

PROCEDURES FOR SUBMITTING DOCUMENTS ON CD-ROM

Licensees, applicants, and members of the public who submit documents to the NRC pursuant to 10 CFR Part 50 may submit them on CD-ROM as outlined below.

Transmittal

- Each CD-ROM submittal must be transmitted by signed letter. Documents submitted pursuant to NRC regulations must cite the relevant regulations in either the subject line or the first paragraph of the transmittal letter.
- If a submitter forwards a document on CD-ROM that is required to be filed under oath, the transmittal letter must contain the oath and the signature of the person swearing to the accuracy of the information provided.
- When a CD-ROM contains multiple documents, the transmittal letter must identify each document contained on the CD-ROM.

Acceptable Formats

- The acceptable formats for submitting documents are:
 - Portable Data File (PDF) Normal
 - PDF Image+Hidden Text
 - ASCII
 - Multi Page TIFF
 - WordPerfect
 - Corel Presentations
 - Quattro Pro
 - MS Word
 - Excel
 - Powerpoint
- The preferred formats are:
 - PDF Image+Hidden Text
 - PDF Normal
 - Multi PageTIFF
- For PDF files, security must be set to allow printing.
- For Multi Page TIFF formatted documents, the resolution must be as follows:
 - bitonal (black and white) TIFF resolution, 300 dpi
 - color TIFF resolution, 150 dpi
 - grayscale TIFF resolution, 150 dpi
- All CD-ROM's submitted must be reproducible using a CD duplicator.

- Files submitted on CD-ROM should not be “zipped.”

Copyrighted Information

All copyrighted information must include a written release for the NRC to place copies of the information on its public document database and a release to make as many copies as necessary to fulfill its internal and public dissemination requirements.

Copies

Licensees, applicants, and members of the public submitting documents on CD-ROM are required to submit only one copy, except as noted below for sensitive documents.

Sensitivity

- Those who submit documents containing Safeguards, Proprietary, or Privacy information may do so on CD-ROM. However, submitters must mark and package these documents for mailing in accordance with 10 CFR Parts 2.790(b), 73.21(e) and (g), 95.37 and 95.39. The sensitivity level of the transmitted documents must be included on the first page of the accompanying non-sensitive transmittal letter.
- Those who submit sensitive documents on CD-ROM must also submit a non-sensitive CD-ROM version labelled “Publicly Available,” as its contents will be released to the public.

Where to Submit on CD-ROM

Send CD-ROM with transmittal letter to:

U. S. Nuclear Regulatory Commission
Document Control Desk
Washington, DC 20555-0001.

Contact: Mike King
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(301) 415-2062