

U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

TN: DT-95-03

To: NRC Management Directives Custodians

Subject: Transmittal of Management Directive 3.7, "Unclassified Staff Publications in the NUREG Series"

Purpose: Directive and Handbook 3.7 are being revised in their entirety to update information, to include format changes, and to add information about references. Specifically, information has been added to Directive and Handbook 3.7 to specify that NRC must obtain prior approval from the Institute of Nuclear Power Operations (INPO) before referencing INPO documents and to explain how to reference proprietary reports.

Office and Division of Origin: Office of Administration
Division of Freedom of Information and Publications Services

Contact: Juanita Beeson, 415-7166

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Volume: 3 Information Management

Part: 1 Publications, Mail, and Information Disclosure

Directive: 3.7 Unclassified Staff Publications in the NUREG Series

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OFFICE OF ADMINISTRATION

**Unclassified Staff Publications
in the NUREG Series**

**Directive
3.7**

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U. S. Nuclear Regulatory Commission

Volume: 3 Information Management

Part: 1 Publications, Mail, and Information
Disclosure

ADM

Unclassified Staff Publications in the NUREG Series Directive 3.7

Policy (3.7-01)

U.S. Nuclear Regulatory Commission policy requires that all unclassified staff formal reports, brochures, pamphlets, and books published in the NUREG series by the NRC adhere to the documentation and production requirements, standards, and practices specified in this directive and handbook. Staff-generated books funded by NRC and published by not-for-profit publishers also must comply with the relevant guidelines specified in this directive and handbook. Discretionary compliance is stated where appropriate.

Objectives (3.7-02)

- To ensure the production, dissemination, and public availability of information and publications as required by the Energy Reorganization Act of 1974 and the Freedom of Information Act. (021)
- To centrally manage the publication and production of all unclassified staff publications in the NUREG series. (022)
- To ensure that technical and managerial reviews of formal reports, brochures, and books are conducted before publication. (023)
- To ensure that book manuscripts receive peer review from experts within and outside the NRC before publication. (024)
- To ensure that all unclassified staff publications in the NUREG series carry the registered agency identification NUREG-0000 or NUREG/BR-0000, with the exception of books prepared for publishing by a not-for-profit publisher or grantee, and indicate the availability of source material used in publications in this series. (025)

Objectives

(3.7-02) (continued)

- To ensure that national security, patent rights, copyrights, proprietary rights, and rights in other sensitive unclassified information are not compromised by the release or publication of information by NRC. (026)
- To provide uniform procedures for publishing formal reports, brochures, pamphlets, and books prepared by the NRC staff. (027)
- To obtain information needed to secure records for required control and budget reports to the Office of Management and Budget (OMB) on periodicals, staff formal reports, brochures, books, and pamphlets. (028)

Organizational Responsibilities and Delegations of Authority

(3.7-03)

The Executive Director for Operations (EDO) (031)

Delegates through the Deputy Executive Director for Nuclear Materials Safety, Safeguards, and Operations Support (DEDS) to the Office of Administration the responsibility for administration of the agency's publications program and for compliance with OMB reporting requirements for agency publications in the NUREG series and other publications specified in this directive.

The Director, Office of Administration (ADM) (032)

As delegated from the DEDS, develops and maintains, in consultation with directors of offices and divisions and regional administrators, NRC policies, standards, practices, and guides for—

- Producing, publishing, and ensuring the public availability of unclassified staff formal reports, brochures, pamphlets, and books in the NUREG series. (a)
- Complying with OMB reporting requirements for agency publications in the NUREG series. (b)

**The Director, Division of Freedom of
Information and Publications
Services, ADM
(033)**

- As delegated from the Director, ADM, develops and administers a central agency publication numbering system for identifying, reviewing, producing, and retrieving staff publications in the NUREG series. (a)
- Develops, maintains, and applies guides and standards for the documentation, formatting, composition, printing, and public availability of staff publications in the NUREG series consistent with the agency's mission and Government Printing and Binding Regulations issued by the Joint Committee on Printing of the Congress of the United States. (b)
- Approves or delegates approval for all publications in the NUREG series and other items that will result in the preparation of camera-ready copy for printing when they are new periodicals or when they require one or more of the following: (c)
 - More than one color ink (i)
 - Coated stock for either cover or text (ii)
 - Nonstandard trim size (iii)

**Office Directors and
Regional Administrators
(034)**

- Determine what technical, policy, and peer reviews are needed for unclassified staff publications in the NUREG series. (a)
- Designate officials from their office or region who can authorize the release of publications in the NUREG series for printing. (b)
- Evaluate merits of book proposals from NRC staff to ensure that the book proposed has a unique technical purpose and serves an industrywide need. (c)
- May authorize issuance of a publication, with the concurrence of the EDO, with the following disclaimer printed in the publication if, upon review, the publication does not represent an agreed-upon staff position:

Volume 3, Part 1 - Publications, Mail, and Information Disclosure
Unclassified Staff Publications in the NUREG Series
Directive 3.7

**Office Directors and
Regional Administrators**
(034) (continued)

This publication was prepared by one or more employees of the U.S. Nuclear Regulatory Commission. It expresses opinions that do not necessarily represent a staff position of the NRC; this publication has neither been approved nor disapproved.

This statement may appear on the inside front cover of the report or as part of the preface. (d)

Applicability
(3.7-04)

Employees
(041)

All NRC employees shall follow the policy and guidance in this directive and handbook.

Other Publications
(042)

The provisions of this directive and handbook do not apply to NRC contractor publications in the NUREG series, regulatory guides, regulations, or to adjudicatory issuances that the Commission, NRC independent boards and panels, presiding officers, and administrative law judges issue. These provisions also do not apply to Director's Decisions about issues raised through the public petition process (10 CFR 2.206) that are published in NUREG-0750, *Nuclear Regulatory Commission Issuances*.

Handbook
(3.7-05)

Handbook 3.7 gives detailed guidelines for preparing staff publications.

References
(3.7-06)

Executive Order 12291, "Federal Regulation Requirements," February 17, 1981 (5 U.S.C. 5601 Note).

Energy Reorganization Act of 1974, as amended (42 U.S.C. 5801 et seq.).

Freedom of Information Act (5 U.S.C. 552).

Government Printing and Binding Regulations, S. Pub. 99-12, November 1987.

Memorandum of Agreement Between the Institute of Nuclear Power Operations and the U.S. Nuclear Regulatory Commission, dated September 17, 1993.

NRC Management Directive 2.2, "Planning and Control of Automated Data Processing (ADP) Resources."

—, Management Directive 3.11, "Conferences and Conference Proceedings."

—, Management Directive 3.13, "Printing, Copying, and Typesetting."

—, NUREG-0650, Revision 1, "Publishing Documents in the NUREG Series," November 1990.

—, NUREG/BR-0075, Rev. 2, "NRC Field Policy Manual," Field Policy Manual Issue No. 9, dated March 22, 1993.

Office of Management and Budget Circular A-3, "Government Publications," May 2, 1985, revision.

U.S. Code, Title 17, "Copyrights."

—, Title 44, "Public Printing and Documents."

***Unclassified Staff Publications
in the NUREG Series***

***Handbook
3.7***

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Part I

Introduction

This handbook specifies the procedures the NRC staff needs to follow when preparing the following NUREG-series publications for printing and dissemination: (1)

- Regulatory and technical reports (a)
- Brochures and booklets (b)
- Books published by NRC and by not-for-profit publishers (c)

Any publication in the NUREG series or other items (e.g., posters) resulting in a camera-ready copy that involves substantial or critical contributions from one or more of the following organizations may be formally coordinated by the Director, Division of Freedom of Information and Publications Services (DFIPS), Office of Administration, or designee, if the director determines coordination is necessary to ensure delivery of the final printed product by the due date promised to the staff client. (2)

- Composition by the Electronic Publishing Section, Publications Branch, DFIPS (a)
- Graphics preparation by Automated Graphics Services, End User Support Services Branch, Office of Information Resources Management (b)
- Special publication requirements by the Government Printing Office, such as color printing, coated paper or cover stock, or hard back binding (c)

The Director, DFIPS, or designee, will develop and maintain a written schedule of commitments by each staff member involved in the preparation of camera-ready copy for such projects. The schedule will include—(3)

Introduction (continued)

- The type and extent of composition, graphics, editing, and other commitments made (a)
- The name and organization of each staff member with commitments to the project (b)
- The due and completion dates for each commitment (c)
- Any delays in the schedule, the reasons for them, and how long they are expected to last (d)

When changes to the schedule are deemed necessary and approved by the Director, DFIPS, or designee, all other staff having subsequent commitments will be notified and a schedule adjustment will be negotiated and submitted to the staff client for concurrence. (4)

Part II

Regulatory and Technical Reports

General (A)

Regulatory and technical reports are prepared to present the following types of information:

- Support of regulatory decisions (1)
- Results of licensing studies of specific plants or facilities preliminary to licensing actions (2)
- Results of reviews of generic analyses or resolution of general or specific problems of a regulatory or technical nature that are of interest to a major segment of the industry (3)
- Action and review plans and guidance for meeting NRC requirements (4)
- Task force reports on specific topics (5)
- Proceedings of conferences and workshops* (6)
- Management and program analysis reports (7)
- Statistical analyses and administrative information of interest to the staff, the industry, and the public (8)

Identifying Regulatory and Technical Reports (B)

Identifying information for the report, such as the report number and authors' names, will either be issued by the Division of Freedom of Information and Publications Services (DFIPS), Office of Administration (ADM), or incorporated into the report by DFIPS based on information provided by the report originator.

*Refer to Management Directive 3.11, "Conferences and Conference Proceedings," for guidance on proceedings of conferences and workshops.

Identifying Regulatory and Technical Reports (B) (continued)

To obtain a NUREG number, call the Technical Publications Section of DFIPS on 415-7166. Depending on the type of report planned, the Technical Publications Section may arrange to meet with you to discuss the report's publication production requirements and schedule. The Technical Publications Section will also obtain from you the other relevant information about the report specified in this section of the handbook. (1)

If a formal consultation is required, a meeting will be scheduled with the staff person and appropriate representatives from DFIPS; Automated Graphics Services, Office of Information Resources Management (IRM); and any other staff involved in producing camera-ready copy to establish a publication and printing schedule and to resolve publication production issues. (2)

NUREG Number (a)

Each NRC-published regulatory and technical report must be identified by a unique alphanumeric designation. For NRC-generated publications, the alpha designation "NUREG" is followed by a four-digit numeric identifier: 0000. Reports consisting of more than one volume or that are issued in more than one edition must be so identified by the appropriate volume, number, supplement, part, addendum, or revision designation. The Technical Publications Section of DFIPS issues and maintains these numbers for staff publications in order of request for tracking and inventory-retrieval purposes.

Authors' Names (b)

Authors' names must appear on the report cover and title page unless placing them there is impractical, as for an annual report having many contributors, NRC licensing reports (e.g., Safety Evaluation Reports, Technical Specifications), or task force reports. Authors' names for task force reports usually appear on a separate page following the title page. Editors or compilers with subject-area expertise may also be identified on the cover and title page. The authors' affiliation need not be listed unless it is other than the NRC.

Identifying Regulatory and Technical Reports (B) (continued)

Agency Identification (c)

The name of the NRC office or region issuing the report must be listed on the cover. The title page must contain the name, address, and the 9-digit ZIP Code of the NRC organization to which inquiries concerning the work must be addressed. This listing should contain no more than two levels of an organization—the division and the office.

Previous Reports in Series (d)

If the report being prepared is one in an ongoing series, provide a list of all previous reports in the series, including report numbers and issuance dates. Place this list on the back of the title page. If this list cannot be placed on a single page, place the pages at the end of the front matter rather than on the back of the title page.

Report Dates (e)

The DFIPS staff will list the report dates on the title page for the month and year the report is completed and the month and year it is published.

Report Organization and Components (C)

The organization and components of NRC technical reports will vary, depending on their purpose and scope. Detailed information about the organization and component parts of technical reports, as well as writing guidelines for them, appear in Section 4 of "Publishing Documents in the NUREG Series" (NUREG-0650, Revision 1). (1)

Each NRC-generated regulatory and technical report must include an abstract of 200 words or less that appears on a separate page before the table of contents. The abstract must also appear on the "Bibliographic Data Sheet," NRC Form 335 (Exhibit 1). Instructions for completing NRC Form 335 appear on the back of the form. The NRC Form 335 must be bound into all NRC technical reports sent to the National Technical Information Service (NTIS). NTIS uses the information from the NRC Form 335 to create bibliographic citations for its database of Federal scientific and technical publications. (2)

Prepublication Reviews (D)

Before submitting a report to DFIPS, the originator must determine whether the report should undergo, as appropriate, patent, security, or copyright reviews.

Patent Review (1)

Address questions about the presence of patentable information to the Patent Counsel in the Office of the General Counsel, Assistant General Counsel for Administration, at 415-1560. When a patent is involved, the patent counsel must have signed the NRC Form 426 (Exhibit 2) that is submitted with the report manuscript to DFIPS for printing.

Security Review (2)

Address questions about the presence of classified or sensitive unclassified information to the Division of Security, ADM, at 415-8100.

Copyright Review (3)

Do not reproduce copyrighted material in NRC reports without written permission from the copyright holder. See NUREG-0650, Revision 1, Section 3.4, for information about obtaining permission to print copyrighted information. Allow a minimum of 6 weeks to obtain permission. If there are further questions, contact the NRC copyright attorney at 415-1560.

Color Printing (E)

The Director, DFIPS, or designee, approves all requests for color printing. Regulations issued by the Joint Committee on Printing (JCP) of the Congress of the United States restrict the use of color in printed materials to those uses that are of demonstrable value. JCP regulations specify that “demonstrably valuable multicolor printing” includes the following categories: (1)

- Maps and technical diagrams where additional color is necessary for clarity. (a)
- Object identification (medical specimens, diseases, plants, flags, uniforms, etc.). (b)

Color Printing (E) (continued)

- Safety programs, fire prevention, savings bonds programs, and competitive areas of personnel recruiting. (c)
- Areas wherein clearly identifiable savings in costs can be soundly predicated on multicolor use. (d)
- Printing for programs required by law, whose relative success or failure is in direct ratio to the degree of public response, and where that response can be logically attributable to the number of colors planned and the manner in which they are proposed to be used. (e)
- Color for promotional or motivational purposes such as programs concerning public health, safety, consumer benefits; or to encourage utilization of Government facilities such as programs for Social Security, Medicare, and certain areas of need for veterans. (f)

The regulations indicate that the following printed items do not meet the "demonstrable value" criteria when—(2)

- Additional color is used primarily for decorative effect. (a)
- Additional color is used primarily in lieu of effective layout and design. (b)
- Additional color is used excessively, that is, four colors when two or three will fulfill the need; three colors when two are adequate; two colors when one is adequate. (c)
- The inclusion of multicolor does not reflect careful, competent advance planning recognizing the contribution that the use of color is expected to make to the ultimate end-purpose. (d)

Typical NRC publications that comply with these regulations include recruiting brochures and booklets, safety posters, technical reports, and a compilation such as *Case Histories of Radiography Events* that shows color photographs of the effects on humans of radiation overexposure. (3)

All requests for color printing must be signed by a division director or a comparable authority and must be approved by the Director, DFIPS/ADM, or designee. (4)

Disclaimers (F)

Guidance and Acceptance Criteria for Licensees (1)

NRC positions communicated to licensees are not binding requirements unless they are formally issued as regulations or included in orders or as part of a permit or a license. Accordingly, reports that provide guidance and acceptance criteria to licensees should contain one of the following statements or its equivalent. (a)

For guidance: (b)

NUREG-0000 is being issued to provide guidance that the NRC staff believes should be followed to meet the requirements of [cite]. NUREG-0000 is not a substitute for the regulations, and compliance is not a requirement. However, an approach or method different from the guidance contained here will be accepted only if the substitute approach or method provides a basis for determining that the above-cited regulatory requirements have been met.

Staff Position Disagreement (2)

See the directive, Section (034)(d), for guidance about the disclaimer for publications that do not represent an agreed-upon staff position. (a)

For acceptance criteria: (b)

NUREG-0000 is being issued to establish criteria that the NRC staff intends to use in evaluating whether an applicant/licensee meets the requirements of [cite]. NUREG-0000 is not a substitute for the regulations, and compliance is not a requirement. However, the use of criteria different from those set forth here will be accepted only if the substitute criteria provide a basis for determining that the above-cited regulatory requirements have been met.

Location of Disclaimers (3)

These statements must be printed in a box that appears on the title page of the report or they may be incorporated into the preface or introduction to the report, if appropriate. If placed on the title page, the DFIPS staff will produce the boxed disclaimer when creating the cover and title page for the report.

Computer Codes (G)

Staff reports based on or related to a computer code must comply with the standards contained in Management Directive (MD) 2.2, "Planning and Control of Automated Data Processing (ADP) Resources."

Availability of Information (H)

Reference Material (1)

Reports or other documents referenced in text, reference sections, bibliographies, and appendixes of unclassified regulatory and technical reports must be available to the public, either in the public domain (as in a public library, at the Government Printing Office (GPO), at NTIS, or at other reference or sales outlets) or in the NRC Public Document Room. (a)

Do not include personal communications and interviews, unpublished information, and information with restricted distribution (e.g., proprietary, National Security, or OFFICIAL USE ONLY information) in the list of references. However, if the unretrievable information in one of these sources is important and unrestricted, quote it in the text or in footnotes. Provide any credit due to individuals in the text or in an acknowledgment section. (b)

You may include a publicly available nonproprietary version of a proprietary report. Although proprietary reports may not be included in a list of references, listing or identification of proprietary reports may be included in an appendix or in a separate listing following the reference section titled "Proprietary Sources of Information." (c)

In addition, reference to Institute of Nuclear Power Operations (INPO) documents may not be made without prior approval from INPO. Approval to reference INPO documents must be stated on the NRC Form 426. (d)

For detailed guidelines for formatting reference material, as well as for acknowledging contributions, see NUREG-0650, Revision 1. (e)

Regulatory and Technical Reports (2)

Most final NUREG-series reports are sold by GPO and NTIS. A statement indicating this availability is added to each report by the Publications Branch staff before the report is printed.

Graphics Support (I)

Working with an editor, submit graphics requirements to Automated Graphics Services, IRM, for preparation. The Director, DFIPS, or designee, will refer to Automated Graphics Services those requests for the preparation of charts, graphs, illustrations, presentation graphics, computer graphics, logo or brochure designs, and design specifications for documents published by NRC. Camera-ready art that DFIPS identifies as not having been prepared or reviewed by Automated Graphics Services will be referred to that section for review.

Draft Reports (J)

When public and industry comments are requested for a report, the phrase "Draft Report for Comment" must appear as a subtitle. (1)

Draft reports for which comments are requested are typically announced in the *Federal Register* as being available from the NRC. These reports are not sold at GPO or at NTIS. (2)

Forms (K)

Bibliographic Data Sheet (NRC Form 335) (1)

Submit a completed NRC Form 335 (Exhibit 1) to the Technical Publications Section, DFIPS, when the report is ready for printing. The NRC Form 335 must be bound into all NRC regulatory and technical reports sent by NRC to NTIS. NTIS uses the information from the NRC Form 335 to create bibliographic citations for its database of Federal scientific and technical publications. Instructions for completing NRC Form 335 appear on the reverse side of the form (Exhibit 1).

Release to Publish Unclassified NRC Staff Publications (NRC Form 426) (2)

Submit a completed NRC Form 426 (Exhibit 2) to the Technical Publications Section, DFIPS, when the report is ready for printing. NRC Form 426 must be signed by the responsible NRC staff member and by the NRC official authorizing release. Include information on distribution requirements as well as developmental cost estimates. NRC must submit developmental costs for agency publications to the Office of Management and Budget (OMB) annually in response to OMB Circular A-3, "Government Publications." Instructions for completing NRC Form 426 appear on the form.

Typesetting (L)

Candidate Reports for Typesetting (1)

Most agency staff regulatory and technical reports will be composed (typeset) on the NRC electronic publishing system. The decision to compose a report will be made when the author meets with the Publications Branch staff, DFIPS, to discuss the publications production requirements and schedule for the report.

Submitting Work for Typesetting (2)

To submit text for composition to the Electronic Publishing Section (EPS), provide either a WordPerfect document saved in ASCII on a 3-1/2-inch high-density disk, along with a hard copy of the document and NRC Form 30, "Request for Administrative Services" (Exhibit 3), or E-mail the document to the Chief of EPS and send a hard copy of the document via the agency mail to the Chief, EPS, Mail Stop T-6 E7. No special typesetting codes or commands are necessary, regardless of how the information is sent. After the document is composed, the author proofreads the document to correct any inadvertent omissions or typographical errors resulting from the composition.

Printing and Reprinting (M)

Printing of the report will be arranged by the DFIPS staff on a schedule mutually agreed-upon between you and the DFIPS staff. Detailed information about priorities in printing schedules can be found in the handbook portion of MD 3.13, "Printing, Copying, and Typesetting." (1)

Submit a memorandum requesting a reprint to the Director, DFIPS, or designee, for approval. Include with the request a written justification from the project manager or the lead staff person. Provide address labels for recipients of the reprinted copies, if appropriate. (2)

Distribution (N)

The Publications Branch, DFIPS, will arrange distribution of the report in accordance with the distribution guidance provided on NRC Form 426 (Exhibit 2). Provide address labels for report recipients not on NRC standard distribution lists.

Part III

Brochures (NUREG/BRs)

Definition (A)

Brochures refer to a class of publications that encompasses a variety of agency issues. The class contains pamphlets, booklets, newsletters, manuals, user guides, and other publications that may be issued once or periodically. Some brochures are publicly available, whereas most are intended solely for internal agency use. Their variety derives from the fact that each is not readily classifiable by purpose or subject into a recognized category of agency information, such as regulatory and technical reports, inspection reports and bulletins, regulatory guides, regulations, and the like. (1)

The Technical Publications Section, Division of Freedom of Information and Publications Services (DFIPS), issues unique NUREG/BR numbers for these publications in order of request and maintains control of them for tracking and inventory-retrieval purposes. (2)

Publication Procedures (B)

NUREG/BR Number (1)

To obtain a NUREG/BR number, call the Technical Publications Section at 415-7166. The staff will arrange a meeting to discuss the publication production requirements and schedule for the brochure.

Copyright Clearance (2)

Obtain any necessary permission to use any copyrighted material from the author or publisher in advance. See NUREG-0650, Revision 1, Section 3.4, for detailed information about obtaining copyright releases. Generally, if a credit line is included with a figure or a table, it is an indication that the material is subject to copyright and that permission may be required.

Publication Procedures (B) (continued)

Design, Layout, and Graphics Support (3)

The design and layout of these publications will necessarily vary with their content, purpose, and audience. The Director, DFIPS, or designee, will refer those brochures requiring layout and design to the Automated Graphics Services staff, Office of Information Resources Management (IRM), for design guidance and execution. (a)

Any other requests for the preparation of charts, graphs, illustrations, presentation graphics, computer graphics, or designs of any kind will be referred to the Automated Graphics Services by the Director, DFIPS, or designee. (b)

Color Printing (4)

The guidelines concerning the use of color printing in NUREG-series reports specified in Part I, Section (E), of this handbook also pertain to publications in the NUREG/BR series.

Forms (5)

When the brochure is ready for printing, submit it to the Technical Publications Section, DFIPS, with an NRC Form 426 (Exhibit 2). The NRC Form 426 must be signed by the responsible NRC staff member and the NRC official authorizing publication. It must also contain information on distribution requirements and include developmental cost estimates. Developmental costs for agency publications are submitted to the Office of Management and Budget (OMB) annually in response to OMB Circular A-3, "Government Publications." Instructions for completing the NRC Form 426 appear on the form.

Distribution (6)

Distribution will be arranged by the Technical Publications Section, DFIPS, in accordance with the distribution guidance on NRC Form 426 (Exhibit 2). Provide address labels, if appropriate.

Public Availability (7)

Specify on NRC Form 426 whether the brochure may be made publicly available or whether it is intended solely for internal NRC distribution. (a)

Publication Procedures (B) (continued)

Public Availability (7) (continued)

One-time brochures that are publicly available are usually sent to the Government Printing Office (GPO) for sale to the public and to the NRC Public Document Room. Some periodical publications, such as the NRC Telephone Directory, are sold by GPO on a subscription basis. (b)

When planning to issue a publicly available periodical publication that is a candidate for GPO subscription sales, contact the Technical Publications Section, DFIPS, 6 to 8 weeks in advance of the first issue. This period will allow GPO to solicit subscribers by announcing the upcoming availability of the periodical. (c)

Reprints (8)

Submit a memorandum requesting a reprint to the Director, DFIPS. Include an explanation of the need for the request. Also provide distribution information and include labels for recipients not on NRC standard distribution lists.

Part IV

Books Published by NRC

General (A)

The provisions of this directive and handbook apply to NRC staff members as well as to members of NRC boards, panels, and advisory committees that report directly to the Commission. These provisions apply to books to be printed and sold for NRC by the Government Printing Office (GPO) or by a not-for-profit publisher. Guidance on book manuscript preparation can be found NUREG-0650, Revision 1, and in the *GPO Style Manual*.

Definition (B)

A book refers to a publication intended as a permanent reference, as a textbook, or as a major critical review of a technical or regulatory topic.

Format (C)

Books are usually 6 by 9 inches in trim size, but size will be based on requirements such as ease of use and legibility for graphics, foldouts, and so forth. The binding (casebound or paperback) will be chosen by mutual agreement between the author and the Division of Freedom of Information and Publications Services (DFIPS) according to the need for durability. (1)

Format specifications appropriate to the book's subject matter will be developed by an editor selected by DFIPS. (2)

All books must include a comprehensive subject index of the book's contents, unless it is made up almost exclusively of graphical or tabular matter. See NUREG-0650, Revision 1, or *The Chicago Manual of Style* (13th ed.) for guidelines on creating an index. (3)

NRC Document Number (D)

A NUREG number will be assigned by the Technical Publications Section, DFIPS, when the manuscript is submitted for typesetting or printing. The NUREG number may also be obtained in advance. The assigned number will appear on the title page but not on the cover. (1)

When a book consists of more than one volume or binding, or is issued in more than one edition, an appropriate volume, number, supplement, part, addendum, or revision designation must appear immediately below the document number. (2)

Cover and Title Page (E)

The DFIPS staff will arrange for design of the cover and title page to contain appropriate information concerning—

- Authors' names (1)
- Organizational identification (2)
- Public availability and sales (3)

Availability of Reference Materials (F)

The guidelines for availability of reference material applicable in Part I, Section (H), of this handbook also apply to books published by NRC.

Graphics Support (G)

Submit graphics requirements to Automated Graphics Services, Office of Information Resources Management (IRM), for preparation. Requirements for the preparation of charts, graphs, illustrations, presentation graphics, computer graphics, or designs of any kind will be referred to Automated Graphics Services by the Director, DFIPS, or designee.

Reviews (H)

Peer (1)

NRC-published books must undergo peer review from experts within and outside NRC. Peer review refers to a critical evaluation of the technical contents of a publication. These reviews may be conducted anonymously by reviewers from the author's own or a related field who are totally independent of the work leading to the manuscript. (a)

Reviewers should be chosen by the NRC office sponsoring the book from the potential audience for the publication and should provide an independent judgment about whether the publication successfully accomplishes the author's aims. Peer reviewers should be chosen for their expertise in the subject matter of the book. They may come from academia, the national laboratories, other Federal agencies, or from other research institutes or consulting firms. They may be identified from the membership rolls of professional societies, American National Standards Institute (ANSI) subcommittees, and the like. Do not choose more than one reviewer from the same organization. (b)

When assessing potential peer reviewers, screen for demonstrated competence and achievement in a specific discipline or research specialty. Assess competence based on the quality of research accomplished, publications in refereed journals, and other significant technical activities, achievements, and honors. Consider the judgment, perspective, and objectivity of reviewers. Consider also the personal integrity of those selected to ensure the confidentiality of information reviewed. Finally, avoid real or perceived conflicts of interest. Do not choose reviewers who are licensees or consultants to licensees, nor reviewers from intervenor groups. Likewise, do not choose reviewers who may profit financially from influencing the information reviewed. (c)

The services of reviewers from outside the agency may be acquired through consultant services contracts. The decision as to whether to reimburse peer reviewers should be made on a case-by-case basis, however. Recognize that reimbursing peer reviewers may give the appearance of a conflict of interest, suggesting to some that because NRC is paying for this service, the agency will seek only reviewers thought to be favorably disposed to the material reviewed. One way to offset this impression is to seek recommendations for peer reviewers from independent organizations, such as the American Physics

Reviews (H) (continued)

Peer (1) (continued)

Society, the American Nuclear Society, the American Society of Mechanical Engineers, or appropriate universities. Reimbursement could then be made to the organization. (d)

Copyright (2)

Copyrighted material must not be reproduced in NRC books without appropriate authority, usually written permission from the copyright holder. See NUREG-0650, Revision 1, Section 3.4, for information about obtaining copyright permissions.

Security (3)

Address questions about the presence of classified or sensitive unclassified information to the Division of Security, Office of Administration (ADM). The agency official's signature on the NRC Form 426 (Exhibit 2) submitted to DFIPS ensures that the publication submitted for printing contains no classified or sensitive unclassified information.

Patent (4)

Address questions about the presence of patentable information to the Patent Counsel in the Office of the General Counsel. When a patent is involved, the patent counsel's signature must appear on the NRC Form 426 (Exhibit 2) when the book manuscript is submitted to DFIPS for printing.

Publishing Forms (I)

Submit a signed, completed NRC Form 426 (Exhibit 2) to the Publications Branch, DFIPS, with the book manuscript.

Typesetting (J)

DFIPS will make arrangements for typesetting the book manuscript on a mutually agreed-upon schedule with the originator.

Printing (K)

DFIPS will submit the book manuscript to GPO for printing. The printing cycle requires from 6 to 8 weeks.

Distribution and Sales (L)

The Publications Branch, DFIPS, will arrange distribution in accordance with distribution guidance the originator provides on the NRC Form 426 (Exhibit 2). (1)

Limit free distribution to those who contributed materially to the book or for whom the book's subject matter bears directly on their work at or for NRC. (2)

The Publications Branch, DFIPS, will arrange to make the book available for sale at GPO. (3)

Part V

Books Published by a Not-for-Profit Publisher

Rationale (A)

Publication of a staff-generated book by a not-for-profit publisher, where time to write and edit the book is funded by NRC, is justified when the objectivity of the work could be open to question if it were issued by NRC under the imprint of the Government Printing Office (GPO). Publication by a not-for-profit publisher (typically a university press) would help to ensure that the manuscript receives anonymous and objective peer review by experts outside Government. These books are issued solely by the publisher and do not receive an NRC NUREG number.

Prior Approval by the Joint Committee on Printing (B)

Requests for this publication arrangement must be authorized in writing by the Joint Committee on Printing (JCP) of the Congress of the United States. Submit an initial request by memorandum to the Director, Division of Freedom of Information and Publications Services (DFIPS), the official NRC liaison with the JCP.

Costs (C)

The publisher selected shall assume all costs for the publication, marketing, and distribution of the book.

Royalties (D)

Any royalties earned on the book must be returned to the Treasury of the United States through the NRC. Royalty terms are to be negotiated between the Director, DFIPS, in consultation with the staff office and the publisher.

Depository Library Copies (E)

DFIPS will ensure that the Superintendent of Documents receives sufficient copies of the work to allow for distribution to the Depository Library Program.

Glossary*

Camera-Ready Copy. Pages ready for printing by the offset printing process. This is a colloquial term used even though the printing process may not involve the so-called copy camera (see also *reproducible masters*).

Casebound. A term denoting a book with a hard cover.

Compose. To arrange letters, in type or film, for printing. Usually synonymous with *typesetting*.

Composition. The process of setting type by hot-metal casting, phototypesetting, or electronic character generating devices (e.g., computers) for the purpose of producing camera copy, negatives, a plate, or an image to be used in the production of printing or microform.

Copyright. A form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Generally, copyrighted material may not be reproduced without the permission of the author or the publisher.

Disseminate. To announce the publication of reports and make them available for free distribution, sale, or copying.

Distribute. To dispense reports to specific organizations and individuals to ensure their participation in the regulatory process and support of research and technological investigations. Distribution may be accomplished by using standard distribution lists established and maintained by the Division of Freedom of Information and Publications Services at the request of the originating office or region.

*Words in *italics* in definitions are also defined in the glossary.

Glossary (continued)

Documentation. Classification and associated markings required for classified or sensitive unclassified documents, the NRC report number unique to the report, title (and subtitle, if any), author or correspondent (if any), organization identification, date, and availability.

Edition. All copies of a book printed from the same type. Edition also refers to format, such as *paperback*, *casebound*, or to the text, as revised, expanded, and so forth. If extensive revisions have been made to the text and the book is reprinted, the revised version is the new edition.

Index. An alphabetical list of all major topics discussed in a book that cites page numbers where each topic can be found and, generally, appears as the last section of a book.

Manuscript. A handwritten, typewritten, or *composed* version of a document, as distinguished from a printed copy.

Not-for-Profit Publisher. A publisher that functions primarily for scientific, educational, service, charitable, or similar purposes in the public interest, is not organized primarily for profit, and that uses all income exceeding costs to maintain, improve, and/or expand its operations.

Paperback. A book with a flexible paper cover.

Peer Review. A critical evaluation of the technical contents of a publication. These reviews are conducted by reviewers from the author's own or a related field who are totally independent of the work leading to the manuscript. Reviewers should be chosen from the potential audience for the publication and should provide an independent judgment about whether the publication successfully accomplishes the author's aims.

Photocomposition. *Typesetting* performed when photosensitive paper or film is exposed to light in the form of letters and characters. Photocomposition is to be distinguished from hot metal and typewriter composition.

Glossary (continued)

Printing. As defined by the Joint Committee on Printing, includes and applies to the process of *composition*, platemaking, presswork, collating, and microform; the equipment used in such processes; or the end product produced by these processes and equipment.

Proprietary Information. Trade secrets; privileged or confidential research, development, commercial or financial information, exempt from mandatory disclosure under 10 CFR Part 2 (Sections 2.740 and 2.790) and under 10 CFR Part 9 (Section 9.17); and other information submitted in confidence to the NRC by a foreign source and determined to be unclassified by the NRC.

Public Domain. Materials for which a copyright never existed, such as U.S. Government publications, or for which a copyright has expired.

Publicly Available Documents. Information (reports and references) available in the NRC Public Document Room (PDR) for public inspection and copying or available in the *public domain*.

Reproducible Masters. *Camera-ready copy* that includes (1) originals of line drawings (or prints that can be copied); (2) glossy prints of black and white photographs; (3) original *typeset* or printed text, tables, cover, title page, contents, and abstract; or (4) other forms of the materials that a printer can reproduce.

Royalties. A payment made to an author or an organization by a publisher for each copy of a publication sold.

Trim Size. The final size of the whole page, margins included.

Typesetting. The process of setting type by hot-metal casting, phototypesetting, or electronic character generating devices (e.g., computers) for the purpose of producing camera copy, negatives, a plate, or an image to be used in the production of printing or microform.

Unique Identification. NRC identification used on a report and its attachments, revisions, and supplements that is not used on any other publication.

**Volume 3, Part 1 - Publications, Mail, and Information Disclosure
Unclassified Staff Publications in the NUREG Series
Handbook 3.7 Exhibits**

**Exhibit 1
NRC Form 335, "Bibliographic Data Sheet"**

<p>NRC FORM 335 (2-89)</p> <p align="center">U.S. NUCLEAR REGULATORY COMMISSION</p> <p align="center">BIBLIOGRAPHIC DATA SHEET</p> <p align="center">(See instructions on the reverse)</p>		<p>1. REPORT NUMBER (Assigned by NRC, Add Vol., Supp., Rev., and Addendum Numbers, if any.)</p> <p align="center">NUREG-1396</p>				
<p>2. TITLE AND SUBTITLE</p> <p align="center">Environmental Assessment of the Thermal Neutron Activation Explosive Detection System for Concourse Use at U.S. Airports</p>		<p>3. DATE REPORT PUBLISHED</p> <table border="1"> <tr> <td>MONTH</td> <td>YEAR</td> </tr> <tr> <td align="center">August</td> <td align="center">1990</td> </tr> </table>	MONTH	YEAR	August	1990
MONTH	YEAR					
August	1990					
<p>5. AUTHOR(S)</p> <p align="center">C. G. Jones</p>		<p>4. FIN OR GRANT NUMBER</p> <p>6. TYPE OF REPORT</p> <p align="center">Technical</p>				
<p>8. PERFORMING ORGANIZATION - NAME AND ADDRESS (If NRC, provide Division, Office or Region, U.S. Nuclear Regulatory Commission, and mailing address; if contractor, provide name and mailing address.)</p> <p align="center">Division of Industrial and Medical Nuclear Safety Office of Nuclear Material Safety and Safeguards U.S. Nuclear Regulatory Commission Washington, DC 20555</p>		<p>7. PERIOD COVERED (Exclusive Dates)</p> <p align="center">1989-February 1990</p>				
<p>9. SPONSORING ORGANIZATION - NAME AND ADDRESS (If NRC, type "Same as above"; if contractor, provide NRC Division, Office or Region, U.S. Nuclear Regulatory Commission, and mailing address.)</p> <p align="center">Same as above.</p>						
<p>10. SUPPLEMENTARY NOTES</p>						
<p>11. ABSTRACT (200 words or less)</p> <p>This document is an environmental assessment of a system designed to detect the presence of explosives in checked airline baggage or cargo. The system is meant to be installed at the concourse or lobby ticketing areas of U.S. commercial airports and uses a sealed radioactive source of californium-252 to irradiate baggage items. The major impact of the use of this system arises from direct exposure of the public to scattered or leakage radiation from the source and to induced radioactivity in baggage items. Under normal operation and the most likely accident scenarios, the environmental impacts that would be created by the proposed licensing action would not be significant.</p>						
<p>12. KEY WORDS/DESCRIPTORS (Use words or phrases that will assist researchers in locating the report.)</p> <p>Explosive Detectors Thermal Neutron Activation TNA EDS Airline Baggage Inspection Systems</p> <p>SAIC Model EDS-3C Californium-252 Federal Aviation Administration (FAA) Concourse Explosive Detectors</p>		<p>13. AVAILABILITY STATEMENT</p> <p align="center">Unlimited</p> <p>14. SECURITY CLASSIFICATION (This Page)</p> <p align="center">Unclassified</p> <p>(This Report)</p> <p align="center">Unclassified</p> <p>15. NUMBER OF PAGES</p> <p>16. PRICE</p>				

NRC FORM 335 (2-89)

Exhibit 1 (continued)

DO NOT PRINT THESE INSTRUCTIONS AS A PAGE IN THE NUREG REPORT

INSTRUCTIONS

NRC FORM 335, BIBLIOGRAPHIC DATA SHEET, IS BASED ON GUIDELINES FOR FORMAT AND PRODUCTION OF SCIENTIFIC AND TECHNICAL REPORTS, ANSI Z39.18-1987 AVAILABLE FROM AMERICAN NATIONAL STANDARDS INSTITUTE, 1430 BROADWAY, NEW YORK, NY 10018. EACH SEPARATELY BOUND REPORT--FOR EXAMPLE, EACH VOLUME IN A MULTIVOLUME SET--SHALL HAVE ITS UNIQUE BIBLIOGRAPHIC DATA SHEET.

1. **REPORT NUMBER.** Each individually bound report must carry a unique alphanumeric designation (NUREG) assigned by the Regulatory Publications Branch, Division of Freedom of Information and Publications Services, in accordance with American National Standard ANSI Z39.23-1983, Standard Technical Report Number (STRN). Use uppercase letters, Arabic numerals, slashes, and hyphens only, as in the following examples: NUREG-0100, NUREG/CP-0010, NUREG/CR-0100, and NUREG/BR-0010. For reports in a series add Vol., Supp., Rev., and Addendum, when necessary. Add contractor cross-reference identification number (if any) below NUREG-series number, e.g., PNL-XXXX, SANDXX-XXXX, SAI-XXXX.
2. **TITLE AND SUBTITLE.** Title should indicate clearly and briefly the subject (coverage) of the report; including any subtitle to the main title. When a report is prepared in more than one volume, repeat the primary title, add volume number and include subtitle for the specific volume. Use upper and lower case letters, but capitalize computer code names. Do not use acronyms and initialisms in titles; may be added in parenthesis.
3. **DATE REPORT PUBLISHED.** Each report must carry a date indicating month and year published.
4. **FIN OR GRANT NUMBER.** Insert the FIN or grant number under which report was prepared.
5. **AUTHOR(S).** Give name(s) in conventional order (e.g., John R. Doe, J. Robert Doe). List author's affiliation if it is different from the performing organization.
6. **TYPE OF REPORT.** State draft, final, preliminary, topical, technical, regulatory, annual, quarterly, etc.
7. **PERIOD COVERED.** Add inclusive dates.
8. **PERFORMING ORGANIZATION NAME AND MAILING ADDRESS.** Give name, street, city, state, and ZIP code. List no more than two levels of an organizational hierarchy. Display the name of the organization exactly as follows: Division, Office, Organization of Government agency and address.
9. **SPONSORING ORGANIZATION.** If NRC, type "Same as above"; if contractor, provide NRC Division, Office or Region, U.S. Nuclear Regulatory Commission, and mailing address.
10. **SUPPLEMENTARY NOTES.** Enter information not included elsewhere but useful, such as: Prepared in cooperation with ... Presented at conference of ... To be published ... Docket No. ... When a report is revised, indicate whether the new report supersedes or supplements the older report.
11. **ABSTRACT.** Include a brief (200 words or less) factual summary of the most significant information contained in the report. If the report contains a significant bibliography or literature survey or multiple volumes, mention it here. Abstract is to be prepared by author or project manager.
12. **KEY WORDS/DESCRIPTORS.** Select from the Energy Data Base Subject Thesaurus, DOE/TIC-700R R-5, the proper authorized terms that identify the major concept of the research and are sufficiently specific and precise to be used as index entries for cataloging.
13. **AVAILABILITY STATEMENT.** Denote public releasability, for example "unlimited", or limitation for reasons other than security.
14. **SECURITY CLASSIFICATION.** Enter U.S. Security Classification in accordance with U.S. Security Regulations (i.e., unclassified).
15. **NUMBER OF PAGES.** Leave blank. (Added by NTIS)
16. **PRICE.** Leave blank. (Added by NTIS)

U.S. GOVERNMENT PRINTING OFFICE: 1989 9-344-001

**Volume 3, Part 1 - Publications, Mail, and Information Disclosure
Unclassified Staff Publications in the NUREG Series
Handbook 3.7 Exhibits**

**Exhibit 2
NRC Form 426, "Release to Publish Unclassified NRC Staff Publications"**

NRC FORM 426 (2-89)		U.S. NUCLEAR REGULATORY COMMISSION		1. REPORT NUMBER (if any) NUREG-1407	
RELEASE TO PUBLISH UNCLASSIFIED NRC STAFF PUBLICATIONS				Obtain from the Technical Publications Section on 482-7953	
<i>(Please Type or Print)</i>					
2. TITLE AND SUBTITLE (Cover in full as shown on report, speech, or paper.) Procedural and Submittal Guidance for Individual Plant Examination of External Events (IPEEE) for Severe Accident Vulnerabilities					
3. CONFERENCE PAPER OR SPEECH (If it is a conference paper or speech, provide date and location of conference or speech.)					
4. DISTRIBUTION (List NRC distribution codes. Provide mailing labels for special distribution not covered by NRC codes. If NRC staff, provide name and mail stop only. If external, provide complete mailing address.) GL, 1A, 1B, 1M, 1S, 1V, 9R, & CV					
5. OMB-REQUIRED DATA SURVEY					
1000	A. Hours spent writing, editing, and compiling the report.				
1	B. Number of graphic figures (including tables).				
65	C. Total pages typed, including all drafts. Include pages typed by the program office and processed by the Electronic Composition Services Section.				
0	D. Computer time (including word processing).				
N/A	E. Frequency of issuance or update. <input type="checkbox"/> ANNUALLY <input type="checkbox"/> SEMIANNUALLY <input checked="" type="checkbox"/> QUARTERLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> LESS OFTEN				
YES	NO	6. CERTIFICATION (ANSWER ALL QUESTIONS)			
X		A. REFERENCE AVAILABILITY Is all material referenced in this report available to the public either through a public library, the Government Printing Office, the National Technical Information Service, or the NRC Public Document Room? If no, for the specific availability of a referenced document with the reference listing below.			
		SPECIFIC AVAILABILITY			
	X	B. COPYRIGHTED MATERIAL - Does this report contain copyrighted material? If yes, attach a letter of release from the source that owns the copyright.			
	X	C. COMPUTER CODES - If this report contains a computer code, does it comply with the standards in NRC Manual Chapter 6804, "Planning and Control of Automatic Data Processing (ADP) Resources?"			
	X	D. PATENT CLEARANCE - Does this report require patent clearance? If yes, the NRC Patent Counsel must signify clearance by signing below.			
		NRC PATENT COUNSEL (Type or Print Name)	SIGNATURE	DATE	
	X	E. INFORMATION REQUESTS - Does this report contain any questionnaires, surveys, or data collection requests?			
	X	F. LICENSING REQUIREMENTS - Does this report impose requirements on licensees?			
7. RESPONSIBLE STAFF MEMBER					
Type of Paper Name John T. Chen		SIGNATURE <i>John T. Chen</i>	OFF/DIV RES/DSIR	TELEPHONE 23919 NLS 324	DATE 05/30/90
8. AUTHORIZATION					
X	ACTION REQUESTED PRINT AS A NUMBER		NRC OFFICIAL AUTHORIZING RELEASE (Type or Print Name) <i>Warren Minners</i> Warren Minners, Director, DSIR		
	PRINT IN NON-NRC PUBLICATION		SIGNATURE		
	PAY PAGE CHARGES (ATTACH NRC FORM 34)		DATE 6/28/90		
	NO PAGE CHARGES REQUIRED				

Approved: April 23, 1991
(Revised: February 9, 1995)

Exhibit 3

NRC Form 30, "Request for Administrative Services"

NRC FORM 30 (6-94)		U.S. NUCLEAR REGULATORY COMMISSION		1. DATE OF REQUEST	2. DATE DUE (if applicable)
REQUEST FOR ADMINISTRATIVE SERVICES FOR HEADQUARTERS: MAIL TO THE APPROPRIATE MAIL STOP ON BACK				3. REQUEST NUMBER (LEAVE BLANK)	
4. TYPE OF SERVICE		5. PERSONAL PROPERTY APPROVAL			
BUILDING ALTERATIONS AND SERVICES COMPOSITION COPYING EDITING PHOTOGRAPHY/AUDIOVISUAL PRINTING AND DISTRIBUTION	PUBLISHING NUREG SMALL PURCHASES, PROPERTY, AND LABOR SERVICES SUPPLIES WORD PROCESSING OTHER (Specify)	I certify that personal property assets within the Office/Division have been carefully assessed for excess, and currently fully utilized, and the additional requested items are absolutely essential to work performance and will be used only for official purposes.			
7. REQUESTER		8. OFFICE		9a. PROPERTY CUSTODIAN - SIGNATURE	
9. TELEPHONE NUMBER		10. FAX NUMBER		9b. DIVISION DIRECTOR/DEPUTY - SIGNATURE	
11. MAIL STOP		12. E-MAIL ID		6. SENSITIVITY For copyrighted material, sign below to indicate that you have received permission from the copyright owner to use the material.	
13. SPECIAL INSTRUCTIONS (INCLUDE TITLE, DISTRIBUTION, PRINTING SPECIFICATIONS, INSTRUCTIONS, STOCK NUMBERS, JUSTIFICATION, QUANTITIES, AND UNITS WHEN APPLICABLE)		14a. CLASSIFIED 14b. SENSITIVE UNCLASSIFIED 14c. COPYRIGHTED MATERIAL		SIGNATURE - ADMINISTRATIVE OFFICER	
16. FUNDING INFORMATION					
JOB CODE	S & S NUMBER	BOC	FUND SOURCE	AMOUNT	
16a. FUNDS IDENTIFIED AVAILABLE TO: SIGNATURE - CERTIFYING OFFICIAL				16b. DATE	
FOR PROCESSING USE ONLY (LEAVE THIS SECTION BLANK)					
17a. REQUIREMENT APPROVED - SIGNATURE		17b. DATE		17c. REQUESTING OFFICER - SIGNATURE	
17. OFFICE OF ADMINISTRATION PROCESSING					
ACTION	SIGNATURE	DATE	ACTION	SIGNATURE	DATE
A. POSTED			C. DELIVERED		
B. FILLED			D. COMPLETED		
The material and/or services itemized above have been received in the quantity and quality specified, except as otherwise noted.				17d. SIGNATURE - RECEIPT	
				17e. DATE	
NRC FORM 30 (6-94)					

Exhibit 3 (continued)

<u>TYPE OF SERVICE</u>	<u>MAIL STOP</u>	<u>TYPE OF SERVICE</u>	<u>MAIL STOP</u>
BUILDING ALTERATIONS AND SERVICES	T-7 D24	SMALL PURCHASES, PROPERTY, AND LABOR SERVICES	T-7 D27
COMPOSITION	T-6 E7	PUBLISHING NUREGs	T-6 E7
COPYING	O-P1 22	SUPPLIES	WHSE
EDITING	T-6 E7	WORD PROCESSING	T-6 E7
PHOTOGRAPHY/ AUDIOVISUAL	T-6 E7	OTHER	O-2 B7
PRINTING/DISTRIBUTION	O-P1 22		