

## AUTHORIZATION TO PUBLISH A MANUSCRIPT IN THE NUREG SERIES

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3. DISTRIBUTION (see instructions on page 2)

4. CERTIFICATION (Answer the following questions) (see instructions on page 2)	YES	NO
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4.4 Does this manuscript contain new, amended, or existing information collections (such as surveys, forms, reporting or recordingkeeping)?  If yes, the Information Services Branch must review this manuscript. (required)  If no, your signature below certifies that this manuscript does not contain any information collections.  <b>SIGNATURE:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>
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### 5. SIGNATURES (see instructions on page 2)

Name and Organization of Official	Office Telephone Number	Signature	Date
5.1 NRC Project Officer (required)			
Printed Name & Office	Office Telephone Number		
5.2 NRC Information Services Branch (required, if applicable)			
Printed Name & Office	Office Telephone Number		
5.3 NRC Patent Counsel (required, if applicable)			
Printed Name & Office	Office Telephone Number		
5.4 Contractor, Grantee, or other organization (required, if applicable)			
Printed Name & Office	Office Telephone Number		
5.5 NRC Public Affairs Reviewer (required, if applicable)			
Printed Name & Office	Office Telephone Number		
5.6 NRC Official Authorizing Publication (required)			
Printed Name & Office	Office Telephone Number		

## INSTRUCTIONS

### Block 1: Report Designator

NRC staff in the Office of Administration adds the report designator before printing a manuscript.

### Block 2: Title and Subtitle

State the complete title and subtitle as you want it to appear on the cover and title page, following the U. S. Government Printing Office Style Manual 2000 Capitalization Rules (p. 23). Make them concise, and do not include such words as report or publication in the title.

### Block 3: Distribution

An NRC Project Officer can view descriptions of each NRC mailing list on NRC's internal site by selecting **Technical Reference and NUREGs -- Available at internal site.**

- **NRC Automated Mailing Lists.** List in Block 3 the alphanumeric mailing codes for each mailing list used (e.g., 1M or C3).
- **Prepared Mailing Labels.** (1) Type pre-addressed peel-off mailing labels for any addressees not included in a mailing list. (2) Type pre-addressed peel-off mailing labels for any NRC addressees, using only the name and NRC mail stop. Include a label for the Project Officer. (3) If any recipient is to receive more than one copy, specify the number of copies in parentheses after the name on the label [e.g., John Jones (10)].

### Block 4 Certification

- 4.1 If "No," and any reference is not available to the public through a public library, the Government Printing Office, the National Technical Information Service, the NRC Agency wide Documents Access and Management System or the Public Document Room, list on a separate sheet of paper the specific availability of each such reference and attach the list to NRC Form 426.
- 4.2 If "Yes," and the manuscript contains copyrighted material, attach a letter or an e-mail message of permission from each copyright owner to print the material in a Government publication, to post it to NRC's Web site, or both, as appropriate.
- 4.3 If "Yes," have NRC's Patent Counsel sign Block 5.2 before publishing.
- 4.4 If "Yes", and the manuscript contains new, amended, or existing information collections (such as surveys, forms, reporting, or record keeping), have an NRC Information Services Branch (ISB) Reviewer review the manuscript and sign Block 5.1 (see instructions 5.1).  
If "No", and the manuscript does not contain any information collections, check the box to certify that the manuscript does not contain any information collections and sign Block 4.4. ISB review is not required.
- 4.5 By signing NRC Form 426, the Project Officer for the manuscript certifies that the manuscript contains no Classified or Sensitive Unclassified Information.
- 4.6 If "Yes," according to NRC's Policy Statement, "Conversion to the Metric System" (57 FR 46202, 10/07/92), ensure that measurement and weight values are converted to the International System of Units, followed by the English units in brackets except that "...documents specific to a licensee...will be in the system of units employed by the licensee."
- 4.7 If "Yes," submit a copy of the draft *Federal Register* notice of availability with the manuscript.
- 4.8 If "Yes," submit a copy of the approval for use of color or a special cover from the Chief, Publications Branch.
- 4.9 Ask the Office Web Liaison to send an e-mail request to NRCWEB requesting posting of the publication to a Web site.

### Block 5 Signatures

- 5.1 **(Required)** Project Officer signs, certifying that the manuscript contains no legally binding regulatory requirements and no sensitive or unclassified information.
- 5.2 **(Required, if applicable)** NRC Information Services Branch Reviewer signs, verifying review of the manuscript for requests from stakeholders outside the NRC for information, which require an Office of Management and Budget approval number.
- 5.3 If the manuscript involves a patent, NRC's Patent Counsel signs.
- 5.4 **(Required, if applicable)** Approving Official for contractor, grantee, or other organization signs.
- 5.5 If manuscript is directed toward public outreach, Office of Public Affairs reviewer signs verifying their review.
- 5.6 **(Required)** The DEDO signs, authorizing publication of all manuscripts directed toward public outreach. The office director, regional administrator, or the designee signs, authorizing publication of any other type of manuscript.