

U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)

MD 3.13	REPRODUCTION AND DISTRIBUTION	DT-17-110
<i>Volume 3, Part 1:</i>	Information Management Publications, Mail, and Information Disclosure	
<i>Approved By:</i>	Cynthia A. Carpenter, Director Office of Administration	
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EXECUTIVE SUMMARY		
Management Directive 3.13, "Reproduction and Distribution," is revised to update organizational changes and remove references to outdated technology and procedures.		

TABLE OF CONTENTS

I. POLICY.....	2
A. Printing, Reproducing, and Distributing Documents.....	2
B. Management of Copiers	2
II. OBJECTIVES	2
III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY.....	3
A. Executive Director for Operations (EDO)	3
B. Deputy Executive Director for Materials, Waste, Research, State, Tribal, Compliance, Administration, and Human Capital (DEDM)	3
C. Chief Information Security Officer (CISO), Information Security Directorate (ISD), Office of the Chief Information Officer (OCIO)	4
D. Office Directors and Regional Administrators	4
E. Director, Office of Administration (ADM)	4
F. Director, Division of Administrative Services (DAS), ADM.....	5

For updates or revisions to policies contained in this MD that were issued after the MD was signed, please see the Yellow Announcement to Management Directive index ([YA-to-MD index](#)).

G. Chief, Publications Branch (PB), DAS, ADM.....	5
H. Inspector General (IG).....	8
IV. USE OF COLOR PRINTING	9
A. Criteria for Use of Color Printing	9
B. Request Color Printing.....	9
C. Request for Exceptions to Government Guidelines.....	9
V. APPLICABILITY	9
VI. DIRECTIVE HANDBOOK	9
VII. REFERENCES.....	9

I. POLICY

A. Printing, Reproducing, and Distributing Documents

It is the policy of the U.S. Nuclear Regulatory Commission that all documents printed, reproduced, or distributed by the NRC in the course of its official business comply with the following:

1. "Public Printing and Documents" (Title 44 of the United States Code), and
2. Regulations of the Joint Committee on Printing (JCP).

B. Management of Copiers

The management of all copiers must comply with all Government regulations to ensure the following:

1. Equipment is used for official purposes only, or as otherwise provided for in Management Directive (MD) 2.7, "Personal Use of Information Technology."
2. Recycled paper is used in accordance with Executive Order (E.O.) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management."

II. OBJECTIVES

- Ensure that the NRC obtains printing for NRC publications and other official business materials and documents in the most effective, efficient, and economical manner.
- Ensure that documents generated by NRC staff and its contractors are made available to those persons or organizations with a programmatic or legal need for the information.

- Manage effectively all phases of distribution, including the following:
 - Mail list maintenance, under provisions of the Privacy Act, Systems of Records, NRC-38, “Mailing Lists.”
 - Physical packaging and initial shipment of documents.
 - Maintenance of limited hard copy inventory of documents for subsequent distributions and fulfilling of individual staff requests.
 - Compliance with Federal laws and regulations that govern accountability for distribution of Government information.
- Ensure NRC compliance with security regulations and copyright statutes.
- Ensure that all printing and copying is performed solely for NRC official business.
- Ensure that NRC copying equipment is acquired and used at minimal cost.

III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY

A. Executive Director for Operations (EDO)

1. Oversees NRC’s printing operations as specified under U.S.C. Title 44 and JCP regulations.
2. Delegates the responsibilities for NRC’s printing operations to the Deputy Executive Director for Materials, Waste, Research, State, Tribal, Compliance, Administration, and Human Capital (DEDM) and the Inspector General (IG), as appropriate.

B. Deputy Executive Director for Materials, Waste, Research, State, Tribal, Compliance, Administration, and Human Capital (DEDM)

Is responsible for the following under U.S.C. Title 44 and JCP regulations, as delegated by the EDO:

1. Oversees an in-house and contracted printing program that uses conventional printing and binding methods.
2. Redelegates the following to the Director of the Office of Administration (ADM), as appropriate:
 - (a) Serves as head of the NRC printing program.
 - (b) Develops and maintains policies, procedures, standards, and guidelines for NRC printing operations.

- (c) Determines programmatic and legal requirements established in the *Code of Federal Regulations* (CFR) for distribution of documents that are to be made available within the agency or publicly, or both.
- (d) Approves or rejects requests from outside entities to be added to NRC mailing lists.
- (e) Exercises oversight of NRC's centralized printing program. This includes exercising oversight of all in-house and contracted printing and bindery services and operations.
- (f) Controls the high-speed digital presses and the agency's copier program.
- (g) Reviews, on a periodic basis, the efficiency of these activities as carried out by NRC and its contractors.

C. Chief Information Security Officer (CISO), Information Security Directorate (ISD), Office of the Chief Information Officer (OCIO)

Reviews and approves copier requests to ensure that the agency meets computer security requirements.

D. Office Directors and Regional Administrators

1. Ensure that requests for printing and related supplies and services are for official NRC business and comply with the provisions of this MD.
2. Inform NRC contractors and subcontractors of JCP regulations regarding the requirement that official business printing be procured through printers authorized by the Government Publishing Office (GPO).
3. Procure all NRC official business printing through ADM staff whether requested by a headquarters office, regional office, or the Technical Training Center.
4. Determine those types of documents that should be made publicly available. For detailed guidance, see MD 3.4, "Release of Information to the Public."

E. Director, Office of Administration (ADM)

1. Performs the following functions as redelegated by the DEDM:
 - (a) Serves as head of the NRC printing program.
 - (b) Develops and maintains policies, procedures, standards, and guidelines for NRC printing operations.
 - (c) Determines the programmatic and legal requirements established in the CFR for distribution of documents that are to be made available within the agency or publicly, or both.

- (d) Approves or rejects requests from outside entities to be added to NRC mailing lists.
 - (e) Oversees NRC's centralized printing program. This includes overseeing all in-house and contracted printing and bindery services.
 - (f) Controls the high-speed digital presses and the agency's copier program.
 - (g) Reviews, on a periodic basis, the efficiency of these activities as carried out by NRC and its contractors.
2. Redelegates the items specified in Section III.E.1 to the Director, Division of Administrative Services (DAS), as appropriate.

F. Director, Division of Administrative Services (DAS), ADM

1. Performs the following functions as redelegated by the Director, ADM:
- (a) Serves as head of the NRC centralized printing program.
 - (b) Develops and maintains policies, procedures, standards, and guidelines for NRC printing operations.
 - (c) Exercises oversight of NRC's centralized printing program. This includes exercising oversight of all in-house and contracted printing and bindery services.
 - (d) Determines the programmatic requirements, and in consultation with the Office of the General Counsel (OGC), the legal requirements, established in the CFR for distribution of documents that are to be made available within the agency or publicly, or both.
 - (e) Approves or rejects requests from outside entities to be added to NRC mailing lists.
 - (f) Controls the high-speed digital presses and the agency's copier program.
 - (g) Reviews, on a periodic basis, the efficiency of these activities as carried out by the NRC and its contractors.
2. Redelegates the items specified in Section III.G.1 to the Chief, Publications Branch (PB), DAS, ADM.

G. Chief, Publications Branch (PB), DAS, ADM

1. Publication Responsibilities
- (a) Serves as head of the NRC printing program as redelegated by the Director, DAS, ADM.
 - (b) Provides printing and related services through GPO and GPO-authorized contractors to meet program requirements.

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- (c) Ensures coordination, when needed, among the offices and regions and the PB staff to facilitate timely submission of accurate material to produce manuscripts for publication.
 - (d) Prepares and submits to the JCP requests for Government Printing and Binding Regulations waivers.
 - (e) Represents the agency on printing and related activities with JCP and GPO, including submission of all required JCP and GPO reports.
 - (f) Approves the printing of all publications in the NUREG series and other official business materials and documents in accordance with JCP regulations and budget restrictions.
 - (g) Reviews and approves or disapproves requests for color printing, use of special paper stocks, and binding of agency publications in accordance with JCP regulations, except that this authority is delegated to the IG for publications within that office (see Section III.H of this directive).
 - (h) Determines which GPO commercial printing services are the most cost-effective for meeting NRC printing requirements.
 - (i) Ensures that when providing printing services involving classified or sensitive unclassified information, the information is handled in accordance with all applicable security regulations as well as the provisions of the following MDs:
 - (i) MD 12.1, "NRC Facility Security Program";
 - (ii) MD 12.2, "NRC Classified Information Security Program";
 - (iii) MD 12.5, "NRC Cybersecurity Program";
 - (iv) MD 12.6, "NRC Sensitive Unclassified Information Security Program"; and NRC Yellow Announcement YA-05-0077, "Policy Revision: NRC Policy and Procedures for Handling, Marking, and Protecting Sensitive Unclassified Non-Safeguards Information (SUNSI)," October 26, 2005 (Agencywide Documents Access and Management System (ADAMS) Accession No. [ML051220278](#)); and
 - (v) MD 12.7, "NRC Safeguards Information Security Program."
 - (j) Obtains concurrence of the Division of Facilities and Security, ADM, on any contract for printing that involves NRC classified or sensitive unclassified information.

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- (k) Determines the printing quality inspection procedures and assignments, including when a press inspection is required, who should conduct or attend the inspection at the printing plant, and whether a review of proofs can be substituted for the inspection.
 - (l) Ensures that all printed material has been designed according to the official NRC branding standards.
2. Distribution Responsibilities
- (a) Provides central distribution services to NRC.
 - (b) Manages the Systems of Records, NRC-38, "Mailing Lists," and the NRC distribution category list.
 - (c) Maintains paper copy agency archives for pre-ADAMS (i.e., pre-November 1, 1999) NUREG series publications, which are official agency records.
 - (d) Ensures that the NRC complies with the following regulations and meets any related reporting requirements:
 - (i) U.S. Postal regulations;
 - (ii) Government Printing and Binding Regulations, published by the JCP, Congress of the United States, No. 23, October 1974; and
 - (iii) The Privacy Act.
 - (e) Develops and implements procedures and systems to ensure that all programmatic and legal requirements are met for the distribution of NRC staff- and contractor-generated documents.
 - (f) Conducts, as required by Federal regulations, an annual audit of those addresses maintained on the NRC Mailing Lists.
 - (g) Advises NRC offices and divisions on distribution matters.
3. Reproduction Responsibilities
- (a) Provides onsite reproduction and duplication (from various sources including hard copy, electronic files from a compact disc (CD)/digital video disk (DVD), on the NRC Local Area Network, or to the Reproduction.Resource@nrc.gov) to support NRC program offices.
 - (b) Provides a wide variety of bindery services to support reproduction activities including General Binding Corporation (GBC) binding, paper cutting, paper drilling, perforating, padding, perfect binding, and tabbing.
 - (c) Provides CD/DVD reproduction and color-label printing.

- (d) Provides print-on-demand services to fill staff requests for paper copies of various NRC publications.
 - (e) Provides wide-format (large drawings) reproduction.
 - (f) Provides classified reproduction services.
 - (g) Reviews and approves or disapproves requests for color printing and for special paper and binding of agency publications in accordance with JCP authorizations.
 - (h) Determines whether in-house or commercial printing services are the most cost-effective means to meet a printing requirement.
4. Copier Management Program Responsibilities
- (a) Manages contracts to provide maintenance for all copiers at headquarters buildings.
 - (b) Reviews requests for new copiers.
 - (c) Reviews and approves or disapproves all requests for copying equipment from headquarters offices (including Commission offices). Processes all approved requests.

H. Inspector General (IG)

1. Reviews, approves, or denies agency publication requests for the following as described in U.S.C. Title 44 and JCP regulations and as delegated by the EDO:
 - (a) Color printing,
 - (b) Special paper stocks, and
 - (c) Binding of agency publications.
2. Reviews, approves, or denies the Office of Inspector General (OIG) publication requests for the following as described in JCP regulations:
 - (a) Color printing,
 - (b) Special paper stocks, and
 - (c) Binding of agency publications.

IV. USE OF COLOR PRINTING

A. Criteria for Use of Color Printing

The Government guidelines on the use of color printing appear in paragraphs 18-1 through 18-3 of the Government Printing and Binding Regulations (see Section II.D of this handbook).

B. Request Color Printing

1. All color printing must be approved by the Chief, PB, DAS, ADM, or his or her designee. The requests must be routed through Graphics, PB, DAS, ADM, for proper file setup and to ensure that the official NRC branding standard is used.
2. Graphics, PB, DAS, ADM, will not accept any job that has been created in Microsoft (MS) Publisher or any other publishing software. All text for document layout and design must be in MS Word, PowerPoint, Excel, or Portable Document Format (PDF). Approved templates for PowerPoint slides are provided on the Graphics internal Web page at <http://www.internal.nrc.gov/ADM/branding/presentations.html>.

C. Request for Exceptions to Government Guidelines

Written requests for exceptions to Government guidelines on the use of color printing should be submitted to the Chief, PB, DAS, ADM.

V. APPLICABILITY

The policies and guidance in this directive and handbook apply to all NRC employees and their contractors.

VI. DIRECTIVE HANDBOOK

Directive Handbook 3.13 contains procedures and standards related to NRC printing procurement, in-house reproduction, copying, copier management, distribution, and publications inventory.

VII. REFERENCES

Code of Federal Regulations

10 CFR 1.34, "Statement of Organization and General Information."

10 CFR 1.53, "Use of NRC Seal or Replicas."

Congressional Committees

Joint Committee on Printing's Rules and Regulations, United States Congress.
Government Printing and Binding Regulations, S. Pub. 101-9, February 1990.

Executive Orders

E.O. 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," January 26, 2007.

Government Accountability Office

Federal Chief Information Officers—Responsibilities, Reporting Relationships, Tenure, and Challenges.

Government Publishing Office

Government Printing Office Style Manual, 2008.

Nuclear Regulatory Commission Documents

ADM Printing Procurement Services Web Site:

http://www.internal.nrc.gov/ADM/manuscriptdev_print/printing.html.

ADM In-House Duplication and Copy Service Web Site:

http://www.internal.nrc.gov/ADM/manuscriptdev_print/dupl_copy.html.

ADM PowerPoint Templates Web Site:

<http://www.internal.nrc.gov/ADM/branding/presentations.html>.

Memorandum to EDO Office Directors and Regional Administrators, "Preparation of Briefing Slides for Commission Meetings," December 6, 2001 ([ML013410062](#)).

NRC Branding Standards Web Site:

<http://www.internal.nrc.gov/ADM/branding/>.

NRC Logos Web Site:

<http://www.internal.nrc.gov/ADM/branding/logos.html>.

NRC Forms Library on SharePoint:

<http://fusion.nrc.gov/nrcformsportal/default.aspx>.

NRC Management Directives Web Site:

<http://www.internal.nrc.gov/ADM/DAS/cag/mandirs/index.html>.

NRC NUREG-Series Publication Web Site:

http://www.internal.nrc.gov/ADM/manuscriptdev_print/nuregpub.html.

NRC Management Directives—

2.7, "Personal Use of Information Technology."

3.2, "Privacy Act."

3.4, "Release of Information to the Public."

3.6, "Distribution of Unclassified NRC Staff- and Contractor-Generated Reports."

3.7, "NUREG-Series Publications."

- 3.11, "Conferences."
- 3.25, "Graphic Design and Production Services."
- 11.1, "NRC Acquisition of Supplies and Services."
- 12.1, "NRC Facility Security Program."
- 12.2, "NRC Classified Information Security Program."
- 12.5, "NRC Cybersecurity Program."
- 12.6, "NRC Sensitive Unclassified Information Security Program."
- 12.7, "NRC Safeguards Information Security Program."
- 13.1, "Property Management."

NUREGs

- NUREG/BR-0188, Rev. 3, "Distribution List Descriptions for NRC Reports and Documents."
- NUREG/BR-0289, "U.S. Nuclear Regulatory Commission Technical Library."
- NUREG-0544, "NRC Collection of Abbreviations."
- NUREG-0650, Rev. 2, "Preparing NUREG-Series Publications."
- NUREG-1379, Rev. 2, "NRC Editorial Style Guide."

Staff Requirements Memorandum to COMSECY-08-0013, "Action Plans Regarding Web Re-design and Publication Improvements," June 2008.

Yellow Announcement YA-05-0077, "Policy Revision: NRC Policy and Procedures for Handling, Marking, and Protecting Sensitive Unclassified Non-Safeguards Information (SUNSI)," October 26, 2005 ([ML051220278](#)).

United States Code

- Copyrights (17 U.S.C.).
- Inspector General Act, as amended (5 U.S.C. App. 3).
- Public Printing and Documents (44 U.S.C.).

U.S. NUCLEAR REGULATORY COMMISSION DIRECTIVE HANDBOOK (DH)

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TABLE OF CONTENTS

I.	INTRODUCTION.....	2
	A. Purpose of This Handbook	2
	B. Additional Resources.....	3
	C. Employees in the Regions	3
	D. Employees at the Technical Training Center	3
II.	PRINTING PROCUREMENT SERVICES.....	3
	A. Preapproval and Submission of Requests for Printing Procurement.....	3
	B. Preparation of Material To Be Printed.....	4
	C. Printing Resulting From Contracts for Services.....	5
	D. Color Printing.....	6
	E. NRC's Branding Initiative.....	7
III.	IN-HOUSE REPRODUCTION AND BINDING SERVICES.....	7
	A. Request Services	7
	B. Reproduction Services.....	7
	C. Bindery Services.....	8

IV. COPIER SERVICES	8
A. Environmental Conservation Program for NRC Copiers	8
B. Use of Colored Paper	9
C. Management of NRC Copiers.....	9
D. Requests for New Copiers.....	9
V. DISTRIBUTION SERVICES.....	10
A. Initial Dissemination of Formal NRC Publications	10
B. Print-on-Demand (Document Requests From Electronic Inventory).....	11
C. Changes, Additions, or Deletions to NRC Mailing Lists.....	11
D. NRC’s Privacy Act Systems of Records, NRC-38, “Mailing Lists”	11
VI. GLOSSARY	12

I. INTRODUCTION

A. Purpose of This Handbook

1. All NRC employees must follow the procedures in this handbook to obtain printing services and to prevent neglect, delay, duplication, or waste in the public printing, binding, and distribution of Government publications.
2. Management Directive (MD) 3.13 ensures that when the agency is providing printing services involving classified or sensitive unclassified information, the information is handled in accordance with all applicable security regulations as well as the provisions of the following MDs:
 - (a) MD 12.1, “NRC Facility Security Program”;
 - (b) MD 12.2, “NRC Classified Information Security Program”;
 - (c) MD 12.5, “NRC Cybersecurity Program”;
 - (d) MD 12.6, “NRC Sensitive Unclassified Information Security Program”; and NRC Yellow Announcement YA-05-0077, “Policy Revision: NRC Policy and Procedures for Handling, Marking, and Protecting Sensitive Unclassified Non Safeguards Information (SUNSI),” October 26, 2005 (Agencywide Document Access and Management System (ADAMS) Accession No. [ML051220278](#)); and
 - (e) MD 12.7, “NRC Safeguards Information Security Program.”

B. Additional Resources

Additional printing procurement information is available on the Office of Administration (ADM) Web site at http://www.internal.nrc.gov/ADM/manuscriptdev_print/printing.html.

C. Employees in the Regions

Employees in the regions must coordinate their printing procurement requests with their respective Division of Resources Management before submitting their printing requests to ADM.

D. Employees at the Technical Training Center

Employees at the Technical Training Center must coordinate their printing requests with the Associate Director for Human Resources Operations and Policy, Office of the Chief Human Capital Officer, before submitting their requests for printing procurement services to ADM.

II. PRINTING PROCUREMENT SERVICES**A. Preapproval and Submission of Requests for Printing Procurement**

1. Preapproval of Request for Non-Standard Printing

- (a) Request preapproval by e-mail message to the Chief, Publications Branch (PB), Division of Administrative Services (DAS), ADM, before drafting a document, new periodical, or publication in the NUREG-series for which camera-ready copy will be produced if the publication requires—
 - (i) More than one color ink;
 - (ii) Coated (glossy) stock for the cover;
 - (iii) Coated (glossy) stock for the text;
 - (iv) Trimming or folding to a size other than standard 8.5 by 11 inches, 6 by 9 inches, or 5.5 by 8.5 inches, which can be trimmed or folded from an 8.5 by 11-inch sheet;
 - (v) Foldout pages; or
 - (vi) A special cover design.
- (b) PB staff will meet with the requestor before responding to an office request for documents with non-standard printing as noted in Section II.A.1(a) of this handbook. The response to the request will be documented in an e-mail message to the employee who requested the preapproval. PB staff will e-mail a final response to the requestor for non-standard printing.

- (c) Preapprovals of printing requests are required to minimize costs for the following reasons:
 - (i) The printer adds a setup and press run charge for each extra color.
 - (ii) Coated cover stock costs more than standard offset stock.
 - (iii) Coated text stock costs more than standard offset stock.
 - (iv) The printer charges for the expensive manual labor of folding and inserting foldout pages.
 - (v) The printer charges for trimming or folding a publication to any size other than a standard size and for setting the presses to accommodate any nonstandard size. In addition, requests for nonstandard sizes must be submitted to the Government Publishing Office (GPO) for its commercial subcontractors to bid on, usually requiring 3 to 4 weeks.
 - (vi) A special cover design requires use of the graphics staff's services as presented in MD 3.25, "Graphic Design and Production Services."

2. Submission of Requests

Submit to the Chief, PB, DAS, ADM, requests to print the material discussed in Section II.A.1(a) of this handbook and all other official business materials. The PB Chief will determine the most cost-effective means of meeting the printing specifications requested.

B. Preparation of Material To Be Printed

1. Reproduction of Originals

- (a) Submit the originals for all text and graphics or submit the best copy available if originals are not available.
- (b) If the best copy available will not print legibly, the requester may be required to authorize PB to print a disclaimer in the document about the quality of the copy used.

2. Printing and Copying Services

- (a) Submit all requests for printing or reprinting, except for NUREG-series publications, on a typed and signed NRC Form 20, "Request for Printing and Copying Services."
- (b) If the NRC Forms Library version of the form is used, print, sign, and submit it with four copies. (The copies are for printing, publishing, and distribution services.)
- (c) Mail or deliver the form and the material to PB at Mail Stop OWFN P1-33.

3. NUREG-Series Publications

- (a) Before printing through either procured printing services or in-house printing, each NUREG must be provided to (1) Quick Turnaround Editing (QTE) for technical editing and (2) to a NUREG publications analyst for manuscript review. NUREG guidance is available in NUREG-0650, Rev. 2, "Preparing NUREG-Series Publications." QTE is not required for NUREG Contractor-Series reports since the contract includes technical editing services. For more information about technical editing, contact QTE.Resource@nrc.gov.
- (b) Submit NRC Form 426, "Authorization to Publish a Manuscript in the NUREG Series," for all printing, reprinting, or distribution requests. (See MD 3.7, "NUREG-Series Publications," for more information.) Additional information about NUREG-Series Publications is available on the ADM's Web site at http://www.internal.nrc.gov/ADM/manuscriptdev_print/nuregpub.html.

4. Schedule and Service Levels (Priorities)

Each request for printing is individually scheduled. Printing requests, other than two-color or four-color process printing, usually require 7 working days. Requests for two-color and four-color process printing usually require 4 to 6 weeks.

5. Press Sheet Inspections

PB staff conducts an inspection on most multicolor printing products and most high-profile products whether they include multicolor or single-color printing. This inspection is conducted to ensure that the quality of the printed product meets the requirements specified in both the printing request and in the contract agreement with the printer. Occasionally, a printed product also will require inspection by a technical expert from the program office.

6. Distribution

Staff can obtain assistance in determining the appropriate distribution codes for any printed materials, other than NUREG-series publications, by e-mailing questions to Distribution.Resource@nrc.gov.

C. Printing Resulting From Contracts for Services

1. The Joint Committee on Printing's (JCP) "Government Printing and Binding Regulations" prohibit the NRC from contracting out to any vendor other than a GPO-approved contractor.
2. Accordingly, all contracts requiring a camera-ready manuscript on paper or on compact disk or other electronic media as a contract deliverable must stipulate that the report manuscript be sent to the NRC for final printing and distribution.

3. See MD 3.7, "NUREG-Series Publications," for detailed guidelines about requesting report manuscripts as contract deliverables, including publishing conference proceedings.

D. Color Printing

1. The *Government Printing and Binding Regulations*, published by the JCP, govern the use of color in NRC publications.
 - (a) In essence, the JCP regulations require that any time you want to use more than one color of ink when printing, you must demonstrate value with regard to clarifying information or calling attention to special topics such as public safety.
 - (b) Because multicolor printing generally increases costs, the same guidelines exclude the use of more than one color for decorative effect where other options, such as good design, will work as well.
 - (c) Note that black counts as a color so black and red ink on white paper, for example, counts as multicolor printing.
2. JCP regulations recognize the value of multicolor printing in the following applications:
 - (a) Maps and technical diagrams where additional color is necessary for clarity.
 - (b) Object identification (medical specimens, diseases, plants, flags, uniforms, etc.).
 - (c) Safety programs, fire prevention, savings bonds programs, and competitive areas of personnel recruiting.
 - (d) Where multicolor use clearly can realize identifiable savings in costs.
 - (e) Printing for programs as required by law, where the relative success or failure of such programs depends upon the degree of public response.
 - (f) Color for promotional or motivational purposes, such as programs concerning public health, safety, and consumer benefits, or to encourage use of Government programs for Social Security, Medicare, and certain areas of need for veterans.
3. JCP regulations object to the lack of demonstrated value in the following, but not exclusively limited, applications:
 - (a) Printed items on which additional color is used primarily for decorative effect.
 - (b) Printed items on which additional color is used primarily in lieu of effective layout and design.
 - (c) Printed items on which additional color is used excessively, i.e., four colors when two or three will fulfill the need, three colors when two are adequate, and so on.

- (d) Printed items on which using more than one color would not reflect careful, competent advance planning.
- 4. Examples of multicolor NRC publications that comply with JCP regulations include recruiting and informational or educational brochures and booklets, safety posters, technical reports related to public health and safety, compilations such as "Case Histories of Radiography Events" that show color photographs of the effects on humans of radiation overexposure, and photographs of X-rays of welds of a spent fuel pool.

E. NRC's Branding Initiative

- 1. The NRC has specific standards for the NRC logo that have been designed for staff use when preparing official publications and presentations.
- 2. Use of the agencywide standards will help ensure that all NRC documents and printed material will look professional and be compatible with each other in appearance.
- 3. The regulations in Title 10 *Code of Federal Regulations* (CFR) 1.53, "Use of NRC Seal or Replicas," restrict the usage of the NRC seal (which is distinct from the NRC logo) to NRC publications and other approved uses. The NRC seal is used for official letterhead and business cards, and it appears on the back of every NUREG. The NRC logo is on the front left-hand corner of every NUREG and poster, and on other miscellaneous printed items.
- 4. Additional information about branding is available on ADM's Web site at <http://www.internal.nrc.gov/ADM/branding/index.html>.

III. IN-HOUSE REPRODUCTION AND BINDING SERVICES

The NRC Reproduction Center is located on the P-1 level of the One White Flint North (OWFN) building. In addition to the following services listed below, in-house reproduction and bindery information is available on the ADM Web site at http://www.internal.nrc.gov/ADM/manuscriptdev_print/dupl_copy.html.

A. Request Services

NRC staff should submit electronic requests and files to the dedicated e-mail address for the NRC Reproduction Center (Reproduction.Resource@nrc.gov).

B. Reproduction Services

- 1. Duplication of hard copy to hard copy, including secure copying.
- 2. Electronic duplication of CDs/DVDs, including CD/DVD labeling.

3. Reproduction of hard copy documents from CDs/DVDs, thumb drives, and other electronic media.
4. Acceptance and processing of electronic documents directly from NRC's ADAMS.
5. Large format black and white copying from hard copy.
6. Color copying/duplicating from various formats including secure copying.
7. Tab production and insertion.

C. Bindery Services

1. Cutting.
2. Tape binding (black and white only).
3. Perfect binding.
4. GBC (plastic spiral) binding.
5. Padding.
6. Saddle stitching.
7. 3- and 2-hole punching.
8. Tabbing (for mailing cost savings).
9. Folding.
10. Strapping.

IV. COPIER SERVICES

Over 100 satellite copiers have been placed throughout NRC headquarters buildings for the convenience of staff.

A. Environmental Conservation Program for NRC Copiers

In keeping with the importance of conserving valuable resources, users of satellite NRC copiers are asked to comply with the following guidelines:

1. Use the two-sided copy feature to copy on both sides of the paper to reduce the amount of paper used whenever possible.
2. Make only the number of copies needed.
3. Rather than producing multiple individual copies, distribute electronically whenever practical.

4. Dispose of all white and colored waste paper in the designated paper recycling bins located near all copiers.

B. Use of Colored Paper

The NRC Reproduction Center located on the P-1 level of the OWFN building keeps a limited supply of colored paper to fulfill staff requests.

C. Management of NRC Copiers

PB, DAS, ADM, is responsible for managing contracts to provide maintenance for all copiers at headquarters buildings. All copier contracts include prompt response times for service. In order to reduce downtime, provide the copier location, NRC tag number, and description of the problem to Copiers.Resource@nrc.gov.

D. Requests for New Copiers

1. Requests for new copiers must be submitted in writing or by e-mail to the Chief, PB, DAS, ADM, with a copy to the Chief Information Security Officer (CISO), Information Security Directorate (ISD), Office of the Chief Information Officer (OCIO). Each request must include the information specified in Sections IV.D.2 and IV.D.3 below.
2. The Chief, PB, DAS, ADM, will review requests to evaluate the following:
 - (a) Current copying needs of the requesting office;
 - (b) Special copying requirements needed, including information security requirements;
 - (c) Current use of equipment;
 - (d) Whether the requesting office should share existing equipment, acquire its own, upgrade other existing equipment, or a combination of these alternatives; and
 - (e) Cost versus benefit of all feasible alternatives including lease versus purchase.
3. The CISO, ISD, OCIO, will review requests in accordance with the security requirements in MD 12.7. Specifically, the CISO will review requests to evaluate the following required information:
 - (a) The intended use of the copier with respect to information sensitivity,
 - (b) Copier location, and
 - (c) The physical controls that will be in place.
4. PB will respond to the requester with its evaluation results and recommendations. CISO review and approval is required for new copier requests. The CISO review will ensure computer security requirements are met.

V. DISTRIBUTION SERVICES

A. Initial Dissemination of Formal NRC Publications

The NRC Distribution Category List is a computerized compilation of many mailing lists designed to provide maximum flexibility for the distribution of NRC documents.

Distribution can be made by selecting separately or in combination the appropriate two-character distribution codes. Selected distribution code data can be sorted and categorized, as appropriate.

1. Indicate on the NRC Form 20 or the NRC Form 426 the NRC distribution category code to which the document being printed or reproduced in-house should be distributed. Distribution codes are listed in NUREG/BR-0188, "Distribution List Descriptions for NRC Reports and Documents."
 - (a) How many paper copies should be returned?
 - (b) How many paper copies should be made available to GPO?
 - (c) How many paper copies required for standard distribution? This figure is available from PB as explained above.
2. For internal NRC distribution, PB, DAS, ADM, does not print hard copies of NUREG publications for distribution codes to branch chiefs and above. An author of a NUREG may designate other recipients, both internal and external, when he or she completes the NRC Form 426, "Authorization to Publish a Manuscript in the NUREG-Series." For internal NRC distribution, select one or more of the following:
 - (a) Chairman and Commissioners,
 - (b) Executive Director for Operations and Deputies,
 - (c) Office Directors and above,
 - (d) Deputy Office Directors and above,
 - (e) Division Directors and above,
 - (f) Deputy Division Directors and above, and
 - (g) Assistant Directors and above.
3. In most instances, you will need a combination of codes. For example, if you wish to distribute the document to people who receive "Research – Safeguard Research" information, as well as all NRC division directors, you would select the distribution code "RS" and the title "Division Director."
4. If there is no applicable code or you require a special or custom distribution, contact PB, DAS, ADM, for assistance.

B. Print-on-Demand (Document Requests From Electronic Inventory)

1. NRC printing specialists enter each NUREG-series document in electronic form into ADAMS where it resides as the official agency record. After NUREGs have been printed, PB saves two hard copy documents and an electronic version that is compatible with in-house duplicating equipment to fulfill future staff requests. The two hard copies are kept in PB archives in case electronic files are corrupted or lost. The PB inventory also holds those documents designated as NRC's official agency records for all formal NUREG-series publications printed before ADAMS (November 1, 1999). All other agency documents (e.g., MDs, rules and regulations, memoranda) should be in ADAMS. Hard copy inventory is no longer maintained.
2. Staff can request copies of documents by e-mail to the Reproduction and Distribution Services staff (Distribution.Resource@nrc.gov) or by completing an NRC Form 20 and sending it to PB at OWFN P1-33.
3. Since the implementation of ADAMS on November 1, 1999, distribution services staff is no longer responsible for providing publically available documents to the public through NRC's Public Document Room. Documents are made available on NRC's public Web site through the process of entering documents into the ADAMS Publicly Available Records System (PARS) Library.

C. Changes, Additions, or Deletions to NRC Mailing Lists

1. Any NRC office that wants to make modifications to the NRC mailing lists should forward changes to the Chief, PB, DAS, ADM, in writing or by e-mail. PB will evaluate the request, take any necessary action to incorporate the changes or to create a new list, and notify you when changes are made.
2. Certain standard mailing lists are controlled by designated NRC staff offices so approval of changes may be required before mail list changes can be made.
3. To develop a new mailing list, staff should contact the Chief, PB, DAS, ADM.

D. NRC's Privacy Act Systems of Records, NRC-38, "Mailing Lists"

Title 10 CFR Section 1.34, assigns ADM the management of the agency's facility functions. MD 3.2, "Privacy Act," sets forth the responsibilities of system managers for systems of records. Specifically in the management of NRC-38, "Mailing Lists," PB system staff will—

1. Maintain systems of records within their jurisdiction, developing and applying Privacy Act guidelines and procedures which provide for—
 - (a) Assignment of responsibility for files supervision, maintenance, and servicing, and the training of personnel assigned such duties in their responsibilities;

- (b) Methods of access to information;
 - (c) Physical safeguards governing confidentiality and protection of data within systems of records; and
 - (d) Periodic review of records within systems for accuracy, completeness and relevancy, and proper records disposition.
2. Process requests to access, correct, or amend records within the time period stated in MD 3.2.
 3. Maintain accounting of record disclosures as prescribed by MD 3.2.
 4. Recommend, as necessary, amendments to the systems of records.
 5. Provide individuals from whom information about themselves is collected, whether orally, electronically, or in writing, with a Privacy Act statement as specified in Section IV of the handbook to MD 3.2. This statement may be on the form or document used to collect the information or on a separate form or document that can be retained by the individual. See MD 3.2 for more information.

VI. GLOSSARY

Code Count

The quantity of copies needed to distribute documents by identified NRC mail list code(s).

Contractor Document

A document prepared in accordance with the provisions of a contract or an interagency agreement.

Copy, Duplicate, or Reproduce

Process of automated copy processing or copy duplicating machines.

Distribute

1. To send documents to specific organizations and individuals using standard NRC mail lists established and maintained by PB, DAS, ADM.
2. The distribution process accomplishes the following:
 - (a) Ensures broad participation by NRC stakeholders in the regulatory process;
 - (b) Promotes research and the exchange of technical, engineering, and scientific information.

Document

A piece of written, printed, or electronic matter that provides information or evidence that may also serve as an official record. Document formats may include Microsoft Word, Excel, Portable Document Format (PDF), and PowerPoint slides.

Inventory of Documents

A supply of hard copy and electronic documents (print on demand) retained by NRC to respond to staff and public requests, when appropriate.

Mailing List

A central automated mailing list maintained and managed, subject to provisions of the Privacy Act, by PB, DAS, ADM, in cooperation with NRC offices, regions, and the Technical Training Center.

Print

Any process that transfers to paper or another substrate an image from an original such as a film negative or positive, electronic memory, stencil, die, or plate.

Proof

Test sheet made by the printer to reveal errors and flaws, predict results, and record how a printing job is intended to appear when finished.