

June 12, 2000 (2:56PM)

Formatting of Public Comment Responses

The responses to the public comments should be formatted as follows:

- (1) All responses to public comments should be in Word Perfect format; Font: Arial, 11pt.
- (2) Refer to the "staff" instead of "we" or "our" to remain consistent with the draft technical report, which was not written in plain English. (i.e., The staff revised the criteria for...)
- (3) Refer to "Sections" instead of "Chapters". (i.e., Section 3.0 instead of Chapter 3.0)
- (4) Include hyphens in the following words as suggested by the tech. editor:  
(make-up, off-site, on-site, boil-off, walk-downs)
- (5) **Format for Section and Subsection titles:**  
Number(1.0)<Tab or F7>Title With First Letter Capitalized  
Examples:  
1.0 Executive Summary  
2.1.2 Safety Margins

**Format for Graph, Appendix, or Table titles:**

Table&lt;1space&gt;Subsection-Number&lt;2 spaces&gt;Title

Examples:

Table 3.1 Spent Fuel Pool Cooling Risk Analysis (this is table 1 in Section 3 of the body of the report) or

Table A2c-1 Summary of Navy Crane Data (this is table #1 located in Appendix 2c)

Figure A2c-1 Heavy Load Fault Trees

- (6) For each comment assigned to your branch in Appendix A, prepare your responses in the same order. The following is an example of how to respond to public comments which were already addressed, and public comments which were not previously addressed and require a writeup.

(For example: SPLB)

Public comment #1: (State the concern). The staff has already addressed this comment in Section..... of the February 15<sup>th</sup> draft report.

Public comment #2: (State the concern). [Provide your writeup]. [Indicate where to insert this statement in the body of the report or the Appendix, i.e, Section 2.3.1 or Appendix A2b, Section 1.1]. **Please do not refer to page numbers from the draft report.** As the report is revised and sections are added/deleted, the page numbers will change.

(A) Instead, provide Tanya Eaton (O-11-H22) with a hard copy of the page showing exactly where the public comment response should be inserted. Just write on the page, [Insert Public Response #1 here].

91 189

(7) Submit public responses:

(A) By email or on a disk to Tanya Eaton by noon on July 7, 2000.

CC: George Hubbard so that he's aware of all responses to public comments.

(B) In addition, submit any pages from the draft report to show where public comments should be inserted. If you need a copy of the most recent/up-to-date draft report, contact Tanya Eaton and it will be provided to you immediately.

Any Questions? Contact:

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415-3610  
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