PDF file. Within two weeks of receiving the signed approval documentation, send RVAAP Document Administrator:
            i. Hard copy of signed letter or Acceptance Page,
            ii. Hard copy of any replacement pages, and
            iii. Electronic copies of the entire document PDF (with corrections made) in jewel cases.
    c. SF 298,
    d. Review Status Page
        i. If Preliminary Draft or Draft: Disclaimer Statement,
        ii. If Final: Contractor Statement of Independent Technical Review,
        iii. After Final is approved for documents under Findings and Orders: Signed Approval Letter from Ohio EPA, or
        iv. If Final Record of Decision: Signed Authorizing Signature and Support Agency Acceptance Page (at the end of Part I).

    e. Title Page,
    f. Document Distribution Page,
    g. Table of Contents, List of Tables, Figures, Acronyms,
    h. Main Text, and
    i. Appendices, including
        i. Appendix CDs as PDF files in Disc sleeve or pocket,
        ii. Signed Documentation or Correspondences, and
        iii. Comment Response Table.

3. Additional copies of the document (bound or unbound and clipped as required by the SOW and identified in your Distribution List) have the same contents as above.
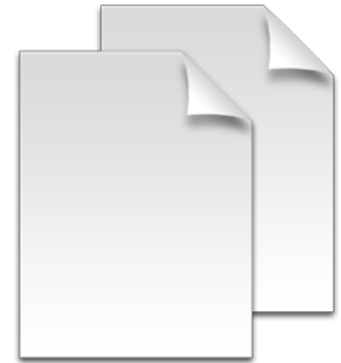
For **Preliminary Draft and Draft** submissions, ship your submittal package, hardcopies, and electronic files to the recipients on your distribution list. You can find addresses on the team website under the "Contacts" tab.

To confirm receipt of package shipment or to ask questions, please contact

RVAAP Administrative Records Manager
330-358-7304

For **Final document submissions** that require regulatory approval follow this chain of events:

First: Send to RVAAP and approving agencies (typically Ohio EPA and USACE):

Two hard copies
- 1 copy bound in binder with original signed approval letter
- 1 copy left unbound

Second: Wait for notification that Final has been approved.

Third: Send to RVAAP:

- LOT with page change instructions

- 2 signed approval letters (one with original signatures, one copy of signatures) as insert pages

- Any other insert pages required if approval was contingent on document revisions

- 2 CDs (one Archival) with the inclusion of the signed approval letters in the PDF files and any required changes made.

Fourth: Send to approving agencies:

- LOT with page change instructions
- Insert pages for hard copy documents
- Complete PDF files.

Final: Send to all others on distribution list:

- LOT
- Complete approved hard-copy documents and
- Electronic files as specified in the SOW.

How to find a page change example: Appendix L

Click Here

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APPENDIX A

EXAMPLES OF DOCUMENT OUTLINES

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EXAMPLES OF DOCUMENT OUTLINES

The following examples may help you prepare text for RVAAP documents. Actual contents may vary according to your SOW.

All documents must have an Executive Summary section and a Conclusions section except for the documents listed below:

   Explosive Safety Submission
   Explosive Siting Plan
   Installation spill Contingency Plan
   Memorandum
   Proposed Plan
   Record of Decision
   Safety, Health, and Emergency Response Plan
   Sampling and Analysis Plan
   Storm Water Pollution Prevention Plan

If you wish to produce a document without an Executive Summary section and a Conclusions section that is not in this list, obtain approval from the RVAAP Administrative Records Manager before submission.

EXAMPLE 1: Work Plan

A Work Plan (WP) identifies and documents the tasks you will conduct during a project. Your WP may require additional, supporting documents, depending on the needs of the project. For example, tasks involving field work will require a Sampling and Analysis Plan (SAP) and Site Safety and Health Plan (SSHP). Projects in areas where Munitions and Explosives of Concern (MEC) may be encountered will require a MEC Anomaly Avoidance Plan and Explosive Safety Submissions (ESS).

Assemble and submit documents that support the same WP and that follow the same review cycle as one document. The WP should be the main document and the supporting documentation should be attached as appendices.

The following example shows how a WP and supporting documentation should be assembled.

✳ All parts of the WP and its supporting documents in the appendices *must be included on the main submission's CD or DVD as one continuous PDF file* or for files larger than 100 megabytes, included as multiple PDF files linked to the primary file as described in Appendix H. The document's sections are listed in the following outline in the order that they should appear.

Work Plan Outline

Cover Page
CD / DVD
Disclaimer Statement (for Preliminary Drafts and Drafts only)
Report Documentation Page Standard Form 298
(Front Matter)

       Title Page
       Distribution List
       Table of Contents
       List of Appendices
       List of Figures (if applicable)
       List of Tables (if applicable)
       List of Acronyms / Abbreviations
       Executive Summary

(Main Text)

1.0	Background
2.0	Project Description
3.0	Project Activities
4.0	Environmental Protection Plan
5.0	Project Documentation and Sample QA /QC
6.0	Disposition of Investigation-Derived Waste
7.0	Clean Up Levels: Background Concentrations
8.0	Deliverables
9.0	Conclusions
10.0	References

Appendices

       Appendix A. Sampling and Analysis Plan
       Appendix B. Site Safety and Health Plan
       Appendix C. MEC Anomaly Avoidance Plan
       Appendix D. Signed Documentation and Correspondence
       Appendix E. Comment Response Table

EXAMPLE 2: Sampling and Analysis Plan Outline

Cover Page
(Front Matter)

       Title Page
       Table of Contents

PART I—Field Sampling Plan

(Front Matter)

       Title Page
       Table of Contents

List of Appendices (if applicable)
List of Figures (if applicable)
List of Tables (if applicable)
List of Acronyms / Abbreviations

(Main Text)

1.0	Project Description
2.0	Project Organization and Responsibilities
3.0	Scope and Objectives
4.0	Field Activities
5.0	Sample Chain of Custody/ Documentation
6.0	Sample Packaging and Shipping Requirements
7.0	Investigation-Derived Waste
8.0	Contractor Chemical Quality Control
9.0	Daily Chemical Quality Control Reports
10.0	Field Variances and Corrective Actions
11.0	Project Schedule
12.0	References

PART II— Quality Assurance Project Plan

(Front Matter)

Title Page
Table of Contents
List of Appendices
List of Figures
List of Tables
List of Acronyms / Abbreviations

(Main Text)

1.0	Introduction
2.0	Project Description
3.0	Project Organization and Responsibilities
4.0	Quality Assurance Objectives for Measurement Data
5.0	Sampling Procedures
6.0	Sample Custody
7.0	Calibration Procedures and Frequency
8.0	Analytical Procedures
9.0	Internal Quality Control Checks
10.0	Data Reduction, Validation, and Reporting
11.0	Performance and System Audits
12.0	Preventive Maintenance Procedures
13.0	Specific Routine Procedures to Assess Data Precision, Accuracy, and Completeness
14.0	Corrective Actions
15.0	Quality Assurance Reports to Management
16.0	References

EXAMPLE 3: Site Safety and Health Plan Outline

Cover Page
(Front Matter)
        Title Page
        Approval page
        Table of Contents
        List of Appendices
        List of Tables
        List of Figures
        List of Acronyms / Abbreviations
(Main Text)

1.0	Introduction
2.0	Site Description and Contamination Characterization
3.0	Staff Organization, Qualifications and Responsibilities
4.0	Training
5.0	Personal Protective Equipment
6.0	Medical Surveillance
7.0	Exposure Monitoring / Air Sampling Program
8.0	Heat / Cold Stress Monitoring
9.0	Standard Operation Safety Procedures
10.0	Site Control Measures
11.0	Personnel Hygiene and Decontamination
12.0	Equipment Decontamination
13.0	Emergency Procedures and Equipment
14.0	Logs, Reports, and Record Keeping
15.0	References

EXAMPLE 4: Explosives Safety Submission

An Explosives Safety Submission (ESS) may either be included within a Work Plan as an appendix or it can be created as a 'stand alone' publication. Nearly all ESS documents are required to follow a format protocol established by the United States Army Technical Center for Explosive Safety (USATCES). However, contractors should use these Format Guidelines whenever they do not conflict with USATCES's directives. USATCES directives take precedence when guidelines conflict.

EXAMPLE 5: Storm Water Pollution Prevention Plan

Not all projects are required to have a Storm Water Pollution Prevention Plan (SWPPP or SWP3). However, a SWP3 is rarely submitted as a single title document. If a project does require a SWP3, the plan must follow these Format Guidelines.

Cover Page
(Front Matter)
        Notice of Intent General Permit
        Table of Contents

List of Appendices
List of Figures
List of Tables
List of Acronyms / Abbreviations
(Main Text)

1.0	Introduction
2.0	SWP3 Coordinator and Duties
3.0	Facility Description
4.0	Identification of Potential Storm Water Contaminants
5.0	Storm Water Management Control
6.0	Management and Inspection Procedures
7.0	References
8.0	Certification

EXAMPLE 6: Remedial Investigation Report

Cover Page
(Front Matter)
Distribution List
Table of Contents
List of Appendices
List of Figures
List of Tables
List of Acronyms / Abbreviations
Executive Summary
(Main Text)

1.0	Introduction
2.0	Environmental Setting
3.0	Study Area Investigation
4.0	Nature and Extent of Contamination
5.0	Contaminant Fate and Transport
6.0	Human Health Risk Assessment
7.0	Ecological Risk Assessment
8.0	Summary and Conclusions
9.0	Recommendations
10.0	References

Appendices

OTHER CERCLA-PRODUCT EXAMPLES

A suggested structure and sample contents of a file for Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA or Superfund) activities is included in the U.S. Environmental Protection Agency's *Guidance for Conducting Remedial Investigations and Feasibility Studies under CERCLA* (EPA/540/G-89/004). The table here summarizes EPA's sample document contents. More information can be found at:

www.epa.gov/superfund/policy/remedy/pdfs/540g-89004-s.pdf.

To go back to main text

Click Here

APPENDIX B

COVER/TITLE PAGE INSTRUCTIONS AND EXAMPLES

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COVER/TITLE PAGE INSTRUCTIONS AND EXAMPLES

Your cover and title page need to follow defined requirements so that they work within the RVAAP REIMS system. Their specific requirements are listed here.

The Cover/Title page of your submission **should** follow these requirements:

- **Stage** The first word in the title is the stage in the series of review stages a document goes through. There are only three distinct stage determinations —Preliminary Draft, Draft, and Final.
- **Project Description and Applicable Location** The project description identifies the action(s) undertaken such as Remedial Investigation, Feasibility Study, Work Plan, etc. and, *if applicable,* the location of the action. (See Appendix C – List of Standardized Area of Concern and Munitions Response Sites Nomenclatures.)
- **Contract Number and Delivery Order Number:** The contract number and delivery order number determined by the SOW under which the contractor prepared the document.
- **RVAAP Facility Name and Location:** Ravenna Army Ammunition Plant, Ravenna, Ohio.
- **Contracting Agency**: The agency sponsoring the contractual work must be noted as 'Prepared For' and must include the agency's full title and complete address.
- **Primary Contractor:** The Prime or Tier-1 contractor as creator of the document must be noted as 'Prepared By' and must include the contractor's full title and **complete address**.
- **Document Date:** The month, day and year the document is issued. Example: May 6, 2010. (See examples that follow.)
- * Titles may contain no more than 250 characters. Count site nomenclature, numbers, punctuation, and spaces between words and special characters.

The Cover/Title page of your submission **should not use certain terms**:

- Do not use the term 'Phase' or 'Stage' to differentiate among multiple studies at the same location. The term 'Phase' is used to describe the steps of the CERCLA cleanup process. It is confusing to have phases within phases. The term 'Stage' is used to describe the steps in the document review process..

  If the project's work is to be done in two or more studies within a CERCLA phase it cannot be described as 'Phase I,' 'Phase II,' 'Phase III,' etc. Instead, use the word 'Addendum' followed by a sequential number to indicate additions to a previous report. For example, use "Remedial Investigation for RVAAP-xx Site XYZ", "Remedial Investigation for RVAAP-xx Site XYZ Addendum 1," "Remedial Investigation for RVAAP-xx Site XYZ Addendum 2," etc.

- Do not use the term 'Version' with numbers, e.g., Version 1.0, to describe the submission's progress under the review process. Instead use the terms 'Preliminary Draft', 'Draft', and 'Final' at the beginning of the title to identify the stage of the review process.

- Do not use abbreviations and parentheses or acronyms and parentheses within the title of the submission..

Right: Preliminary Draft Work Plan for the Remedial Investigation of RVAAP- 01 Ramsdell Quarry Landfill.

Wrong: Preliminary Draft Work Plan (WP) for the Remedial Investigation (RI) of RVAAP-01 Ramsdell Quarry Landfill.

Wrong: Preliminary Draft Work Plan for the Remedial Investigation of <u>Ravenna Army Ammunition Plant- 01</u> Ramsdell Quarry Landfill.

Use the acronym 'RVAAP' for the prefix of an AOC designation in a title that includes the Army Environmental Database-Restoration's (AEDB-R) site nomenclature assignment. The acronym RVAAP and its adjacent numeric designation (-01, -02, -03, etc.) must be used whenever an AOC site is described. (Reference: Installation Action Plan FY2011, RVAAP, June 28, 2011)

Conditional Layout Requirements

All Conditional Layout Requirement must follow the directives presented below. Any deviation from the contingent layout parameters presented here requires pre-approval from the RVAAP Administrative Records Manager.

Multi-Volume Designations

Multi-volume submissions are required to have a volume identification number and a content descriptor. For example a multi-volume submission consisting of three volumes would look like this:

    Volume 1- Main Text, Appendices A-J
    Volume 2 - Appendices K-P
    Volume 3 - Appendices Q-V

Addendums

Addendums to the original document must include the original submission Cover/Title information along with the designation of Addendum and its number. For example, use Addendum No. 1, Addendum No. 2.

Usage of Version Numbers

A title should include a version number only if it is considered a 'living' document that will be updated in the future as conditions require such as the SFG. Do not use the term, Version 1.0, Version 2.0, etc. to describe a submission's transition from one review stage to the next.

Usage of Revision Numbers

While a submission is in a particular stage of the review process (Preliminary Draft, Draft, and Final) the contractor may be required to revise the submission and re-submit it. In this case the term, Revision 1.0, Revision 2.0, etc. is to be used to describe and track the number of revisions that may be incurred before proceeding onto the next stage.

COVER/TITLE PAGE EXAMPLES

General Example of a Cover Page for a Single Title Submission

STAGE → Final

PROJECT → Remedial Action Report

SITE NOMENCLATURE → for the RVAAP-16 Fuze and Booster Quarry Landfill/Ponds

RVAAP FACILITY & LOCATION → Ravenna Army Ammunition Plant Ravenna, Ohio

DATE OF SUBMISSION → March 5, 2010

CONTRACT & DELIVERY NUMBERS → GSA Contract No. GS-10F-0076J Delivery Order No. W912QR-05-F-0033

Prepared for:

CONTRACTING AGENCY LOGO → US Army Corps of Engineers®

CONTRACTING AGENCY → United States Army Corps of Engineers Louisville District 600 Martin Luther King, Jr. Place Louisville, Kentucky 40202

Prepared by:

PRIMARY CONTRACTOR LOGO → SAIC From Science to Solutions

PRIMARY CONTRACTOR → SAIC Engineering of Ohio, Inc. 8866 Commons Boulevard, Suite 201 Twinsburg, Ohio 44087

Example of a Single title Submission Addendum

Final
Remedial Action Report
for the RVAAP-16 Fuze and
Booster Quarry Landfill/Ponds

ADDENDUM/
NUMBER ————————► Addendum No.1

Ravenna Army Ammunition Plant
Ravenna, Ohio
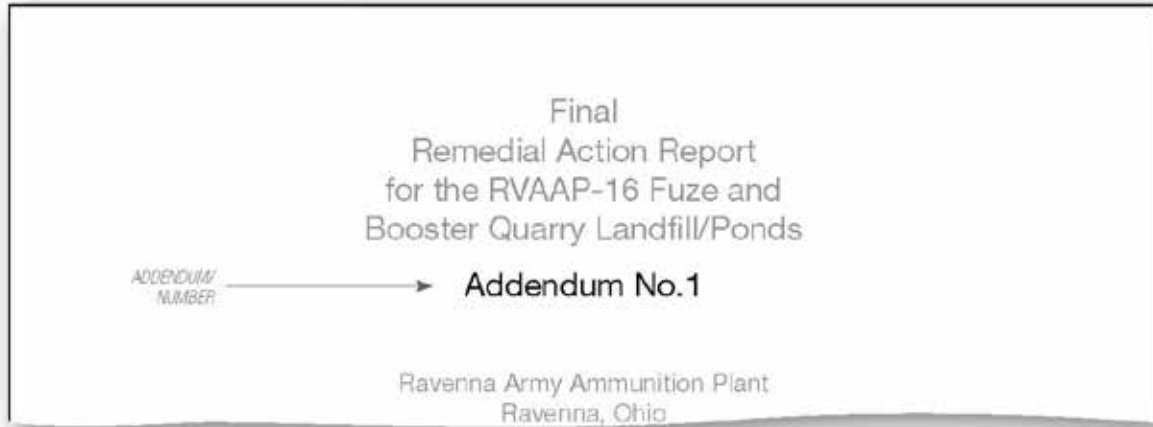
Example of a Single Title Submission Revision

Final
Remedial Action Report
for the RVAAP-16 Fuze and
Booster Quarry Landfill/Ponds

REVISION ————————► Revision 1.0

Ravenna Army Ammunition Plant
Ravenna, Ohio

Example of a Multi-Volume Submission – Volume One

Final
Remedial Action Report
for the RVAAP-16 Fuze and
Booster Quarry Landfill/Ponds

VOLUME NUMBER & APPENDICES → Volume One – Main Text Appendices A – J

Ravenna Army Ammunition Plant
Ravenna, Ohio

Example of a Multi-volume Submission – Volume Two

Final
Remedial Action Report
for the RVAAP-16 Fuze and
Booster Quarry Landfill/Ponds

VOLUME NUMBER & APPENDICES → Volume Two – Appendices K – N

Ravenna Army Ammunition Plant
Ravenna, Ohio

To go back to main text

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APPENDIX C

**LIST OF STANDARDIZED
AREAS OF CONCERN AND
MUNITIONS RESPONSE SITES
NOMENCLATURES**

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List of Standardized Areas of Concern and Munitions Response Sites Nomenclatures

RVAAP- 01 Ramsdell Quarry Landfill[1]

RVAAP- 02 Erie Burning Grounds

RVAAP- 03 Open Demolition Area #1

RVAAP- 04 Open Demolition Area #2[2]

RVAAP- 05 Winklepeck Burning Grounds[3]

RVAAP- 06 C Block Quarry

RVAAP- 07 Building 1601 Hazardous Waste Storage

RVAAP- 08 Load Line 1

RVAAP- 09 Load Line 2

RVAAP- 10 Load Line 3

RVAAP- 11 Load Line 4

RVAAP- 12 Load Line 12[4]

RVAAP- 13 Building 1200-Dilution\Settling Pond

RVAAP- 14 Load Line 6 Evaporation Unit

RVAAP- 15 Load Line 6 Treatment Plant

RVAAP- 16 Fuze and Booster Quarry Landfill/Ponds

RVAAP- 17 Deactivation Furnace

RVAAP- 18 Load Line 12 Pink Waste Water Treatment

RVAAP- 19 Landfill North of Winklepeck Burning Grounds

RVAAP- 20 Sand Creek Sewage Treatment Plant

RVAAP- 21 Depot Sewage Treatment Plant

RVAAP- 22 George Road Sewage Treatment Plant

RVAAP- 23 Unit Training Equipment Site

RVAAP- 24 Waste Oil Tank

RVAAP- 25 Building 1034 Motor Pool

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[1] This was historically designated also as 'Sanitary Landfill' (1941-1989).

[2] In earlier studies this area was comprised of two separate AOCs—one within the other—under different restoration program. The 'Open Detonation' AOC under the RCRA program was located within the 'Open Burning Ground' AOC under the CERCLA program (1948-1986) until both were declared as CERCLA and designated as the current AOC site 'RVAAP-03 Open Demolition Area #2'.

[3] This was also designated in earlier studies as 'Open Burning Ground' (1941-1980).

[4] Load Line 12 has been historically referred to as 'Ammonia Nitrate Line (1940-1960),' 'Shell Renovation Line, Renovation-Washout Line or Demilitarization Line (1946-1956),' and 'Bomb Melt-Out Line (BMO) (1960-1963).'

List of Standardized Areas of Concern and Munitions Response Sites Nomenclatures

RVAAP- 26 Fuze and Booster Area Settling Tanks

RVAAP- 27 Building 854-PCB Storage

RVAAP- 28 Mustard Agent Burial Site

RVAAP- 29 Upper and Lower Cobbs Ponds

RVAAP- 30 Load Line 7 Pink Waste Water Treatment

RVAAP- 31 Ore Pile Retention Pond

RVAAP- 32 40 MM Firing Range[5]

RVAAP- 33 Load Line 6[6]

RVAAP- 34 Sand Creek Disposal Road Landfill

RVAAP- 35 Building 1037- Laundry Waste Water Sump

RVAAP- 36 Pistol Range

RVAAP- 37 Pesticide Storage Building T-4452

RVAAP- 38 NACA Test Area

RVAAP- 39 Load Line 5[7]

RVAAP- 40 Load Line 7[8]

RVAAP- 41 Load Line 8[9]

RVAAP- 42 Load Line 9[10]

RVAAP- 43 Load Line 10[11]

RVAAP- 44 Load Line 11[12]

RVAAP- 45 Wet Storage Area

RVAAP- 46 Building F-15 and F-16

---

[5] The 40mm Firing Range has been referred to as '40mm Test Range'(1940-2003).
[6] Load Line 6 has been referred to as 'Fuse Line 2' (1940-1979).
[7] Load Line 5 has been referred to as 'Fuse Line 1' (1940-1979).
[8] Load Line 7 has been referred to as 'Booster Line 1' (1940-1979).
[9] Load Line 8 has been referred to as 'Booster Line 2' (1940-1979).
[10] Load Line 9 has been referred to as 'Detonator Line' (1940-1979).
[11] Load Line 10 has been referred to as 'Percussion Element' (1940-1979).
[12] Load Line 11 has been referred to as 'Artillery Primer Line' (1940-1979).

List of Standardized Areas of Concern and Munitions Response Sites Nomenclatures

RVAAP- 47 Building T -5301

RVAAP- 48 Anchor Test Area

RVAAP- 49 Central Burn Pits

RVAAP- 50 Atlas Scrap Yard[13]

RVAAP- 51 Dump Along Paris-Windham Road

RVAAP- 66 Facility-wide Groundwater

RVAAP- 67 Facility-wide Sewers

CC-RVAAP- 68 Electric Substations (E, W, No. 3)

CC-RVAAP- 69 Building 1048 Fire Station

CC-RVAAP-70 East Classification Yard

CC-RVAAP-71 Barn #5 Petroleum Release

CC-RVAAP-72 Facility-Wide USTs

CC-RVAAP-73 Facility-Wide Coal Storage

CC-RVAAP-74 Building 1034 Motor Pool Hydraulic Lift

CC-RVAAP-75 George Road STP Mercury Spill

CC-RVAAP-76 Depot Area

CC-RVAAP-77 Building 1037 Laundry Waste Water Sump

CC-RVAAP-78 Quarry Pond Surface Dump

CC-RVAAP-79 DLA Ore Storage Sites

CC-RVAAP-80 Group 2 Propellant Can Tops

CC-RVAAP-83 Former Buildings 1031 and 1039

---

[13] Atlas Scrap Yard has been referred to as 'Old Atlas Area' (1942-2003).

List of Standardized Areas of Concern and Munitions Response Sites Nomenclatures

RVAAP-001-R-01 Ramsdell Quarry Landfill MRS[14]

RVAAP-002-R-01 Erie Burning Grounds MRS

RVAAP-004-R-01 Open Demolition Area #2 MRS[15]

RVAAP-008-R-01 Load Line #1 MRS

RVAAP-012-R-01 Load Line 12 MRS

RVAAP-016-R-01 Fuze and Booster Quarry MRS

RVAAP-019-R-01 Landfill North of Winklepeck MRS

RVAAP-032-R-01 40mm Firing Range MRS[16]

RVAAP-033-R-01 Firestone Test Facility MRS

RVAAP-034-R-01 Sand Creek Dump MRS

RVAAP-046-R-01 Building #F-15 and F-16 MRS

RVAAP-048-R-01 Anchor Test Area MRS

RVAAP-050-R-01 Atlas Scrap Yard MRS[17]

RVAAP-060-R-01 Block D Igloo MRS

RVAAP-061-R-01 Block D Igloo-TD MRS

RVAAP-062-R-01 Water Works #4 Dump MRS

RVAAP-063-R-01 Group 8 MRS[18]

---

[14] This was also designated as 'Sanitary Landfill' (1941-1989).

[15] In earlier studies this area was comprised of two separate AOCs—one within the other—under different restoration programs. The 'Open Detonation' AOC under the RCRA program was located within the 'Open Burning Ground' AOC under the CERCLA program (1948-1986) until these were declared both as CERCLA and designated as the current AOC site 'RVAAP-03 Open Demolition Area #2'.

[16] The 40mm Firing Range has been referred to as '40mm Test Range'(1940-2003).

[17] This MRS was also historically designated as the 'Old Atlas Area' (1942-2003).

[18] Formerly known as the Area Between Buildings 846 and 849.

APPENDIX D

THE SF-298 FORM 508

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REPORT DOCUMENTATION PAGE

1. REPORT DATE *(DD-MM-YYYY)*	2. REPORT TYPE	3. DATES COVERED *(From - To)*

4. TITLE AND SUBTITLE

5a. CONTRACT NUMBER

5b. GRANT NUMBER

5c. PROGRAM ELEMENT NUMBER

6. AUTHOR(S)

5d. PROJECT NUMBER

5e. TASK NUMBER

5f. WORK UNIT NUMBER

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)

8. PERFORMING ORGANIZATION REPORT NUMBER

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)

10. SPONSOR/MONITOR'S ACRONYM(S)

11. SPONSOR/MONITOR'S REPORT NUMBER(S)

12. DISTRIBUTION/AVAILABILITY STATEMENT

13. SUPPLEMENTARY NOTES

14. ABSTRACT

15. SUBJECT TERMS

16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES	19a. NAME OF RESPONSIBLE PERSON
a. REPORT	b. ABSTRACT	c. THIS PAGE			
					19b. TELEPHONE NUMBER *(Include area code)*

INSTRUCTIONS FOR COMPLETING SF 298

1. REPORT DATE. Full publication date, including day, month, if available. Must cite at least the year and be Year 2000 compliant, e.g. 30-06-1998; xx-06-1998; xx-xx-1998.

2. REPORT TYPE. State the type of report, such as final, technical, interim, memorandum, master's thesis, progress, quarterly, research, special, group study, etc.

3. DATES COVERED. Indicate the time during which the work was performed and the report was written, e.g., Jun 1997 - Jun 1998; 1-10 Jun 1996; May - Nov 1998; Nov 1998.

4. TITLE. Enter title and subtitle with volume number and part number, if applicable. On classified documents, enter the title classification in parentheses.

5a. CONTRACT NUMBER. Enter all contract numbers as they appear in the report, e.g. F33615-86-C-5169.

5b. GRANT NUMBER. Enter all grant numbers as they appear in the report, e.g. AFOSR-82-1234.

5c. PROGRAM ELEMENT NUMBER. Enter all program element numbers as they appear in the report, e.g. 61101A.

5d. PROJECT NUMBER. Enter all project numbers as they appear in the report, e.g. 1F665702D1257; ILIR.

5e. TASK NUMBER. Enter all task numbers as they appear in the report, e.g. 05; RF0330201; T4112.

5f. WORK UNIT NUMBER. Enter all work unit numbers as they appear in the report, e.g. 001; AFAPL30480105.

6. AUTHOR(S). Enter name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the report. The form of entry is the last name, first name, middle initial, and additional qualifiers separated by commas, e.g. Smith, Richard, J, Jr.

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES). Self-explanatory.

8. PERFORMING ORGANIZATION REPORT NUMBER. Enter all unique alphanumeric report numbers assigned by the performing organization, e.g. BRL-1234; AFWL-TR-85-4017-Vol-21-PT-2.

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES). Enter the name and address of the organization(s) financially responsible for and monitoring the work.

10. SPONSOR/MONITOR'S ACRONYM(S). Enter, if available, e.g. BRL, ARDEC, NADC.

11. SPONSOR/MONITOR'S REPORT NUMBER(S). Enter report number as assigned by the sponsoring/ monitoring agency, if available, e.g. BRL-TR-829; -215.

12. DISTRIBUTION/AVAILABILITY STATEMENT. Use agency-mandated availability statements to indicate the public availability or distribution limitations of the report. If additional limitations/ restrictions or special markings are indicated, follow agency authorization procedures, e.g. RD/FRD, PROPIN, ITAR, etc. Include copyright information.

13. SUPPLEMENTARY NOTES. Enter information not included elsewhere such as: prepared in cooperation with; translation of; report supersedes; old edition number, etc.

14. ABSTRACT. A brief (approximately 200 words) factual summary of the most significant information.

15. SUBJECT TERMS. Key words or phrases identifying major concepts in the report.

16. SECURITY CLASSIFICATION. Enter security classification in accordance with security classification regulations, e.g. U, C, S, etc. If this form contains classified information, stamp classification level on the top and bottom of this page.

17. LIMITATION OF ABSTRACT. This block must be completed to assign a distribution limitation to the abstract. Enter UU (Unclassified Unlimited) or SAR (Same as Report). An entry in this block is necessary if the abstract is to be limited.

Example of Completed SFG 298

REPORT DOCUMENTATION PAGE	Form Approved OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.

1. REPORT DATE (DD-MM-YYYY)	2. REPORT TYPE	3. DATES COVERED (From - To)
12-03-2010	Technical	February 2009 - January 2010

4. TITLE AND SUBTITLE	5a. CONTRACT NUMBER
Final Monitoring Report for the Deep Bedrock Well Installation in the Basal Sharon Conglomerate Ravenna Army Ammunition Plant Ravenna, Ohio	W912QR-04-D-0028

	5b. GRANT NUMBER: NA
	5c. PROGRAM ELEMENT NUMBER: NA

6. AUTHOR(S)	5d. PROJECT NUMBER
Trenton, Amanda M.	Delivery Order No. 0001
	5e. TASK NUMBER: NA
	5f. WORK UNIT NUMBER: NA

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)	8. PERFORMING ORGANIZATION REPORT NUMBER
SAIC Engineering of Ohio, Inc. 8866 Commons Blvd, Suite 201 Twinsburg, Ohio 44087	1526.20100312.001

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)	10. SPONSOR/MONITOR'S ACRONYM(S)
USACE - Louisville District U.S. Army Corps of Engineers 600 Martin Luther King Jr., Place PO Box 59 Louisville, Kentucky 40202-0059	USACE
	11. SPONSOR/MONITOR'S REPORT NUMBER(S): NA

12. DISTRIBUTION/AVAILABILITY STATEMENT

Reference distribution page.

13. SUPPLEMENTARY NOTES

None.

14. ABSTRACT

This monitoring report documents the completion of installation and monitoring of six deep bedrock wells on the Basal Sharon Conglomerate. This report summarizes field activities performed and presents analytical monitoring results.

15. SUBJECT TERMS

monitoring report, groundwater sampling, monitoring wells, groundwater, bedrock, Sharon Conglomerate

16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES	19a. NAME OF RESPONSIBLE PERSON
a. REPORT	b. ABSTRACT	c. THIS PAGE			Mark Nichter
U	U	U	SAR	61	19b. TELEPHONE NUMBER (include area code) (502)315-6375

Standard Form 298 (Rev. 8/98)
Prescribed by ANSI Std. Z39.18
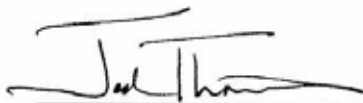
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APPENDIX E

CONTRACTOR STATEMENT OF INDEPENDENT TECHNICAL REVIEW

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CONTRACTOR STATEMENT OF INDEPENDENT TECHNICAL REVIEW

Science Applications International Corporation (SAIC) has completed the Final Record of Decision for Soil and Dry Sediment at the RVAAP-49 Central Burn Pits at the Ravenna Army Ammunition Plant, Ravenna, Ohio. Notice is hereby given that an independent technical review has been conducted that is appropriate to the level of risk and complexity inherent in the project. During the independent technical review, compliance with established policy principles and procedures, utilizing justified and valid assumptions, was verified. This included review of data quality objectives; technical assumptions; methods, procedures, and materials to be used; the appropriateness of data used and level of data obtained; and reasonableness of the results, including whether the product meets the customer's needs consistent with law and existing USACE policy.

Jed Thomas, P.E.
Study/Design Team Leader

Date 4/20/09

W. Kevin Jago
Independent Technical Review Team Leader

Date 04-20-09

Significant concerns and the explanation of the resolution are as follows:

Internal SAIC Independent Technical Review comments are recorded on a Document Review Record per SAIC quality assurance procedure QAAP 3.1. This Document Review Record is maintained in the project file. Changes to the report addressing the comments have been verified by the Study/Design Team Leader. As noted above, all concerns resulting from independent technical review of the project have been considered.

Scott Armstrong
Principal w/ A-E firm

Date April 21, 2009

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APPENDIX F

DOCUMENT DISTRIBUTION LIST

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F-2

DOCUMENT DISTRIBUTION LIST

A Distribution List is to be placed on a 'Distribution Page' located immediately after the title page and is to be included with all submissions, including:

- Installation Restoration Program (IRP) documents under United States Army Environmental Center (USAEC)

- Military Munitions Response Program (MMRP) documents under United States Army Environmental Center (USACE Omaha)

- Explosives Removal and Demolition documents under Base Realignment and Closure Division (BRACD)

Distribution List Formatting Structure

The structural elements of all Distribution Lists submission types must comply with the following three formatting rules:

- The inclusion of the organization's acronym followed by the authorizing agent's title (in alphabetical order by organization). Also organization's authorizing agent titles of 'Program Manager' and 'Project Manager' must be placed in last position on the list. Follow agent's title with name if known.

- The Distribution Page must include the submission's format types and the number of copies. This means how many 'hard' or printed copies and how many electronic versions (CDs) were distributed to each organization.

- The Distribution Page must include an acronym list of the organization's name and placed in the lower left hand side of the page.

Document Distribution Example

DOCUMENT DISTRIBUTION
for the
Final Remedial Action Report
For the RVAAP-16 Fuze and Booster Quarry Landfil/Ponds
Ravenna Army Ammunition Plant
Ravenna, Ohio

Name/Organization	Number of Printed Copies	Number of Electronic Copies
Camp Ravenna Environmental Scientist, Katie Elgin	1	1
NGB Cleanup Program Manager, J. Kimberly Harriz	0	1
OEPA-NEDO Site Coordinator, Todd Fisher	1	1
REIMS	0	1
RVAAP Facility Manager, Mark Patterson	2	2
USACE – Louisville District Program Manager,	1	1
USACE – Louisville District Project Manager, Nathaniel Peters, II	1	1
USAEC Program Manager, Mark Krivansky	0	1
SAIC Program Manager, Kevin Jago	1	1
SAIC Project Manager, Jed Thomas	1	1

Camp Ravenna = Camp Ravenna Joint Military Training Center
NGB = National Guard Bureau
OEPA-NEDO = Ohio Environmental Protection Agency-Northeast District Office
REIMS = Ravenna Environmental Information Management System
RVAAP = Ravenna Army Ammunition Plant
USACE = U.S. Army Corps of Engineers – Louisville District
USAEC = U.S. Army Environmental Center
SAIC = Science Applications International Corporation

To go back to main text

APPENDIX G

COMMENT RESPONSE TABLE EXAMPLE

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Example of Comment Response Table

INSERT DOCUMENT NAME (RVAAP-XX) AT THE RAVENNA ARMY AMMUNITION PLANT, RAVENNA OHIO
COMMENT RESPONSE TABLE
MONTH DD, YEAR

Comment Number	Page No. Line No.	New Page or Sheet	Comment	Recommendation	Response
			Army (Insert commenter name)		
A-1					
A-2					
A-3					
			Ohio EPA (Insert commenter name)		
O-1					
O-2					
O-3					
			RTLS-Environmental (Insert commenter name)		
R-1					
R-2					
R-3					

To go back to main text

Click Here

G-3

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APPENDIX H

PDF GUIDELINES

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PDF GUIDELINES

The easiest way to produce a portable document format (PDF) file with logical flow and accessibility of non-text elements is to build them into the source document in its native format. Adobe has published a guidance document for creating accessible documents. This guidance document, Creating Accessible PDF Documents with Adobe Acrobat, may be downloaded at: http://www.adobe.com/enterprise/accessibility/main.html.

This document presents several workflows for producing an accessible PDF file. Reading the Adobe guidance is recommended before the source document is prepared. Accessibility issues that are difficult to correct in Adobe Acrobat may be avoided by careful planning of the source document.

The specific steps described below for creating PDF files are based on the Menus in Microsoft Word 2003 and Adobe Acrobat 7.0. The menus in newer versions of Microsoft Word and Adobe Acrobat may be different.

H.1   Set Up a Microsoft Word Source Document

This section presents guidance and examples for converting typical source files to accessible PDF files. All sections listed here are to be applied in creating a PDF file. When creating the source document always use paragraph styles such as Heading 1, Heading 2, Body Text, etc. Acrobat will use these styles to tag headers appropriately. Use bullets and numbering to create lists and outlines. If you want to present text in columns use Word's Columns feature rather than tabs or tables.

- Create a Live Hyperlinks (if applicable):

If using live hyperlinks you must add descriptive text to the link.

- ○ Right click on link.
- ○ Choose '**Hyperlink**.'
- ○ Choose '**Edit hyperlink**.'
- ○ Click on '**Screen Tip**' and add descriptive text.
- ○ Click '**OK**.'
- ○ Click '**OK**' again.

- Add Alternate Text to Images

When using colors choose sharp contrasts for best visibility and avoid using color alone to distinguish between differences in meaning. To add alternate text to any image in the document:

- ○ Right click on figure.
- ○ Choose '**Format picture**.'
- ○ Click on the '**Web**' tab. Type a description of the figure in the text box.
- ○ Click '**OK**.'

In the **PDFMaker Settings Box** select from the '**Conversion Settings'** drop down menu:

- '**Smallest file size**' is recommended for producing the electronic PDF.

- '**Standard**' or '**Press quality**' is used for a higher resolution master PDF print file for the paper-copy document.

In the **Application Settings** box, be sure that these boxes are checked:

  ○ **'Add links to Adobe PDF.'**

  ○ **'Add bookmarks to Adobe PDF.'**

  ○ **'Enable accessibility and re-flow with Tagged PDF.'**

  ○ In the **Advance Settings** box, be sure that the '**Optimize for fast web viewing'** box is checked.

  ○ Open the **'Word'** tab and make sure that this box is checked:

    o '**Convert cross-references and table of contents to links**.'

  ○ Open the '**Bookmarks**' tab and make sure that all heading levels used in the document in the **bookmarks options** are checked.

  ○ Click **'OK'** to close the **'Change conversion settings'** window.

  ○ Click on the **'Convert to Adobe PDF'** icon in the Adobe PDF menu to create the PDF file. All bookmarks and links now will be included for the heading levels that you selected.

H.2   Make Tables Accessible

Tables can present problems for the visually impaired because the reader must know the column header and row header as well as the content of a cell in order to understand the meaning. The Adobe Acrobat conversion software creates <TH> tags for headers and <TD> tags for data elements. This works well for tables that will fit on one page. Unfortunately, Adobe Acrobat will not tag tables that break over multiple pages when the '**Page Setup**' in Excel has been set to repeat header rows at top or repeat columns at the left. Tables may be cut and pasted from Excel to Word. The tables will then be tagged when converted from Word to PDF format.

Sometimes very large Excel files may be included as an appendix to a report. Very large Excel files should be formatted so that readers may easily interpret them visually. This format may preclude automatic tagging by Adobe Acrobat. RVAAP's policy does not currently require tagging tables, given the current state of technology which would cause contractors' "an undue burden" to produce.

When using the Table feature in Microsoft Word to create tables as opposed to just spacing and tabs keep header rows simple when possible by avoiding merged cells and try to keep the content within a cell from breaking across a page. Turn off the **'Allow Row to Break Across Pages'** option.

H.3   Set Metadata Properties in Microsoft Word

- Select '**File**.'
- Select '**Properties**.'
- Select the '**Summary**' tab.
    - In the '**Title**' line type the document title.
    - In the '**Author**' line type the agency and/or contractor producing the document.
    - In the '**Keywords**' line type the AOC's name(s) related to the document.
    - Click '**OK**.'

H.4   Convert Microsoft Word to Portable Document Format

The PDF file for a document should be one file when the organization, size and type of source material permit. The easiest way to accomplish that is to combine the material into one Microsoft Word document and convert the Microsoft Word file to PDF as described below. That approach provides for automatically including bookmarks to the headings and accessibility tags.

Setting Bookmarks and Accessibility Tags

- Click on '**Adobe PDF'** in the menu bar.

- Select '**Change Conversion Settings**.'

- Open the '**Settings'** tab.

- In the **PDFMaker Settings Box**, select from the '**Conversion Settings**' drop-down menu:

    - '**Smallest file size**' is recommended for producing the electronic PDF.

    - '**Standard**' or '**Press quality**' is used for higher resolution master PDF print file for the paper-copy document.

- In the **Application Settings** box, be sure that these boxes are checked:

    - **'Add Links to Adobe PDF.'**

    - **'Add bookmarks to Adobe PDF.'**

    - **'Enable accessibility and re-flow with Tagged PDF.'**

    - In **Advance Settings** box, be sure that the **'Optimize for fast web viewing'** box is checked.

- Open the '**Word**' tab and make sure that this box is checked:

  o **'Convert cross-references and table of contents to links.'**

- Open the 'Bookmarks' tab and make sure that all heading levels used in the '**Bookmarks Options**' are checked.

- Click '**OK**' to close the '**Change conversion settings**' window.

- Click of the '**Convert to Adobe PDF**' icon in the Adobe Acrobat PDF menu to create the PDF file. All bookmarks and links now will be included for the heading levels that selected.

Entering Bibliographic Data to the PDF File

After converting to Adobe, the PDF document needs to have its bibliographic data entered.

- Select '**File**' menu in Acrobat.
- Select '**Document Properties**.'
- Click on '**Description**' window and
  o In the '**Title**' box type document title.
  o In the '**Author**' box type the name of the organization producing the document.
  o In the '**Keywords**' box type the standardized names of all AOCs discussed in the report.

Selecting Language for the PDF File

After converting to Adobe PDF make sure that a language has been selected.

- Select '**File**' menu in Acrobat.

- Select '**Document Properties**.'

- Click on '**Advanced**' window

- In the **Reading Option** section go to the '**Language**' box and in the drop-down menu make sure '**English**' or '**US English**' has been selected.

Selecting 'Fast Web View' for the PDF File

After converting to Adobe PDF make sure that the file has been optimized for fast Web viewing.

- Select '**File**' from the menu in Adobe Acrobat.

- Select '**Document Properties**.'

- Click on '**Description**' tab and make sure that '**Yes**' is after the '**Fast Web View**' statement.

- If it reads '**No**' make sure that the '**Optimize for fast web view**' has been checked in the Adobe conversion settings or '**Preferences**' and resave the file in Acrobat (select '**File**' and then '**Save As**').

H.5   Scanned Pages Conversion

Sometimes a report or parts of a report are only available in paper copy. A PDF file must then be created from scanned pages. If the material is typed text, use optical character recognition (OCR) when possible to convert the image to text. If the file is already in PDF format, Adobe Acrobat can capture text and save it along with the image of the page. The following guidelines apply to scanned images:

Performing Optical Character Recognition Conversion

- Select '**Document**.'
- Select '**Recognize text using OCR**.'
- Select '**Start**.' Indicate the pages to be processed.
- Click '**OK**.'

Applying Accessibility Tags in Adobe Acrobat

- Select '**Advanced**'.
- Select '**Accessibility**'
- Select '**Add Tags to Document**'.

Adding Alternative Text to Figures

- Select '**View**.'
- Select '**Navigation Tabs**.'
- Select '**Tags**'. Find tag for figure. Right click on tag.
- Click on '**Properties**.'
- Type text in '**Alternate Text box**.'
- Click '**Close**.'

Checking for Accessibility

- Select '**Advanced**.'
- Select '**Full check**.' Correct problems as needed.

If it is not feasible to tag large amounts of scanned material in document appendices, the entire appendix should have a tag at the beginning that describes its contents (e.g., 'Appendix 1, scanned field logbook pages') and stating that it is not accessible.

H.6 Maps and Figures

If the software creating the map or figure can produce a PDF file that is a page or section of the report, use that software to produce the file adding alternate text as needed. If the map or figure will be integrated into a Microsoft Word document, produce the figure in a format (such as .jpg) that may be imported into the Microsoft Word document. Add alternate text in Microsoft Word as described above and then convert the Microsoft Word document to Adobe Acrobat PDF.

Images embedded in documents should be kept as small in size as practical to allow sufficient resolution for viewing. To achieve this result you can generate the images for the size that they will occupy on the page, rather than reducing a large image to fit on a page. Image size is affected by the choice of format. Generally, TIF files will be smaller than JPEG or BMP formatted files. The color and pixel resolution also affect the image size. Generally a resolution of 256 colors and 150 dots per inch should be adequate for a document. Use the lowest resolution needed to view the figure clearly to keep file sizes as small as possible.

H.7 Combine PDF Files into One Document

When size or type of source files does not permit that approach, individual PDF files for different sections of the report may be combined in Adobe Acrobat. When combining PDF files, all files should have accessibility tags before combining. Always work from the beginning to the end of the document so that the tags will stay in order.

After combining parts into one document, be sure that all added parts have bookmarks so that they may be easily located. Also re-check for accessibility problems.

H.8 Formatting Documents with Multiple Portable Document Format Files

Ideally, all parts of a document may be combined into one PDF file as described above. If a document consists of many volumes or has very large appendices, try to keep at least the main body of the text as one document. Additional volumes or appendices may be saved as separate PDF files.

Give all files that comprise a single document the same name with a suffix to indicate which part of the document is on each file. Keep all files pertaining to one document in the same folder on the CD/DVD. Use the root file name (e.g., Final_S1_RI_FWDA51) as the folder's name. Use the following naming conventions to keep file names compatible with different operating systems:

- Keep file names short (less than 30 characters).
- File names may include numbers, letters, and the underscore. Do not use spaces, special characters, and punctuation.
- Make sure that each part of the document has metadata included as described above.
- Make sure that each part has been tagged for accessibility as described above.

When all parts of the document have been converted to PDF files and named as desired, add links to the bookmark panel of each PDF file. At a minimum, be sure that there is a link between the main text and each separate PDF file and that each file has a link back to the main text file.

H.9   Adding Bookmarks to Large Documents

- In Adobe Acrobat, open the file that contains the Table of Contents.
- Click on the 'Bookmark' tab.
- Click on 'Options.'
- Select 'New Bookmark.' Type in the name of the section that is in another file (e.g., Appendix A). Right click on the bookmark that was just entered.
- Select 'Properties.'
- Click on the 'Actions' tab.
- Select 'Open a file' in the drop-down box.
- Click on the 'Add' button and select the file to be linked.
- Click 'OK.'
- Click on 'New Window' in the 'Specify Open Preference' box.
- Click 'OK.'
- Click 'Close.'

Repeat this process until all parts are linked to the Table of Contents. After completing the Table of Contents, save the PDF file. Then, open each part and add a link to the Table of Contents as follows:

- Click on the 'Bookmark' tab.
- Click on 'Options.'
- Select 'New Bookmark.' Type in 'Main Text' as the name of the bookmark.
- Right click on the bookmark that was just entered.
- Select 'Properties.'
- Click on the 'Actions' tab.
- Select 'Open a file' in the drop-down box.
- Click on the 'Add' button and select the file to be linked.
- Click 'Select.'
- Click on 'New Window' in the 'Specify Open Preference' box.
- Click 'OK.'
- Click 'Close.'
- Save the PDF file.

Repeat this process until all parts are linked to the Table of Contents.

H.10   Tips and Lessons Learned for Formatting PDFs

The following lessons learned may help save you time in preparing PDFs. Some of these tips may relate to problems that have been subsequently corrected in Adobe Acrobat but you still may find them helpful.

1. Do as many accessibility tasks as possible in Word before creating PDFs (e.g., adding alt text to figures and equations).

2. In Acrobat, run an accessibility check after each action is performed -- don't save the file (ignore the Acrobat warning in the accessibility check) until **after** the check because if you save it and it has become inaccessible as a result of the last thing you did, you may have to re-create the PDF of the entire file to solve the problem. When the accessibility check says there are no problems, **then** save it.

3. In Acrobat, every so often save the file you're working on with a new name in case of glitches. A '**Save-As**' also reduces the file size.

4. Acrobat does not accept certain characters (e.g., wingding characters like check marks). If a PDF document doesn't pass the accessibility test because of these characters, these characters will have to be replaced within Microsoft Word and then the entire document will need to be reconverted into PDF again. If the Microsoft Word document contains these characters, replace them with something else (like an X for the checkmark) before converting to PDF.

5. Do not '**Replace**' a page in Acrobat with another. Rather, insert the new page first and then delete the old page. Instead of using the '**Insert Pages**' function, drag the file from your directory into the proper location on the '**Page**' tab (it is faster).However, if more than one file is moved at a time, Adobe Acrobat will not necessarily put them in the correct order within the PDF.

6. Before adding tags to an Acrobat document, select '**English U.S.**' as the language. In addition, if you need to add a footer or header, do so before you add the tags.

7. Close all other programs while working in Adobe Acrobat, especially Outlook (its message notification feature may cause Acrobat to freeze during a save or an accessibility check).

8. Sometimes when Acrobat freezes, the next time you open the document, the program may ask if you want to retrieve an available copy with the latest changes you made. If '**Yes**' is selected, double-check every page because Acrobat has a tendency to lose content (blank pages will appear).

9. Because of program slowness or freezing problems, it may become necessary to divide a very large PDF file into two or more sections. If you want to divide a PDF document, **DO NOT DELETE PAGES** and then save the remaining pages. Always **EXTRACT PAGES** to create a **NEW FILE**. If pages are deleted and the remaining pages saved, the odds are that that the newly created document will no longer pass the accessibility check.

APPENDIX I

CD/DVD LABEL GUIDELINES

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CD/DVD LABEL GUIDELINES

All CD and DVD discs must be labeled. Here are some guidelines.

Main Submission CD/DVD Disc Label Layout

All Main Submission CD/DVD disc labels represent of the cover/title page of the submitted printed copy.

- Label must display the exact title, stage, study, AOC/MRS, date, prepared for, prepared by, and contract number shown on the cover/title page including the number of discs (e.g., 'Disc 1 of 1; Disc 1 of 2; Disc 2 of 2).

- For multi-volume submissions the inclusion of the phrase 'Main Text and Appendices X –Y' must be present on the label. Company logos, pictures, background colors, and graphics are acceptable as long as the formatting criterion above is followed.

Appendix CD/DVD Disc Label Layout

Appendix disc labels must include exact title, stage, study, AOC/MRS, date, prepared by/for and contract number shown on the cover/title page. The label must also include the Appendix designation, e.g., Appendix J, Appendix H, Appendix I.

Data CD/DVD Disc Label Layout
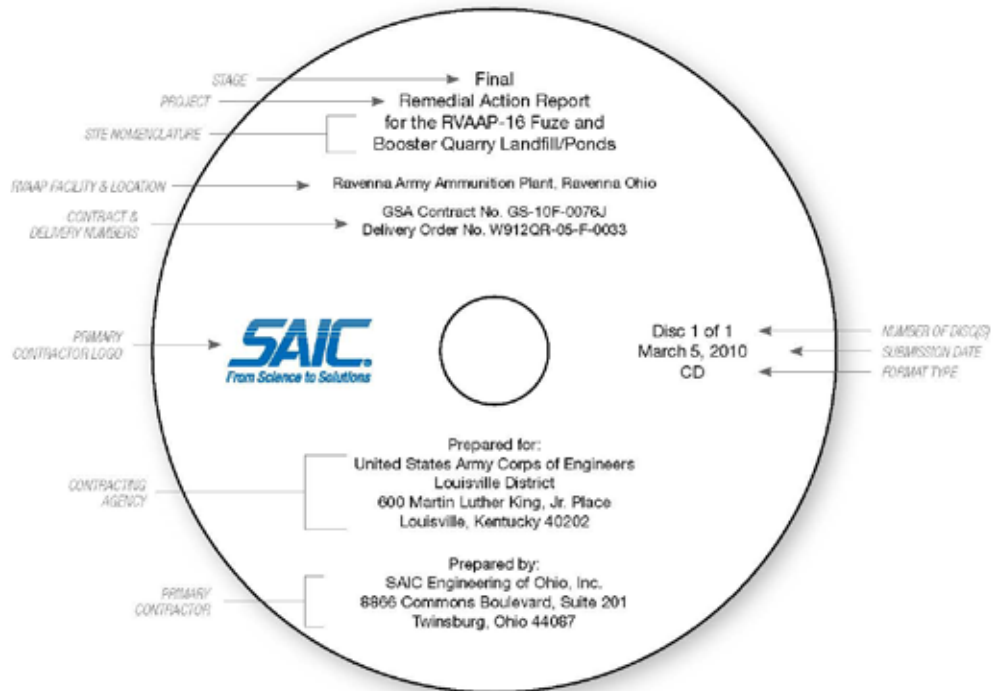
Data disc labels must include exact title, stage, study, AOC/MRS, date, prepared by/for and contract number shown on the cover/title of the document associated with the data.

The label must include the following information:

1. Disc Identifier Term – **DATA**
2. File Type – **Shape File, etc.**
3. Software for accessing the file type – **Arc view, CAD, etc.**
4. Disc Type - **CD or DVD**

Identification of the Different Parts Required for a Disc Label

STAGE → Final

PROJECT → Remedial Action Report for the RVAAP-16 Fuze and

SITE NOMENCLATURE → Booster Quarry Landfill/Ponds

RVAAP FACILITY & LOCATION → Ravenna Army Ammunition Plant, Ravenna Ohio

CONTRACT & DELIVERY NUMBERS → GSA Contract No. GS-10F-0076J
Delivery Order No. W912QR-05-F-0033

PRIMARY CONTRACTOR LOGO → SAIC From Science to Solutions

Disc 1 of 1 ← NUMBER OF DISC(S)
March 5, 2010 ← SUBMISSION DATE
CD ← FORMAT TYPE

Prepared for:
United States Army Corps of Engineers
Louisville District
600 Martin Luther King, Jr. Place
Louisville, Kentucky 40202

CONTRACTING AGENCY

Prepared by:
SAIC Engineering of Ohio, Inc.
8866 Commons Boulevard, Suite 201
Twinsburg, Ohio 44067

PRIMARY CONTRACTOR

Example of a Single Title Disk Label with an Addendum

Final
Remedial Action Report
for the RVAAP-16 Fuze and
Booster Quarry Landfill/Ponds

ADDENDUM → Addendum No. 1

Ravenna Army Ammunition Plant, Ravenna Ohio

GSA Contract No. GS-10F-0076J
Delivery Order No. W912QR-05-F-0033

SAIC From Science to Solutions

Disc 1 of 1
March 5, 2010
CD

Prepared for:
United States Army Corps of Engineers
Louisville District
600 Martin Luther King, Jr. Place
Louisville, Kentucky 40202

Prepared by:
SAIC Engineering of Ohio, Inc.
8866 Commons Boulevard, Suite 201
Twinsburg, Ohio 44067

Example of a Multi-Volume Disc Label

MULTI-VOLUMES ➤ Main Text – Appendices A – N

FORMAT TYPE ← CD

Example of Archival Disc Label

STAGE ➤ Final

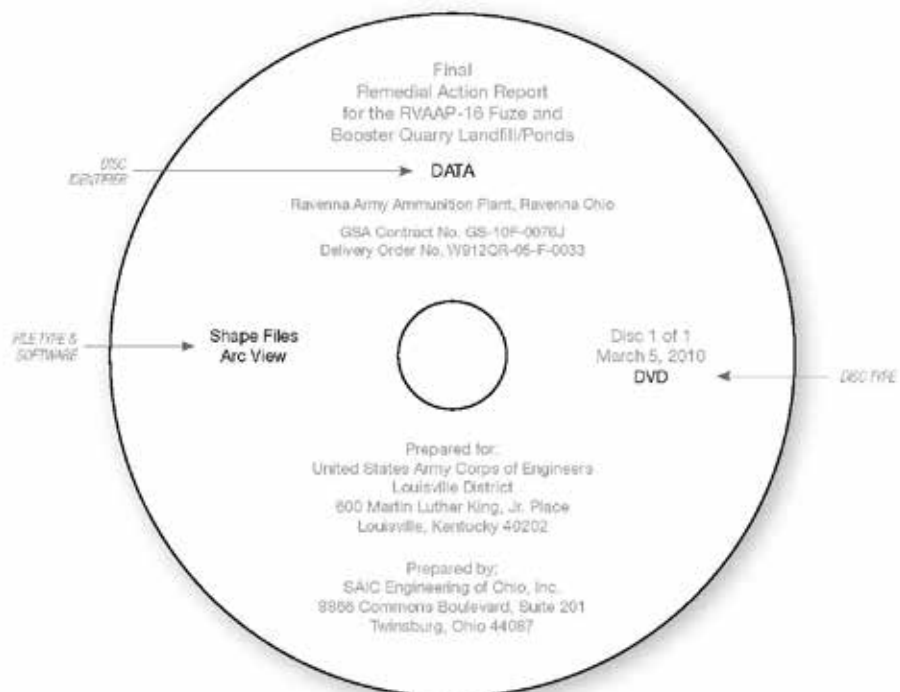DISC TYPE ← Archival CD

Identification of the Different Parts Required for an Appendix Disc Label

Identification of the Different Parts Required for a Data Disc Label

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APPENDIX J

COMPLIANCE CHECKLIST

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Ravenna Army Ammunition Plant Submission

Compliance Checklist

Full Document Title: _____

_____

Contract Number: _____ **Contractor:** _____

Key: Insert ✓ as you confirm your document's compliance. If requirements are not applicable, check the N/A cell.

DOCUMENT REQUIREMENTS CHECKLIST	Y	N	N/A
Binder meets required type and size.			
Spine label conforms to the guideline's layout requirements.			
Cover page conforms to guideline's layout requirements.			
The Standard List of IRP and MRS sites nomenclature is used for site identification on cover page.			
Disc sleeve or pocket containing CD or DVD with entire document as PDF			
A completed Standard Form (SF) 298			
Review status page *for Draft and pre-Draft document*: insert disclaimer statements after SF298.			
Review status page *for Final document* (before Ohio EPA review): remove disclaimer statement and insert Contractor Statement of Independent Technical Review after SF 298.			
Review status page *for Final Ohio EPA-approved document*: insert both Contractor Statement of Independent Technical Review and Signed Approval Letter from Ohio EPA after SF 298.			
Title page that matches guideline's requirements inserted.			
The Distribution List is inserted after the title page.			
The document includes an Executive Summary and a Conclusions section if applicable.			
The Final submission is printed on acid free paper.			
All cumulative signed documentation or correspondences relating to the project are included within the Final submission as an Appendix.			
The resolved Comment Response Table (CRT) from the Draft review process is included in the Final submission as an Appendix.			
A completed Standard Form 298 is attached to the Letter of Transmittal (LOT) for RVAAP submissions.			

Compliance Checklist

CD AND PDF REQUIREMENTS CHECKLIST	Y	N	N/A
All Final submissions for RVAAP are burned onto one (1) Archival quality CD and one (1) non-Archival quality CD.			
All Final submissions for RVAAP with an Appendix CD is burned on an Archival quality CD.			
The CD label conforms to the guideline's requirements.			
The Standardized List of IRP and MRS sites nomenclature is used for site identification on CD label.			
The CD is placed within a CD binder sleeve and inserted before the Standard Form 298.			
The CD is an exact reproduction of the 'hard' or paper submission meaning the inclusion all of its parts – Cover, Title Page, all text, figures, tables, attachments, appendices, and Comment Response Tables (CRT).			
The Appendix CD is placed in appropriate CD pocket.			
The PDF file name on the CD is less than thirty (30) characters long and includes only letters, numbers, and underscore characters.			
The PDF document's bookmarks are linked to all major section headings and any document parts of separate PDF files.			
In the PDF document 'Properties' and in the 'Description' tab, a description of each PDF file consisting of the title, author, and keywords is completed.			
In the PDF document 'Properties' and in the "Description' tab, the "Tagged PDF' statement displays 'Yes'.			
In the PDF document 'Properties' and in the 'Description' tab, the 'Fast Web View' statement displays 'Yes".			
In the PDF document 'Properties' and in the "Advance' tab, the language chosen is 'English' or 'English US'.			
The 'Accessibility Full Check' has been run in Adobe Acrobat Professional with all checking options selected and with no accessibility errors were reported.			

Compliance Checklist

#	NON-COMPLIANCE EXPLANATION
1	
2	
3	
4	
5	
6	

J-5

Date: _____ Reviewer's Name: _____ Initials: _____

(CONTRACTOR)

Disclaimer: Use of the Compliance Checklist does not replace reviewing the Submission Format Guidelines. To maintain compliance currency login to REIMS at http://team.rvaap.org/Login.asp for the most current version.

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APPENDIX K

HOW TO MAKE A SPINE LABEL

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HOW TO MAKE A SPINE LABEL

All hard copies of RVAAP documents that are 1-inch wide or wider require spine labels.

Spine Label Layout

1. A space of 1.5" inches must be left blank at the bottom of the binder spine to allow for RVAAP cataloging information. (Note shaded area in Figures K-1 and K-2.)

2. The document's title is to be centered on white, acid-free, heavy weight paper, leaving the 1.5" space at the bottom of the binder spine unused.

3. Use Arial bold font in black. Lettering should be as large as will fit the label proportionally.

4. If part of a multi-volume submission include the volume number and contents, e.g., main text and, if applicable, any appendices. **Omit the volume reference if it is a single volume submission.**

5. The placement of the Spine Label must appear as shown in Figures K-1 and K-2.
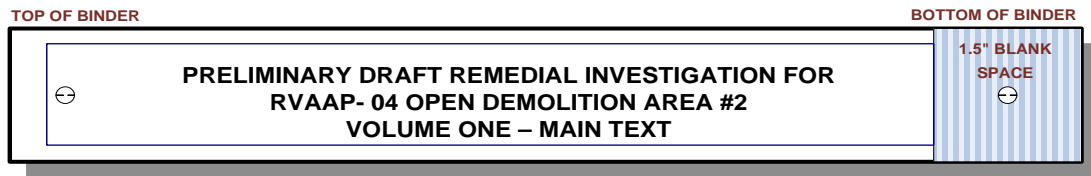
6. No logos or graphics are allowed on the spines.

TOP OF BINDER   BOTTOM OF BINDER

**PRELIMINARY DRAFT REMEDIAL INVESTIGATION FOR
RVAAP- 04 OPEN DEMOLITION AREA #2
VOLUME ONE – MAIN TEXT**

1.5" BLANK SPACE

Figure K-1. Binder Spine Label Example – Horizontal

TOP OF BINDER

PRELIMINARY DRAFT REMEDIAL INVESTIGATION FOR
RVAAP- 04 OPEN DEMOLITION AREA #2
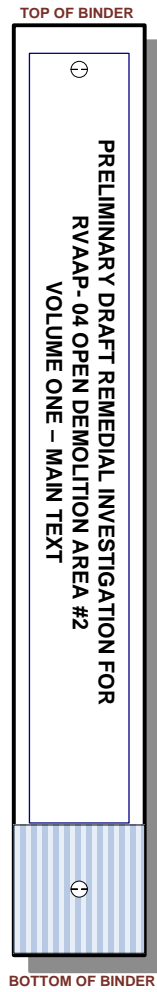VOLUME ONE – MAIN TEXT

BOTTOM OF BINDER

Figure K-2. Binder Spine Label Example – Vertical (Book Shelf Position)

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APPENDIX L

CHANGE PAGE INFORMATION

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CHANGE PAGE INFORMATION

To prevent the loss of data due to communication ambiguities the removal, replacement, and insertion of pages are defined by the following:

1. **Removal** – Pages are removed and discarded.

2. **Replacement** – Pages are 'replaced' with new modified pages while maintaining the original document's pagination.

3. I**nsertion** – Pages are 'inserted' into the document with no pages being removed. Insertion pages must reflect the continuity of pagination displayed in the original context of the document. For example, if the original document page ends with a number or letter, the insertion page should then continue on with the next sequential number or letter.

Change Page Requirements

Write a notification letter or LOT must contain all pertinent information relating to the document being updated. The notification letter's reference line should contain the contract number, the title of the document and the location of work, i.e. RVAAP. The letter's subject line should contain a reference to the type of change needed (i.e., removal, replacement, or insertion pages) and the name of the document. The body of the letter should contain the following elements:

• A description of what is enclosed—i.e., updated Draft or Final document

• The reason for the change in pages—i.e., response to comments in the Comment Response Table, teleconference comments, Restoration Advisory Board comments

• What is being distributed—i.e., printed copy pages, updated CDs

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To go back to main text

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