SUBMISSION
FORMAT GUIDELINES

For the Ravenna Army Ammunition Plant Restoration Program

Version 21

Former Ravenna Army Ammunition Plant
Portage and Trumbull Counties, Ohio

December 11, 2015

Contract no. W912QR-13-C-0031

Prepared for:

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

Prepared by:

Vista Sciences Corporation
1438 State Route 534 SW
Newton Falls, OH 44444

Leidos
301 Laboratory Rd.
Oak Ridge, TN 37830

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TABLE OF CONTENTS

LIST OF APPENDICES

LIST OF ACRONYMS AND ABBREVIATIONS

ADA   Americans with Disabilities Act
AEDB-R   Army Environmental Database-Restoration
AOC   Area of Concern
ARM   Administrative Records Manager
ARNG   Army National Guard
BRACD   Base Realignment and Closure Division
CC   Army Environmental Compliance-Related Cleanup Program
CD   compact disc
CERCLA   Comprehensive Environmental Response, Compensation and Liability Act of 1980
CRT   comment response table
DFFOs   Director's Final Findings and Orders
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
MRS   Munition Response Site
NCP   National Oil and Hazardous Substances Contingency Plan
OCR   optical character recognition
Ohio EPA   Ohio Environmental Protection Agency
OHARNG   Ohio Army National Guard
PA/SI   Preliminary Assessment/Site Inspection
PDF   portable document format
PWS   Performance Work Statement
READ   Repository of Environmental Army Documents
REIMS   Ravenna Environmental Information Management System
RI/FS   Remedial Investigation/Feasibility Study
ROD   Record of Decision
RTC   Response to Comments
RVAAP   Former Ravenna Army Ammunition Plant
SARA   Superfund Amendments and Reauthorization Act
SAP   Sampling and Analysis Plan
SERCP   Security Emergency Response and Contingency Plan
SF-298   Standard Form 298

LIST OF ACRONYMS AND ABBREVIATIONS (continued)

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 Army National Guard (ARNG) and the Ohio Army National Guard (OHARNG) maintains an Administrative Record that contains documents and other information materials related to the cleanup process at the Former Ravenna Army Ammunition Plant (RVAAP). Six 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, the Camp Ravenna Environmental office, the Newton Falls Public Library and the Reed Memorial Public Library, store hard copies and electronic files of RVAAP cleanup-related information materials. The U.S. Army Environmental Command also houses these materials in a sixth web based location, the Repository for Environmental Army Documents (READ) database. Additional copies are distributed to individual recipients on the cleanup team including the Ohio Environmental Protection Agency (Ohio EPA) Northeast District office in Twinsburg, Ohio.

This *Submission Format Guidelines* (SFG) is an effort to standardize the structure of all incoming documents in the RVAAP repositories. These guidelines are intended to enable users of the REIMS and RVAAP.org sites to have maximum returns in their search for information about the RVAAP site cleanup.

The SFG is a working document and will be updated as needed.

1.1 WHO NEEDS TO FOLLOW THESE GUIDELINES?

The Statement of Work (SOW) for all RVAAP contractors requires the 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 the SFG, they may give creditable evidence for extenuating circumstances or receive prior approval for non-compliance from the Administrative Records Manager. Acceptance of extenuating circumstances and approval of submission lies with the RVAAP Administrative Records Manager at Camp Ravenna, Ms. Gail Harris (330-872-8003).

1.2 WHAT MATERIALS FOLLOW THESE GUIDELINES?

The Ohio EPA Director's Final Findings and Orders (DFFO) issued in 2004 requires environmental 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 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 and must be submitted to the RVAAP Administrative Records Manager via the guidelines set forth in this document.

1.2.2   Excluded Documents

Some documents are excluded from the complete format compliance set forth in the SFG because of pre-existing regulatory mandates established by 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)
* Project Management Plans (PMP)

1.2.3   Special Case Documents

Some submissions may 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 each 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?

The RVAAP Restoration Program and team 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 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 requires Federal agencies to ensure that, when developing, procuring, maintaining, or using electronic and information technology, the needs of all end users are taken into account – 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.

1.4 WHAT IS THE ADMINISTRATIVE RECORD?

The purpose of compiling and maintaining an administrative record is to fully explain and support a particular response to be conducted at a site. The record should include 'documents that form the basis for the selection of the response action' and 'provide the information explaining the basis for the selection of a response action' thereby enabling members of the public the opportunity to review and challenge a response action.

1.4.1 Administrative Record Guidance

The *Revised Guidance on Compiling Administrative Records for CERCLA Response Action (March 18, 2013)* sets forth the policy and procedures for compiling and maintaining administrative record in connection with response actions conducted under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986, and is consistent with Subpart I of the National Oil and Hazardous Substance Pollution Contingency Plan, 40 C.F.R. Part 300.

1.4.2 Requirements

(42 U.S.C. § 9613(j)(1)) CERCLA § 113(k)(2)(B) requires agencies to 'provide the public with an opportunity to participate in the selection of a response action.' CERCLA §117 requires agencies to allow for public comments to ensure that an agency has considered the concerns of the public in the selection of a response action.

CERCLA §113(j)(1) provides that "judicial review of any issues concerning the adequacy of the response action . . . shall be limited to the administrative record." A person may challenge a response action and '(i)n reviewing a challenge to the response action decision, a court should apply the highly deferential "arbitrary and capricious" standard of review set forth in CERCLA § 113(j)(2). Therefore, the 'court should only overturn the response selection decision if a challenger can show (i)n the administrative record that the decision was arbitrary and capricious or otherwise not in accordance the law'.

2.0　Global Requirements for All Documents

2.1　TEXTUAL PREPARATION

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

2.1.1　Style

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.

2.1.2　Organization

Organize all the components of your document for both your print copies and electronic copies using the examples presented in Appendix A – Examples of Document Outlines. These examples are intended to be used as guides only and actual document order may be determined by the contractor's Statement of Work (SOW). For document outline exceptions see section 1.2.2 Excluded Documents and 1.2.3 Special Case Documents. *(Note: Only documents that require more than one binder use volume numbering.* ***Do not label single volume submissions as "Volume One."*** *as this infers there is more than one volume).*

2.2　REQUIREMENTS

2.2.1　Title Parameters

The 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). Compose your title carefully and limit it to 265 characters. Where applicable, the title needs to include the site nomenclature established by Army Environmental Database-Restoration (AEDB-R) for the Installation Restoration Program (IRP) or the Military Munitions Restoration Program (MMRP) in reference to the site/area relevant to the report.

How to write a cover page:

Appendix B

Click Here

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┌─────────────────────────────────────────┐
│  AEDB-R Site Nomenclatures:             │
│                                          │
│          Appendix C                      │
│            Click Here                    │
└─────────────────────────────────────────┘
```

2.2.2   Change in Title

Occasionally a change in the 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. (**Note:** *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.)*

2.2.3   Standard Form 298 (SF 298)

Under the Code of Federal Regulations (CFR) the Standard Form 298 (SF 298) Report Document Page "is prescribed for use in submitting scientific and technical reports to contracting officers and to technical information libraries, as specified in 35.010" (48 CFR 53.235).

All submissions are required to have a SF 298. A section 508-ready SF 298 form is available on the team website, REIMS. Guidance for filling in the cells of the SF 298 are given on the second page of the form itself. Any boxes that are not relevant to your document may be filled with "NA" (not applicable). (*Note: Do not include the SF 298 instruction page (2nd page) as it is only a guidance for filling out the form).*

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┌─────────────────────────────────────────┐
│  Fillable SF 298 and Completed Example: │
│                                          │
│          Appendix D                      │
│            Click Here                    │
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2.2.4   Statement of Independent Technical Review

All submissions require a contractor Statement of Independent Technical Review (ITR) except for those documents listed in the Excluded Documents (Sub-section 1.2.2), the Special Case Documents (Sub-section 1.2.3) and as noted in Appendix A - Examples of Document Outlines.

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┌─────────────────────────────────────────┐
│      Where to find an example:          │
│                                          │
│          Appendix E                      │
│            Click Here                    │
└─────────────────────────────────────────┘
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2.2.5 Executive Summaries and Conclusions

Public right-to-know legislation demands information to be accessible to many audiences therefore it is important to communicate this information in a simple and clear summary to allow stakeholders to make decisions based on the report.

Remedial Investigations and Feasibility Studies are required to have an Executive Summary section and a Conclusions section. Documents listed in the Excluded Documents (Sub-section 1.2.2), the Special Case Documents (Sub-section 1.2.3) are exempt (See Appendix A - Examples of Document Outlines).

2.2.6 Document Distribution List

A Document Distribution list is required for all submissions. The recipients on the Distribution lists vary and the determination is dependent on the stage (Preliminary Draft, Draft, or Final), the restoration program (IRP or MMRP) and/or mandated by the contractors Performance Work Statement (PWS)/ Scope of Work (SOW). Appendix F presents generic Distribution lists for both the different stages and programs.

> **IRP and MMRP Distribution Lists:**
>
> **Appendix F**
>
> Click Here

2.2.7 Compliance Checklist

All reports require to include a Compliance Checklist with their submission to the Camp Ravenna Administrative Records manager. The purpose of this list is to enable the contractor to verify they have complied with all the requirements presented by SFG. This also serves as communication relaying to the Administrative Records any non-compliance issues (such as inaccessible appendices) and their resolution (tagging at the beginning of the inaccessible appendix and the inaccessible explanation incorporated in the tag itself. See Appendix H, section H.11 Tagging an Inaccessible Appendix).

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

2.2.8 Comment Response Table (CRT) and Response to Comments (RTC) Protocols

All Final documents are required to include any Comment Response Tables (CRT) and any contract-related Response to Comments (RTC) such as signed documentation and emails from any governmental

or regulatory agencies (Ohio EPA, the National Guard Bureau, the U.S. Army Corps of Engineers, etc.) as an appendix.

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

Where to get a CRT example:

Appendix G

Click Here

</div>

2.2.9   Appendix Parameters

Appendices include any supporting information not presented within the main text. The information can include, but is not limited to maps, figures, tables, plates, laboratory data, scanned data, and correspondences.

Whenever possible, the contractor should make all reasonable attempts to make appendices section 508 accessible. Making some appendices Section 508 compliant would cause an 'undue burden' due to the volume of information (i.e. thousands of pages of laboratory data, scanned logs, etc.,) and would be deemed as inaccessible. In this event the contractor is required to tag the appendix (usually on the appendix fly or cover page) as being inaccessible and to note such on the Compliance Checklist in the Non-Compliance section. See Appendix H for guidelines in creating the inaccessible appendix tag.

2.2.9.1 Appendix CD/DVD

In order to conserve resources an appendix CD/DVD may be used instead of printing extremely large appendices. The appendix CD/DVD must be of Archival grade and must be mounted on cardstock placed within an adhesive sleeve. The label must clearly display the main document title, the date and the appendix name (see Appendix I – CD/DVD Labels).

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

Where to get PDF guidelines:

Appendix H

Click Here

</div>

2.2.10   Data Disc

For some projects the SOW 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. This information should be submitted 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.

2.2.11   Production Supplies

<u>2.2.11.1 For print (hard) copies you will need the following supplies</u>

- White, View style, 3 ring binders
    - no smaller than a 1-inch spine
    - no larger than 3-inch spine *(Note: Camp Ravenna Administrative Records manager requires only one binder bound copy and one unbound, binder clipped copy)*
- Cardstock for printing Cover Page and Spine label
- Tab dividers for Appendices
- Acid Free paper *(Note: Camp Ravenna Administrative Record's Final Submissions ONLY)*

<u>2.2.11.2 For electronic (PDF) copies you will need the following supplies</u>

- CD or DVD discs *(Note: One (1) Archival (Gold) CD/DVD, for Camp Ravenna Administrative Record's Final Submissions ONLY)*
- Labels for discs
- CD/DVD binder sleeve or self-adhesive pockets attached to cardstock (see examples below)

3.0 Submission Stage – Preliminary Draft Document

The Preliminary Draft stage is the foundation document for all subsequent stages. This is an internal review only document. The requirements for a Preliminary Draft document submission are as follows.

3.1 PREPARING THE DOCUMENT

3.1.1 Line Numbers

Line numbers are to be used for all Preliminary Draft documents and are to appear in the left margin. Line numbers are an aid to both reviewers and contractors. Their usage allows reviewers to clarify their comments to the contractor (Comment Response Table (CRT)) and for contractors when responding to the comments (Response to Comments (RTC), See Appendix G – Comment Response Table Example).

3.1.2 Organizing the Components

Use the following outline to organize all the components of your document.

PRELIMINARY DRAFT COMPONENTS ORDER

1. **Cover Page** (see Appendix B – Cover/Title Page Instructions and Example).
2. **Letter of Transmittal** with a copy of the SF 298 attached and a Compliance Checklist inserted inside the binder cover pocket.
3. **CD/DVD Sleeve** with CD/DVD inserted (or self-adhesive pocket attached to cardstock page).
4. **SF 298** (see Appendix D – The SF-298 Form) (*For multi-volume submissions place the SF-298 within the Main text volume only*).
5. **Review Status** section includes the following pages in order (Appendix E – Review Status Pages):
    • **Ohio EPA Approval Letter Place Holder Page.**
    • **Disclaimer Statement.**
    • **Contractor Statement of Independent Technical Review.**
6. **Title Page** (see Appendix B – Cover/Title Page Instructions and Example).
7. **Document Distribution Page** (see Appendix F – Document Distribution Lists).
8. **Table of Contents**, Figures list, Tables list, List of Acronyms, etc. [1]
9. **Executive Summary** (if applicable).
10. **Main Text** (including the Conclusion section except as noted in excluded documents)(see Appendix A – Examples of Document Outlines).
11. **Appendices /Attachments / Plates** (if applicable).

---

[1] This is not intended to indicate the specific order of the internal document lists. Generally the Table of Contents is followed by lists of figures, tables, plates, photographs, attachments appendices, etc. as appropriate. The list of Acronyms is typically placed before the Executive Summary and after the other lists.

3.2 PREPARING THE ELECTRONIC FILES

The electronic file must be one continuous PDF (Portable Document Format) and must include all the components of the hard copy document (cover and title pages, SF 298, all text, graphics, figures, tables, all appendices, etc.). All sections of the electronic document which consist of ten pages or more must have bookmarks links located in the navigation panel of the PDF file.

If the electronic document file size is greater than 100 megabytes it is required to break it into smaller file section (less than 100 megabytes each). Break the document at logical sections, such as dividing the main text into one file and the appendices into individual files. All parts of the document must 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

3.3 CHECK ACCESSIBILITY

Preliminary draft submission are not required to be 508 accessible, however the following actions must be done to the PDF:

- It must be Optical Character Recognizable (Appendix H, section H.9).
- It must be tagged (Appendix H, section H.10).
- It must have full bibliographic data in the document properties (Appendix H, section H.6).

3.4 PRELIMINARY DRAFT REPORT LOT AND SUBMISSION

All OHARNG RVAAP Restoration Projects are required to have their Letter of Transmittal (LOT) pre-approved by the RVAAP Restoration Project Manager (Kevin Sedlak), the RVAAP Restoration Program Manager/COR (Mark Leeper) and the OHARNG Environmental Specialist II (Katie Tait) before submitting reports. Any U.S. Army Corps of Engineers RVAAP Restoration Projects are not required to have the LOT pre-approved by the Ohio Army Nation Guard.

The Preliminary Draft LOT should contain the following components on the contractor's letterhead:

- Date.
- Inside address to the assigned USACE TM
- Subject line should include the following information:
    - The location (Camp Ravenna/Former RVAAP)
    - The submission's title
    - The contract or project number of the submission

- Salutation to USACE TM.
- Body of text, paragraph 1: This should detail the reason you are sending this:
  - Enclosed for your review . . .
  - Who created the report: "This report was prepared by . . ."
  - And why: "is submitted for the Camp Ravenna Environmental Program Support Services Contract #W912QR-13-C-0031 in support of the former RVAAP Restoration Program."
- Body of text, paragraph 2: This should detail the actual shipment to all recipients, e.g., One (1) hard copy and one (1) electronic copy of the pre-draft submission is attached for your review. One (1) hard copy and one (1) electronic copy will be submitted to the Camp Ravenna Environmental office, etc.

- Closing statement with your POC information (name, telephone number, and email address).

- POC contractor's signature

Finally, ship the required hardcopies and electronic files to the recipients on your distribution list. Recipient contact information should be verified before shipment and is available in REIMS in the "Contacts" menu bar.

For any questions concerning your submittal and shipment, please contact:

Ms. Gail Harris, MLIS
Vista Sciences Corporation
1438 State Route 534 SW
Newton Falls, OH 44444
330-872-8003
gail.harris@vistasciences.com

4.0   Submission Stage – Draft Document

The Draft stage is required to be available for public inspection, therefore it is required to be Section 508 compliant. The requirements for a Draft document submission are as follows.

4.1 PREPARING THE DOCUMENT

4.1.1   Line Numbers

Line numbers are to be used for all Draft documents and are to appear in the left margin. Line numbers are an aid to both reviewers and contractors. Their usage allows reviewers to clarifying their comments to the contractor (Comment Response Table (CRT)) and for contractors when responding to the comments (Response to Comments (RTC), See Appendix G – Comment Response Table Example).

4.1.2   Organizing the Components

Use the following outline to organize all the components of your document.

DRAFT COMPONENTS ORDER

1. **Cover Page** (see Appendix B – Cover/Title Page Instructions and Example).
2. **Letter of Transmittal** with a copy of the SF 298 attached and a Compliance Checklist inserted inside the binder cover pocket.
3. **CD/DVD Sleeve** with CD/DVD inserted (or self-adhesive pocket attached to cardstock page).
4. **SF 298** (see Appendix D – The SF-298 Form) (*For multi-volume submissions place the SF-298 within the Main text volume only).*
5. **Review Status** section includes the following pages in order (Appendix E – Review Status Pages):
   * **Ohio EPA Approval Letter Place Holder Page**
   * **Disclaimer Statement**
   * **Contractor Statement of Independent Technical Review**
6. **Title Page** (see Appendix B – Cover/Title Page Instructions and Example).
7. **Document Distribution Page** (see Appendix F – Document Distribution Lists).
8. **Table of Contents**, Figures list, Tables list, List of Acronyms, etc. [2]
9. **Executive Summary** (except as noted in excluded documents and Appendix A – Examples of Document Outlines).
10. **Main Text** (including the Conclusion section except as noted in excluded documents and Appendix A – Examples of Document Outlines).
11. **Appendices /Attachments / Plates** (if applicable).

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[2] This is not intended to indicate the specific order of the internal document lists. Generally the Table of Contents is followed by lists of figures, tables, plates, photographs, attachments appendices, etc. as appropriate. The list of Acronyms is typically placed before the Executive Summary and after the other lists.

4.2 PREPARING THE ELECTRONIC FILES

The electronic file must be one continuous PDF (Portable Document Format) and must include all the components of the hard copy document (cover and title pages, SF 298, all text, graphics, figures, tables, all appendices, etc.). All sections of the electronic document which consist of ten pages or more must have bookmarks links located in the navigation panel of the PDF file.

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

4.3 CHECK ACCESSIBILITY

Check the Draft PDF for accessibility by using the Full Accessibility Check in Adobe Acrobat to identify and correct any accessibility errors. 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 submission documents must be accessible as the Section 508 amendment requires. The Army will use the most current version of Adobe Acrobat to review all submissions' accessibility. There are exceptions and limitations to the extent that some report components can be tagged for accessibility. Whenever possible all appendices should be made 508 accessible. If the volume of scanned pages or laboratory data would create an 'undue burden' to the contractor to make accessible then the inaccessible appendix must be tagged as such and noted on the Compliance Checklist. Instructions for tagging inaccessible appendices can be found in Appendix H – PDF Guidelines, section H.11 Tagging an Inaccessible Appendix.

4.4 DRAFT REPORT LOT AND SUBMISSION

All OHARNG RVAAP Restoration Projects are required to have their LOT pre-approved by the RVAAP Restoration Project Manager (Kevin Sedlak), the RVAAP Restoration Program Manager/COR (Mark Leeper) and the OHARNG Environmental Specialist II (Katie Tait) before submitting reports.

Any U.S. Army Corps of Engineers RVAAP Restoration Projects are not required to have the LOT pre-approved by the Ohio Army Nation Guard.

All LOTs should contain the following components on the National Guard Bureau letterhead:

- Date.
- Inside address to the assigned Ohio EPA reviewer.
- Subject Line Should include:
    o Location (Camp Ravenna/Former RVAAP)
    o the submission's title
    o the contract or project number of the submission
    o **Also include (if available) the Ohio EPA ID# associated with the project** (e.g., Work Activity No. or Ohio EPA ID# 267-000859-XXX)
- Salutation to Ohio EPA reviewer.
- Body of Text: This should be a statement announcing the letter's purpose, i.e., the submission of a document, the submission of responses to comments, submission of revised document, revised comments, etc.
- Closing statement with the RVAAP Restoration Program Manager's information (name, telephone number, and email address).
- RVAAP Restoration Program Manager's signature.
- The cc list should contain recipients and quantity and type (see example below):
    o cc: Justin Burke, Ohio EPA, DERR (one [1] electronic copy w/o attachments)
    Kevin Sedlak, ARNG, Camp Ravenna (one [1] electronic copy)
    Katie Tait, ARNG, Camp Ravenna (one [1] hard copy)
    Quyet C. La, USACE – Louisville (one [1] electronic copy, one [1] hard copy)
    Gail Harris, Vista Science Corp. (two [2] electronic copies, two [2] hard copies)

Finally ship the required hardcopies and electronic files to the recipients on your distribution list. Recipient contact information should be verified before shipment and is available in REIMS in the "Contacts" menu bar. For any questions concerning your submittal and shipment, please contact:

Ms. Gail Harris, MLIS
Vista Sciences Corporation
1438 State Route 534 SW
Newton Falls, OH 44444
330-872-8003
gail.harris@vistasciences.com

5.0 Submission Stage – Final Document

5.1 PREPARING THE DOCUMENT

5.1.1   The Finalizing Steps

The following are global requirements for all final submission reports:

- Remove all line numbers from the left margin.
- Remove the Disclaimer Page.

5.1.2   Organizing the Components

Use the following outline to organize all the components of your document.

FINAL COMPONENTS ORDER

1. **Cover Page** (see Appendix B – Cover/Title Page Instructions and Example).
2. **Letter of Transmittal** with a copy of the SF 298 attached and a Compliance Checklist inserted inside the binder cover pocket.
3. **CD/DVD Sleeve** with CD/DVD inserted (or self-adhesive pocket attached to cardstock page).
4. **SF 298** (see Appendix D – The SF-298 Form) (*For multi-volume submissions place the SF-298 within the Main text volume only).*
5. **Review Status** section includes the following pages in order (Appendix E – Review Status Pages):
    - **Ohio EPA Approval Letter** (remove placeholder and insert letter, see Special Requirements)
    - **Contractor Statement of Independent Technical Review**
6. **Title Page** (see Appendix B – Cover/Title Page Instructions and Example).
7. **Document Distribution Page** (see Appendix F – Document Distribution Lists).
8. **Table of Contents**, Figures list, Tables list, List of Acronyms, etc. [3]
9. **Executive Summary** (except as noted in excluded documents and Appendix A – Examples of Document Outlines).
10. **Main Text** (including the Conclusion section except as noted in excluded documents and Appendix A – Examples of Document Outlines).
11. **Appendices /Attachments / Plates** (if applicable).

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[3] This is not intended to indicate the specific order of the internal document lists. Generally the Table of Contents is followed by lists of figures, tables, plates, photographs, attachments appendices, etc. as appropriate. The list of Acronyms is typically placed before the Executive Summary and after the other lists.

5.1.3   Special Requirements

Final reports have special requirements for being submitted. The special production supplies for finals consist of printing the final report on Acid Free or Archival grade paper. The Camp Ravenna Administrative Records also requires that one of the two CD/DVDs to be of an Archival grade (Gold).

Specific procedures are also required for the final report submission. The following sections explain the processes and procedures.

5.1.3.1 Final Ohio EPA Approval Letter Process

All documents submitted to the Ohio EPA for their review will eventually recieve a final approval letter. The Ohio EPA final approval letter process is outlined below:

1. If the Ohio EPA reviews and approves the Draft report it now becomes a Final report.

2. The Ohio EPA now requires the contractor to resubmit this Final to them for their last review.

3. If this Final submission meets their last review approval a Final Approval letter is then generated to the RVAAP Restoration Program Manager/COR.

4. Vista Sciences, a liaison between Ohio EPA and RVAAP Restoration Program Manager/COR, then generates an email with the approval letter attached to the following recipients:
   a. The USACE Technical Manager for the project
   b. The NGB Project manager
   c. The OHARNG Environmental Specialist II and
   d. Anyone else on the approval letter's cc list.

5.1.3.2 Final Report Procedure

Send the required printed and electronic copies for recipients on the final distribution list except for the Camp Ravenna Administrative Record Manager. Send only the required print copies to the Camp Ravenna Administrative Records manager.

5.1.3.3 Camp Ravenna Administrative Records Final Approval Requirements

Once the contractor receives the final Ohio EPA approval letter the Camp Ravenna Administrative Records manager requires the contractor to complete the following processes:

1. Submit a contractor's LOT with a copy of the original SF 298 attached to it. The LOT is to state the purpose of the shipment to the Camp Ravenna Administrative Records manager (Gail Harris), i.e. updating the final submission.

2. The shipment is to contain the following items:
   a. Instructions for any replacement pages.
   b. Two copies of the Approval letter printed on Acid free or Archival grade paper.

c. Two copies of the SF 298 printed on Acid free or Archival grade paper with the page number box updated if the Approval letter is more than one page. *(Note: If the Ohio EPA approval letter consists of only one page, skip this step).*

d. Two CD/DVDs, one Archival grade (Gold) and one regular grade updated to contain the Approval letter and if applicable an updated SF-298.

i. The Archival disc must be designated as such on the CD/DVD label. See Appendix I – CD/DVD Label Guidelines for guidance to properly label the disc.

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 appropriate Army Representative and of the Ohio EPA representative and return the original signed report to the Camp Ravenna Administrative Records manager.

5.2 FINAL REPORT LOT AND SUBMISSION

All OHARNG RVAAP Restoration Projects are required to have their LOT pre-approved by the RVAAP Restoration Project Manager (Kevin Sedlak), the RVAAP Restoration Program Manager/COR (Mark Leeper) and the OHARNG Environmental Specialist II (Katie Tait) before submitting reports. Any U.S. Army Corps of Engineers RVAAP Restoration Projects are not required to have the LOT pre-approved by the Ohio Army Nation Guard.

All LOTs should contain the following components on the National Guard Bureau letterhead:

- Date.
- Inside address to the assigned Ohio EPA reviewer.
- Subject Line Should include:
    - Location (Camp Ravenna/Former RVAAP)
    - the submission's title
    - the contract or project number of the submission
    - **Also include (if available) the Ohio EPA ID# associated with the project** (e.g., Work Activity No. or Ohio EPA ID# 267-000859-XXX)
- Salutation to Ohio EPA reviewer.
- Body of Text: This should be a statement announcing the letter's purpose, i.e., the submission of a document, the submission of responses to comments, submission of revised document, revised comments, etc.
- Closing statement with the RVAAP Restoration Program Manager's information (name, telephone number, and email address).
- RVAAP Restoration Program Manager's signature.
- The cc list should contain recipients and quantity and type (see example below):

Cc List Example:

cc: Justin Burke, Ohio EPA, DERR (one [1] electronic copy w/o attachments)
    Kevin Sedlak, ARNG, Camp Ravenna (one [1] electronic copy)
    Katie Tait, ARNG, Camp Ravenna (one [1] hard copy)
    Quyet C. La, USACE – Louisville (one [1] electronic copy, one [1] hard copy)
    Gail Harris, Vista Science Corp. (two [2] electronic copies, two [2] hard copies)

Finally, ship the required hardcopies and electronic files to the recipients on your distribution list. Recipient contact information should be verified before shipment and is available in REIMS in the "Contacts" menu bar.

For any questions concerning your submittal and shipment, please contact:

Ms. Gail Harris, MLIS
Vista Sciences Corporation
1438 State Route 534 SW
Newton Falls, OH 44444
330-872-8003
gail.harris@vistasciences.com

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 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

PART II— Quality Assurance Project Plan

NOTE: The format set forth by *Final Uniform Federal Policy for Quality Assurance Project Plans, Part 1: UFP-QAPP Manual, Version 1, March 2005* can be used create the QAPP. See link below.
http://www2.epa.gov/fedfac/uniform-federal-policy-quality-assurance-project-plans-evaluating-assessing-and-documenting

(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

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
16.0	Comment Response Table

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 'standalone' 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.

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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 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 Army Environmental Database-Restoration Site 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.
- **Facility Name and Location:** Former Ravenna Army Ammunition Plant, Portage and Trumbull Counties, 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 255 characters. Characters includes words, numbers, punctuation, special characters, and the spaces between them. For example the words, "Final Remedial Investigation for RVAAP-08 Load Line 8," contains 53 characters (quotation marks were not included).

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, acronyms, parentheses or any other combination thereof within the title of the submission.

> **Correct:** 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 IRP AOC site is described (Reference: RVAAP Installation Action Plan).

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

Example of a Single title Submission Addendum

(Note: The document should have the original title and then the what/why addendum, e.g. 'Additional Sampling' wording inserted after the title and before the 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
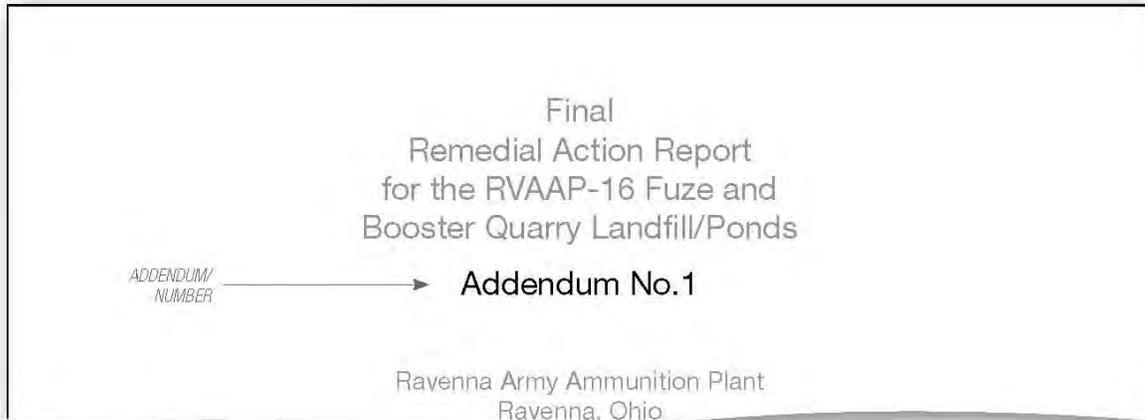
Example of a Single Title Submission Revision

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
& APPENDICIES → 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
& APPENDICIES → Volume Two – Appendices K – N

Ravenna Army Ammunition Plant
Ravenna, Ohio

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APPENDIX C

LIST OF ARMY ENVIRONMENTAL DATABASE-RESTORATION

SITE NOMENCLATURES

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1. **RVAAP- 01 Ramsdell Quarry Landfill[4]**

2. **RVAAP- 02 Erie Burning Grounds**

3. **RVAAP- 03 Open Demolition Area #1**

4. **RVAAP- 04 Open Demolition Area #2[5]**

5. **RVAAP- 05 Winklepeck Burning Grounds[6]**

6. **RVAAP- 06 C Block Quarry**

7. **RVAAP- 07 Building 1601 Hazardous Waste Storage**

8. **RVAAP- 08 Load Line 1**

9. **RVAAP- 09 Load Line 2**

10. **RVAAP- 10 Load Line 3**

11. **RVAAP- 11 Load Line 4**

12. **RVAAP- 12 Load Line 12[7]**

13. **RVAAP- 13 Building 1200-Dilution\Settling Pond**

14. **RVAAP- 14 Load Line 6 Evaporation Unit**

15. **RVAAP- 15 Load Line 6 Treatment Plant**

16. **RVAAP- 16 Fuze and Booster Quarry Landfill/Ponds**

17. **RVAAP- 17 Deactivation Furnace**

18. **RVAAP- 18 Load Line 12 Pink Waste Water Treatment**

19. **RVAAP- 19 Landfill North of Winklepeck Burning Grounds**

20. **RVAAP- 20 Sand Creek Sewage Treatment Plant**

21. **RVAAP- 21 Depot Sewage Treatment Plant**

22. **RVAAP- 22 George Road Sewage Treatment Plant**

23. **RVAAP- 23 Unit Training Equipment Site**

24. **RVAAP- 24 Waste Oil Tank**

25. **RVAAP- 25 Building 1034 Motor Pool**

26. **RVAAP- 26 Fuze and Booster Area Settling Tanks**

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

[5] Earlier studies of this area show two separate AOCs—one within the other and under two different restoration programs. The RCRA AOC named, 'Open Detonation' was located within the CERCLA AOC named, 'Open Burning Grounds' (1948-1986). Later both AOCs were combined into one CERCLA AOC site named, 'RVAAP-03 Open Demolition Area #2.'

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

[7] Historically some maps and documents refer to Load Line 12 as 'Ammonia Nitrate Line (1940-1960),' 'Shell Renovation Line, Renovation-Washout Line or Demilitarization Line (1946-1956),' 'Bomb Melt-Out Line (BMO) (1960-1973).'

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27. **RVAAP- 27 Building 854-PCB Storage**

28. **RVAAP- 28 Suspected Mustard Agent Burial Site**

29. **RVAAP- 29 Upper and Lower Cobbs Ponds**

30. **RVAAP- 30 Load Line 7 Pink Waste Water Treatment**

31. **RVAAP- 31 Ore Pile Retention Pond**

32. **RVAAP- 32 40 MM Firing Range**[8]

33. **RVAAP- 33 Load Line 6**[9]

34. **RVAAP- 34 Sand Creek Disposal Road Landfill**

35. **RVAAP- 35 Building 1037- Laundry Waste Water Sump**

36. **RVAAP- 36 Pistol Range**

37. **RVAAP- 37 Pesticide Storage Building T-4452**

38. **RVAAP- 38 NACA Test Area**

39. **RVAAP- 39 Load Line 5**[10]

40. **RVAAP- 40 Load Line 7**[11]

41. **RVAAP- 41 Load Line 8**[12]

42. **RVAAP- 42 Load Line 9**[13]

43. **RVAAP- 43 Load Line 10**[14]

44. **RVAAP- 44 Load Line 11**[15]

45. **RVAAP- 45 Wet Storage Area**

46. **RVAAP- 46 Building F-15 and F-16**

47. **RVAAP- 47 Building T -5301**

48. **RVAAP- 48 Anchor Test Area**

49. **RVAAP- 49 Central Burn Pits**

50. **RVAAP- 50 Atlas Scrap Yard**[16]

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[8] Some historical documents refer to the 40mm Firing Range as '40mm Test Range'(1940-2003).
[9] Some historical maps and documents refer to Load Line 6 as 'Fuse Line 2' (1940-1979).
[10] Some historical maps and documents refer to Load Line 5 as 'Fuse Line 1' (1940-1979).
[11] Some historical maps and documents refer to Load Line 7 as 'Booster Line 1' (1940-1979).
[12] Some historical maps and documents refer to Load Line 8 as 'Booster Line 2' (1940-1979).
[13] Some historical maps and documents refer to Load Line 9 as 'Detonator Line' (1940-1979).
[14] Some historical maps and documents refer to Load Line 10 as 'Percussion Element' (1940-1979).
[15] Some historical maps and documents refer to Load Line 11 as 'Artillery Primer Line' (1940-1979).
[16] This was also historically referred to as the 'Construction Camp' and 'Old Atlas Area' (1942-2003).

51. RVAAP- 51 Dump Along Paris-Windham Road

66. RVAAP- 66 Facility-Wide Groundwater

67. RVAAP- 67 Facility-Wide Sewers

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

2. **CC RVAAP-69 Building 1048 - Fire Station**

3. **CC RVAAP-70 East Classification Yard**

4. **CC RVAAP-71 Barn No. 5 Petroleum Release**

5. **CC RVAAP-72 Facility-Wide USTs**

6. **CC RVAAP-73 Facility-Wide Coal Storage**

7. **CC RVAAP-74 BLDG 1034 Motor Pool Hydraulic Lift**

8. **CC RVAAP-75 George Road STP Mercury Spill**

9. **CC RVAAP-76 Depot Area**

10. **CC RVAAP-77 BLDG 1037 Laundry Waste Water Sump**

11. **CC RVAAP-78 QUARRY POND SURFACE DUMP**

12. **CC RVAAP-79 DLA ORE STORAGE SITES**

13. **CC RVAAP-80 GROUP 2 PROPELLANT CAN TOPS**

14. **CC RVAAP-83 FORMER BUILDINGS 1031 AND 1039**

1. **RVAAP-001-R-01 Ramsdell Quarry Landfill MRS**[17]

2. **RVAAP-002-R-01 Erie Burning Grounds MRS**

3. **RVAAP-004-R-01 Open Demolition Area #2 MRS**[18]

4. **RVAAP-008-R-01 Load Line #1 MRS**

5. **RVAAP-012-R-01 Load Line 12 MRS**

6. **RVAAP-016-R-01 Fuze and Booster Quarry MRS**

7. **RVAAP-019-R-01 Landfill North of Winklepeck MRS**

8. **RVAAP-032-R-01 40mm Firing Range MRS**[19]

9. **RVAAP-033-R-01 Firestone Test Facility MRS**

10. **RVAAP-034-R-01 Sand Creek Dump MRS**

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

12. **RVAAP-048-R-01 Anchor Test Area MRS**

13. **RVAAP-050-R-01 Atlas Scrap Yard MRS**[20]

14. **RVAAP-060-R-01 Block D Igloo MRS**

15. **RVAAP-061-R-01 Block D Igloo-TD MRS**

16. **RVAAP-062-R-01 Water Works #4 Dump MRS**

17. **RVAAP-063-R-01 Group 8 MRS**[21]

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

[18] 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'.

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

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

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

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APPENDIX D

THE SF-298 FORM

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Please insert SF-298 PDF here PAGE 2

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) 12-03-2010	2. REPORT TYPE Technical		3. DATES COVERED (From - To) February 2009 - January 2010
4. TITLE AND SUBTITLE Final Monitoring Report for the Deep Bedrock Well Installation in the Basal Sharon Conglomerate Ravenna Army Ammunition Plant Ravenna, Ohio		**5a. CONTRACT NUMBER** W912QR-04-D-0028	
		5b. GRANT NUMBER NA	
		5c. PROGRAM ELEMENT NUMBER NA	
6. AUTHOR(S) Trenton, Amanda M.		**5d. PROJECT NUMBER** Delivery Order No. 0001	
		5e. TASK NUMBER NA	
		5f. WORK UNIT NUMBER NA	
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) SAIC Engineering of Ohio, Inc. 8866 Commons Blvd, Suite 201 Twinsburg, Ohio 44087		**8. PERFORMING ORGANIZATION REPORT NUMBER** 1526.20100312.001	
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES) USACE - Louisville District U.S. Army Corps of Engineers 600 Martin Luther King Jr., Place PO Box 59 Louisville, Kentucky 40202-0059		**10. SPONSOR/MONITOR'S ACRONYM(S)** 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**	SAR	61	Mark Nichter
U	U	U			**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

REVIEW STATUS PAGE EXAMPLES

- **Ohio EPA Approval Letter Page Place Holder Page Example**

- **Disclaimer Statement Page**

- **Contractor Statement of Independent Technical Review Page Example**

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Example of Ohio EPA Approval Letter Placeholder Page:

> # PLACEHOLDER PAGE FOR:
>
> ## Documentation of Ohio EPA Approval of Final Document
>
> *(Documentation to be provided once approval is issued)*

Disclaimer Statement Page

A Disclaimer Statement advises readers that this document is not yet approved by government agencies which absolves the contractor and the government of any legal liability for consequences of any use of the information presented. 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.

Example of a Contractor Statement of Independent Technical Review page:

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.
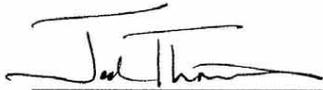
_____   4/20/09
Jed Thomas, P.E.   Date
Study/Design Team Leader

_____   04-20-09
W. Kevin Jago   Date
Independent Technical Review Team Leader

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.

_____   April 21, 2009
Scott Armstrong   Date
Principal w/ A-E firm

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APPENDIX F

DOCUMENT DISTRIBUTION LISTS

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DOCUMENT DISTRIBUTION LIST

A Distribution List is to be placed on a 'Distribution Page' and is to be included with all submissions regardless of program (see section 3.0 Submission Stages for location placement):

* 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.

IRP Preliminary Draft Document Distribution List

DOCUMENT DISTRIBUTION

[*Insert title of Preliminary Draft document here*]

Name/Organization	Number of Printed Copies	Number of Electronic Copies
Mark Leeper, ARNG-ILE-CR	0	1
Kevin Sedlak, ARNG – Camp Ravenna	0	1
Katie Tait, OHARNG – Camp Ravenna	1	0
USACE, TM - Louisville District	2	1
Gail Harris, AR Manager – Camp Ravenna	2	2

AR = Administrative Record

ARNG-ILE-CR = Army National Guard – Installations Logistics Environmental – Cleanup Restoration

ARNG – Camp Ravenna = Army National Guard – Camp Ravenna Joint Military Training

OHARNG – Camp Ravenna = Ohio Army National Guard – Camp Ravenna Joint Military Training Center

OEPA-NEDO = Ohio Environmental Protection Agency-Northeast District Office

USACE TM= U.S. Army Corps of Engineers Technical Manager

IRP Draft Document Distribution List

DOCUMENT DISTRIBUTION
[*Insert title of Draft document here*]

Name/Organization	Number of Printed Copies	Number of Electronic Copies
Mark Leeper, ARNG-ILE-CR	0	1
Kevin Sedlak, ARNG – Camp Ravenna	0	1
Katie Tait, OHARNG – Camp Ravenna	1	0
Ohio EPA Project Manager – NEDO	1	3
Bob Princic, Ohio EPA – NEDO	0	Email /Transmittal letter
Rod Beals, Ohio EPA – NEDO	0	Email /Transmittal letter
Justin Burke, Ohio EPA – CO	0	Email /Transmittal letter
USACE TM – Louisville District	0	1
Gail Harris, AR Manager – Camp Ravenna	2	2

AR = Administrative Record

ARNG – Camp Ravenna = Army National Guard – Camp Ravenna Joint Military Training

ARNG-ILE-CR = Army National Guard – Installations Logistics Environmental – Cleanup Restoration

OHARNG – Camp Ravenna = Ohio Army National Guard – Camp Ravenna Joint Military Training Center

Ohio EPA – CO = Ohio Environmental Protection Agency-Central Office

Ohio EPA – NEDO = Ohio Environmental Protection Agency-Northeast District Office

USACE TM = U.S. Army Corps of Engineers, Technical Manager

IRP Final Document Distribution List

DOCUMENT DISTRIBUTION

[*Insert title of Final document here*]

Name/Organization	Number of Printed Copies	Number of Electronic Copies
Mark Leeper, ARNG-ILE-CR	0	1
Kevin Sedlak, ARNG – Camp Ravenna	0	Email /Transmittal letter
Katie Tait, OHARNG – Camp Ravenna	0	Email /Transmittal letter
Ohio EPA Project Manager – NEDO	1	3
Bob Princic, Ohio EPA – NEDO	0	Email /Transmittal letter
Rod Beals, Ohio EPA – NEDO	0	Email /Transmittal letter
Justin Burke, Ohio EPA – CO	0	Email /Transmittal letter
USACE TM - Louisville District	1	1
Gail Harris, AR Manager – Camp Ravenna	2	2

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ARNG – Camp Ravenna = Army National Guard – Camp Ravenna Joint Military Training

ARNG-ILE-CR = Army National Guard – Installations Logistics Environmental – Cleanup Restoration

OHARNG – Camp Ravenna = Ohio Army National Guard – Camp Ravenna Joint Military Training Center

Ohio EPA – CO = Ohio Environmental Protection Agency-Central Office

Ohio EPA – NEDO = Ohio Environmental Protection Agency-Northeast District Office

USACE TM = U.S. Army Corps of Engineers, Technical Manager

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MMRP Preliminary Draft Document Distribution List

DOCUMENT DISTRIBUTION

[*Insert title of Preliminary Draft document here*]

Name/Organization	Number of Printed Copies	Number of Electronic Copies
Mark Leeper, ARNG-ILE-CR	0	1
Kevin Sedlak, ARNG – Camp Ravenna	0	1
Katie Tait, OHARNG – Camp Ravenna	1	0
USACE, TM	2	1
Gail Harris, AR Manager – Camp Ravenna	2	2

AR = Administrative Record

ARNG-ILE-CR = Army National Guard – Installations Logistics Environmental – Cleanup Restoration

ARNG – Camp Ravenna = Army National Guard – Camp Ravenna Joint Military Training

OHARNG – Camp Ravenna = Ohio Army National Guard – Camp Ravenna Joint Military Training Center

OEPA-NEDO = Ohio Environmental Protection Agency-Northeast District Office

USACE TM = U.S. Army Corps of Engineers Technical Manager

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MMRP Draft Document Distribution List

DOCUMENT DISTRIBUTION
[*Insert title of Draft document here*]

Name/Organization	Number of Printed Copies	Number of Electronic Copies
Mark Leeper, ARNG-ILE-CR	0	1
Kevin Sedlak, ARNG – Camp Ravenna	0	1
Katie Tait, OHARNG – Camp Ravenna	1	0
Ohio EPA Project Manager Nick Roope, Ohio EPA Bob Princic, Ohio EPA	1	3
Rod Beals, Ohio EPA – NEDO	0	**Email /Transmittal letter**
Justin Burke, Ohio EPA-CO	0	**Email w/o attachments**
USACE, TM	0	1
Gail Harris, AR Manager – Camp Ravenna	2	2

AR = Administrative Record

ARNG-ILE-CR = Army National Guard – Installations Logistics Environmental – Cleanup Restoration

ARNG – Camp Ravenna = Army National Guard – Camp Ravenna Joint Military Training

OHARNG – Camp Ravenna = Ohio Army National Guard – Camp Ravenna Joint Military Training Center

OEPA-NEDO = Ohio Environmental Protection Agency-Northeast District Office

USACE TM = U.S. Army Corps of Engineers, Technical Manager

MMRP Final Document Distribution List

DOCUMENT DISTRIBUTION
[*Insert title of Final document here*]

Name/Organization	Number of Printed Copies	Number of Electronic Copies
Mark Leeper, ARNG-ILE-CR	0	1
Kevin Sedlak, ARNG – Camp Ravenna	0	**Email /Transmittal letter**
Katie Tait, OHARNG – Camp Ravenna	0	**Email /Transmittal letter**

Ohio EPA Project Manager
    Nick Roope, Ohio EPA
    Bob Princic, Ohio EPA
	1	3

Rod Beals, Ohio EPA – NEDO	0	**Email /Transmittal letter**
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USACE, TM	0	1
Gail Harris, AR Manager – Camp Ravenna	2	2

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OEPA-NEDO = Ohio Environmental Protection Agency-Northeast District Office

USACE TM = U.S. Army Corps of Engineers, Technical Manager

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APPENDIX G

COMMENT RESPONSE TABLE EXAMPLE

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Example of Comment Response Table

Comment Number	Page No. / Line No.	New Page or Sheet	Comment	Recommendation	Response
			INSERT DOCUMENT NAME (RVAAP-XX) AT THE RAVENNA ARMY AMMUNITION PLANT, RAVENNA OHIO COMMENT RESPONSE TABLE MONTH DD, YEAR		Page 1 of 1
			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					

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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 2013 and Adobe Acrobat IX Pro. The menus in newer versions of Microsoft Word and Adobe Acrobat may be different.

H.1   Setting 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. When using colors, choose sharp contrasts for best visibility and avoid using color alone to distinguish between differences in meaning.

H.2   Setting the Metadata Properties in Microsoft Word

- o   Select '**File**.'
- o   Click on '**Properties**' and select **'Advance Properties'**
- o   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.

- o   Click '**OK**.'

H.3   Adding Alternate Text to Images

Click on figure.

Right click and select '**Format picture.**'

From the Right Menu click on the '**Size Box**' (blue box).

Select and click '**Alt Text**'

In the '**Title**' text box type in a title can be associated to the figure

In the '**Description Box**' type in the description of the figure. Keep in mind this alternate description is 'read' by the assistive technology used by those with disabilities.

H.4   Making 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. To prevent this 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. It is not currently required for Table headers and Table summary to pass the Accessibility Checker. This is due to the current state of technology which would cause contractors' "an undue burden" to produce thus are 'Skipped.'

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. In the Table Properties turn off the **'Allow Row to Break Across Pages'** option.

H.5   Configuring Adobe in Microsoft Office

The PDF file for a document should optimally 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.

- o   In the **Create Adobe PDF Box** select '**Preferences'**

- o   In the **Adobe PDFMaker** window select the '**Settings**' tab.

- o   In the **PDFMaker Settings** section select from the '**Conversion Settings**' the '**Smallest file size.**' This option is recommended for producing the electronic PDF.
  *(NOTE: '**Standard**' or '**Press quality**' is normally used for a higher resolution master PDF print file for the hard copy document.)*

- o   Make sure all the following boxes are checked:
    - **'View Adobe PDF result.'**
    - **'Prompt for Adobe PDF File Name.'**
    - **'Convert Document Information.'**
    - **'Create bookmarks'**
    - **'Add Links.'**
    - **'Enable Accessibility and Reflow with tagged Adobe PDF.'**
- o   For the '**PDF/A Compliance'** drop down menu make sure the selection is **'None.'**
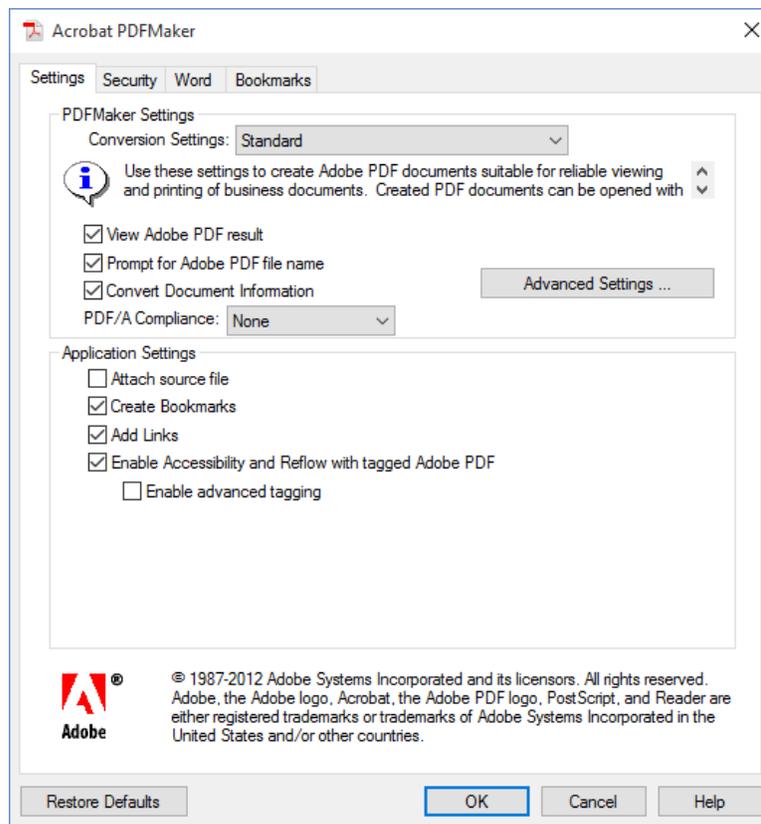
- o Click on **'Advance Settings'** button
  - In the **'File Options'** section be sure that the '**Optimize for fast web viewing'** box is checked. Click on the 'Close' 'X'
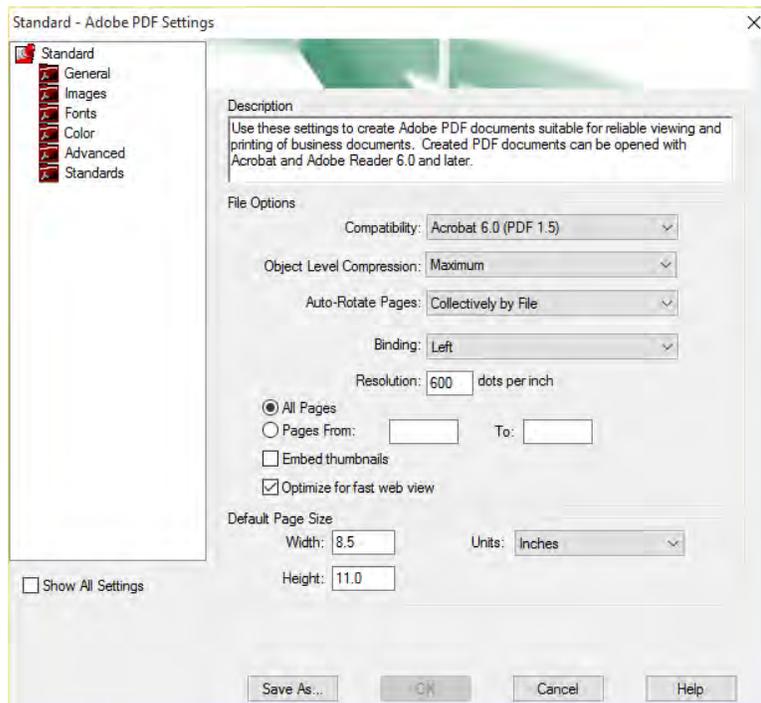
Open the **'Word'** tab and make sure that this box is checked:

- o '**Convert footnote and endnote links**.'
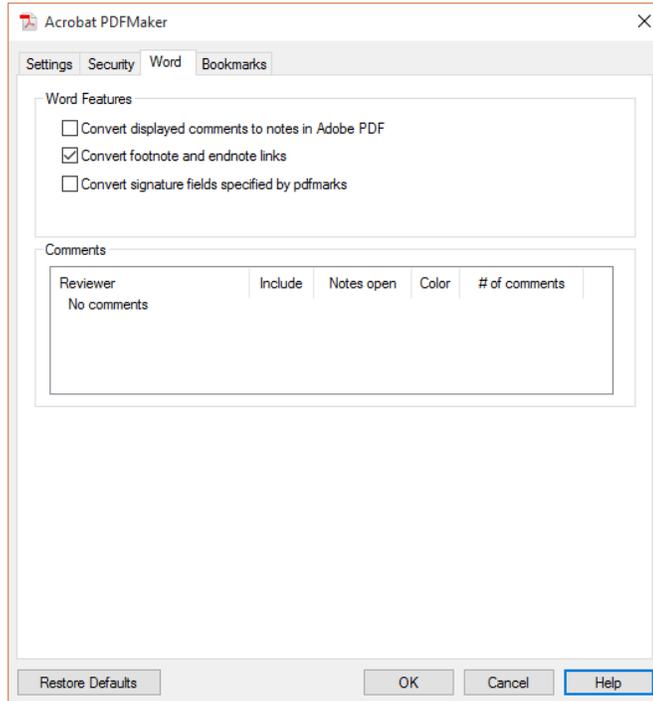
Open the '**Bookmarks**' tab and make sure this box is checked in '**Bookmarks Options'**

- o **'Convert Word Headings to Bookmarks'**
- o Check all '**Heading'** bookmark boxes that apply to your document
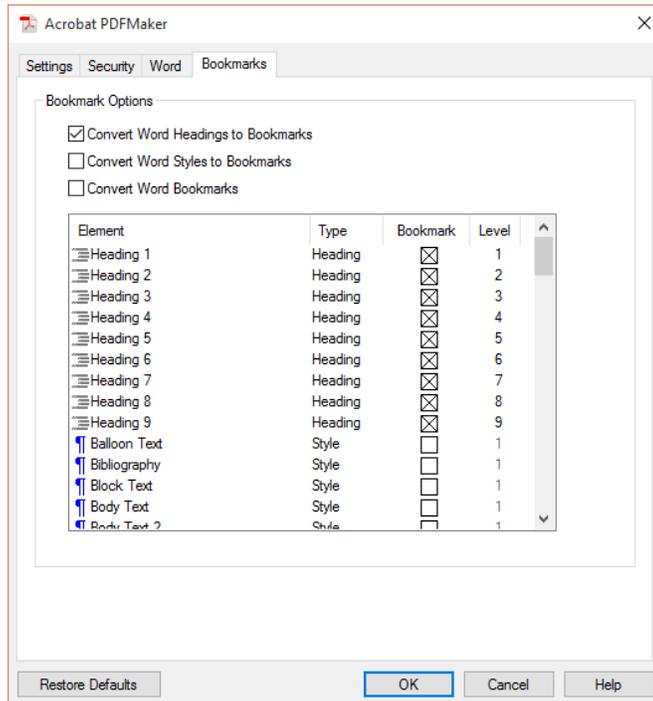
Click **'OK'** to close the **Acrobat PDFMaker** window.

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

H.6   Entering Bibliographic Data to the PDF File

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

- o In Adobe Acrobat taskbar select '**File.**'
- o Select **'Properties'** option
- o In the **'Document Properties'** window
  - o Click on **'Description'** tab
    - o In the '**Description'** section make sure the following is completed.
      - ▪ In the '**Title**' box type in the document title.
      - ▪ In the '**Author**' box type in the name of the organization producing the document.
      - ▪ In the **'Subject'** box type in the subject of the document (e.g. the Remedial Investigation of 'X' site, Proposed Plan of 'X' site, etc.)
      - ▪ In the '**Keywords**' box type in the main keywords discussed in the report separated by either a comma or semi-colon.
    - o Make sure in the **'Advance'** section make sure that 'Yes' is after the following two statements:
      - ▪ Tagged PDF
      - ▪ Fast Web View
  - o Click on the **'Advanced'** tab
    - o In the **'Reading Options'** section select the **'English'** option from the **'Language'** dropdown menu

H.7   Scanned Pages Conversion

Sometimes a report or parts of a report are only available in paper format therefore requiring them to be scanned. Depending on the scanner's capabilities the scanned pages can be converted into either an image file or a PDF file. If an image format is the only available scanning option then it must be converted into a PDF.

H.8   Converting an image into a PDF

- o **Right Click** on the image file.
- o Select '**Convert to Adobe PDF'** option.
- o Save file.

The converted PDF should have the Optical Character Recognition (OCR) performed as this allows the document then to be searchable. *(Hint: Not all PDF files are equal in accessibility when coming from*

other PDF producing software sources. It is good practice to perform OCR on all scanned pages regardless.)

H.9   Performing Optical Character Recognition (OCR):

- Open PDF file.
- In the **'Tools'** panel menu select **'Text Recognition.'**
- Select **'Aₐ In This File'** option.
    - In the **'Recognize Text'** window select option in the '**Pages'** section (**'All Pages'** is generally selected).
    - In the **'Settings'** section make sure it contains the following statements:
        - **Primary OCR Language: English (US)**
        - **PDF Output Style: Searchable Image**
        - **Downsample To: 600 dpi**
    - Click **'OK'**

*(**Note:** This process can be made quicker by setting the 'AA' icon into **Quick Tools Toolbar** ribbon.)*

H.10   Automatic Tagging in Adobe Acrobat after OCR:

- In the **'Tool'** panel menu select '**Accessibility.'**
- Select **'Add Tags to Document'** option.
- Once completed it will generate a '**Recognition Report'** in the left menu pane. Ignore the Recognition report for now.

It is not feasible to manually correct tagging large amounts of scanned material such as laboratory data, field logbooks, etc. in the document's appendices. This situation is considered to be an 'undue burden' to the contractor under Section 508 so the alternative is to tag the appendix at the beginning. The tag would describe the appendix contents, for example: 'Appendix 1, contains 1500 scanned field logbook pages and is not accessible'.

H.11   Tagging an Inaccessible Appendix

- Click on the 'Bookmarks' icon in the left Navigation Pane.
- Navigate to the Appendix cover page you wish to tag.
- Click on the 'Tags' icon in the left Navigation Pane.
- Highlight the Appendix cover page text (e.g. Appendix A – Signed Documentation).
- Click on the 'Options' icon located at the top left of the Navigation Pane Select 'Find Tag from Selection' Option. Scroll until you locate tag.
- Right Click tag and select 'Properties' (make sure 'Highlight Content' is also selected).
- In the 'Object Properties' window select the 'Tag' tab.
- In the 'Actual Text' box type the actual text of the Appendix cover page.
- In the 'Alternate Text' box type in the information, e.g. 'Appendix A, contains 1500 pages of scanned letters of concerning correspondences related to 'X, Y, and Z' and is not accessible.'

o   Click on the 'Close' button

H.12   Performing a 'Full Accessibility' Check:

   o   In the **'Tool'** panel menu select '**Accessibility.'**
   o   Click on **'Full Check'**
   o   In the '**Accessibility Checker Options'** window do the following:
      ▪   In the **'Report Options'** section.
         •   Check the **'Create accessibility report'** box.
         •   Click on the **'Choose'** button and select the location you want the report to appear.
      ▪   In the **'Page Range'** section and select your page range preference.
         (Hint: this feature is particularly useful in checking either the whole document or specific sections).
      ▪   In the **'Checking Options (30 of32 in categories)'**section do the following:
         •   Under **'Category'** select **'Document'** option.
         •   Click on the 'Select All' button. All boxes should be checked.
         •   Check the box marked **'Show this dialog when the Checker starts.'**
   o   Click on the **'Start Checking'** button.
   o   Correct problems using the **'Touch Up Reading Order'** tool as needed

H.13   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.14   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.15   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.16   Adding Bookmark links to Large Documents

- In Adobe Acrobat, open the file that contains the Main Text.
- Click on the **'Bookmark'** tab.
- Right Click on selected Appendix in the Navigation Pane.
- In the **'Bookmark Properties'** window click on the **'Actions'** tab.
- In the **'Add an Action'** section select **'Open a file'** from the **'Select Action'** drop-down menu.
- In the **'Actions'** section click on the **'Delete'** button.
- In the **'Add an Action'** section Click on the **'Add'** button and select the file to be linked.
- Click **'Open.'**
- Click on '**New Window'** in the '**Specify Open Preference'** box. Click **'OK.'**
- Click **'OK.'**
- Save the PDF file.

Repeat this process until all Appendix files are linked to the Main Text. After completing, save the PDF file. Next, open each Appendix file and add a bookmark link back to the Main Text in the Navigation Pane as follows:

- Click on the '**Bookmark'** tab.
- Create new bookmark with the name, **'Back to Main Text'**
- Right click on new bookmark.
- In the **'Bookmark Properties'** window click on the **'Actions'** tab.
- In the **'Add an Action'** section select **'Open a file'** from the **'Select Action'** drop-down menu.

- In the **'Actions'** section click on the **'Delete'** button.
- In the **'Add an Action'** section Click on the **'Add'** button and select the file to be linked.
- Click **'Open.'**
- Click on '**New Window'** in the '**Specify Open Preference'** box. Click **'OK.'**
- Click **'OK.'**
- Save the PDF file.

Repeat this process until all Appendices are linked back to the Main Text.

H.17   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 alternate 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.

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**' 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. Below are the guidelines and examples.

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. The 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

Example of a Single Title Disk Label with an Addendum

ADDENDUM

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

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 44087

Example of a Multi-Volume Disc Label

MULTI-VOLUMES

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

Main Text – Appendices A – N

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

FORMAT TYPE

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 44087

Example of Archival Disc Label

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

STAGE →

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
Archival CD ← DISC TYPE

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 44087

Identification of the Different Parts Required for an Appendix Disc Label

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

APPENDIX
IDENTIFIER → Appendix J

Ravenna Army Ammunition Plant, Ravenna Ohio

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

Disc 1 of 1
March 5, 2010
CD ← DISC TYPE

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 44087

Identification of the Different Parts Required for a Data Disc Label

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

DISC IDENTIFIER → **DATA**

Ravenna Army Ammunition Plant, Ravenna Ohio

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

FILE TYPE & SOFTWARE → Shape Files Arc View

Disc 1 of 1
March 5, 2010
DVD ← DISC TYPE

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 44087

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APPENDIX J

COMPLIANCE CHECKLIST

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Compliance Checklist Version 21

Full Document Title: _____

_____

Contract Number: _____ **Contractor:** _____

Instructions: Insert an "x" as you confirm your document's compliance. If requirements are not applicable, put an "x" in the N/A cell.

1.) Binder is required type and size (Submission Format Guidelines (**SFG, Section 2.0, sub-section 2.2.11 Production Supplies**).			
2.) Spine label conforms to the guideline's layout requirements (**SFG, Appendix K - Spine Label Requirements**).			
3.) Cover page conforms to guideline's layout requirements (**SFG, Appendix B – Cover/Title Page Instructions and Examples**).			
4.) The Army Environmental Database-Restoration site nomenclatures are used for site identification on both cover page and title pages (**SFG, Appendix C – List of Army Environmental Database-Restoration Site Nomenclatures**).			
5.) A Disc sleeve or pocket with the CD or DVD, which contains the entire document in PDF format (**SFG, Appendix H - PDF Guidelines & I – CD/DVD Label Guidelines**).			
6.) A completed Standard Form (SF) 298 (**SFG, Appendix D – The SF-298 Form**).			
7.) Review status requirements for *Pre-Draft* and *Draft* documents (**SFG, Section 3.0 and 4.0, and Appendix E – Review Status Page Examples**).			
8.) Review status page for *Final* documents (**SFG, Section 5.0 and Appendix E – Review Status Page Examples**).			
9.) Title page that matches guideline's requirements (**SFG, Section 2.0 and Appendix A – Cover/Title Page Instructions and Example**).			
10.) The Distribution List recipients is correct for both stage and program (**SFG, Appendix F - Document Distribution Lists**).			
11.) The Final submission is printed on acid free paper (**SFG, Section 5.0, sub-section 5.1.3 Special Requirements**).			
12.) All cumulative signed documentation, correspondences and resolved Comment Response Tables (CRT) relating to the project are included within the Final submission as an Appendix (**SFG, Section 2.0, sub section 2.2.8 & 2.2.9**).			
13.) A copy of the completed Standard Form 298 is attached to the Letter of Transmittal (LOT) (**SFG, Section 3.0, sub-section 3.4; Section 4.0, sub-section 4.4; Section 5.0, sub-section 5.4**).			
14.) A copy of the completed Compliance Checklist is included for the Camp Ravenna Administrative Records (AR) manager's shipment (**SFG, Section 2.0, sub-section 2.2.7 Compliance Checklist; Appendix J - Compliance Checklist**).			

Compliance Checklist Version 21

1.) All Final submissions for Camp Ravenna Administrative Records are burned onto one (1) Archival quality CD and one (1) non-Archival quality CD **(SFG, Section 5.0, sub-section 5.1.3.3 Camp Ravenna Administrative Records Final Approval Requirements).**			
2.) All Final submissions for RVAAP with an Appendix CD is burned on an Archival quality CD **(SFG, Section 2.0, sub-section 2.2.10 Data Disc).**			
3.) The CD label conforms to the guideline's requirements **(SFG, Appendix I – CD/DVD Label Guidelines).**			
4.) The CD is placed within a CD binder sleeve or in a self-adhesive pocket attached to cardstock **(SFG, Section 3.0, sub section 3.1.2; Section 4.0, sub-section 4.1.2; and Section 5.0, sub-section 5.1.2).**			
5.) 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, and appendices **(SFG, Appendix – H PDF Guidelines).**			
6.) The Appendix CD is placed in appropriate CD pocket **(SFG, Section 2.0, sub-section 2.2.9 Appendix Parameters).**			
7.) The PDF file name on the CD is less than thirty (30) characters long and includes only letters, numbers, and underscore characters **(SFG, Appendix – H PDF Guidelines).**			
8.) The PDF document's bookmarks are linked to all major section headings and any document parts of separate PDF files **(SFG, Appendix – H PDF Guidelines).**			
9.) 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 **(SFG, Appendix – H PDF Guidelines).**			
10.) In the PDF document 'Properties' and in the "Description' tab, the "Tagged PDF" and "Fast Web View" statements displays '**Yes**' **(SFG, Appendix – H PDF Guidelines).**			
11.) The '**Accessibility Full Check**' has been run in with all options selected and with no accessibility errors reported **(SFG, Appendix – H PDF Guidelines).**			

Compliance Checklist Version 21

1	
2	
3	

DATE: _____   NAME: _____
                                                     (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

SPINE LABEL REQUIREMENTS

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HOW TO MAKE A SPINE LABEL

All hard copies documents for Camp Ravenna are to be no less than 1-inch wide and up to 3inches wide and 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**

> **1.5" BLANK SPACE**
>
> **PRELIMINARY DRAFT REMEDIAL INVESTIGATION FOR**
> **RVAAP- 04 OPEN DEMOLITION AREA #2**
> **VOLUME ONE – MAIN TEXT**
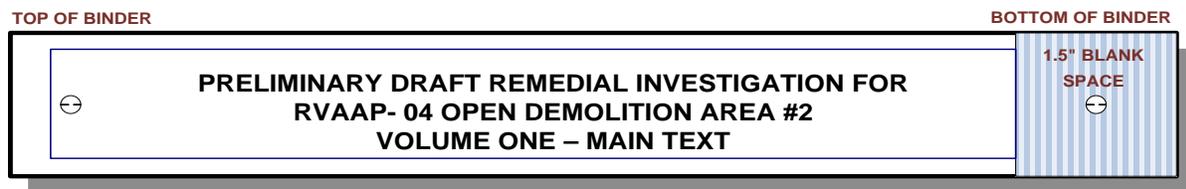
Figure K-1. Binder Spine Label Example – Horizontal

TOP OF BINDER

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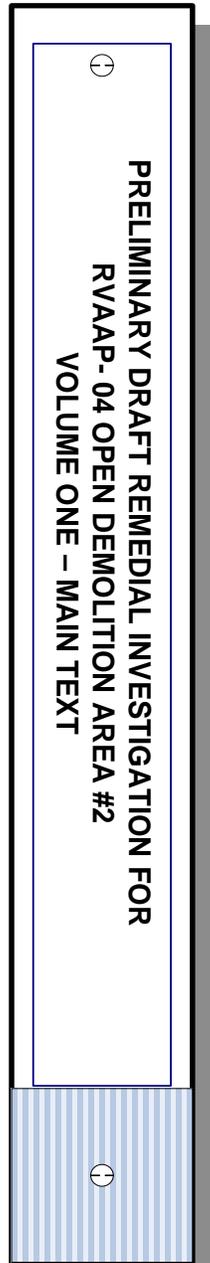
BOTTOM OF BINDER

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.

L.1 Change Page Requirements

Write a notification letter or LOT. Either one 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

L.2 Change Page Instruction Sheet

This instructional sheet must accompany the LOT or notification letter and give exact information. An example of a **Change Page Instruction Sheet** follows:

Figure L-1. Change Page Instruction Sheet Example

<div style="border: 1px solid black; padding: 20px;">

Change Page Instruction Sheet for

Final Remedial Action Report
for the RVAAP-16 Fuze and Booster Quarry Landfill Ponds
Former Ravenna Army Ammunition Plant
Portage and Trumbull Counties, Ohio
March 5, 2010

Binder Cover:

- Remove and replace the Draft outside binder cover sheet and spine label and replace with the enclosed Final outside binder cover sheet and spine label

Main Text and Appendices:

- Remove old and replace with new SF-298.
- Remove old and replace with new; the entire main text including the table of contents, acronyms list, text, all figures and all tables.
- Remove old and replace with new the entire Appendix B.
- Appendix C - Remove old pages 3-6 and replace with new pages 3-10.

<div style="border: 2px solid black; padding: 10px; text-align: center;">

To go back to main text

Click Here

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