

# **SUBMISSION FORMAT GUIDELINES**

## **Fort Wingate Depot Activity**



## **Version 3**

**Prepared for:**

**Fort Wingate Depot Activity  
Historic Highway 66, 7 Miles East of Gallup, Building 1  
Fort Wingate, New Mexico 87316**

Prepared by:



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Oak Ridge, TN 37830**

**January 22, 2013**



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## TABLE OF CONTENTS

LIST OF APPENDICES .....	iii
LIST OF ACRONYMS AND ABBREVIATIONS .....	iv
1.0 Introduction .....	1
1.1 Who Needs to Follow these Guidelines?.....	1
1.2 What Materials Follow these Guidelines?.....	1
1.2.1 Documents and their Electronic Files.....	1
1.2.2 Excluded Documents.....	2
1.2.3 Special Case Documents.....	2
1.2.4 Transitional Period Timeline .....	2
1.3 Who Reads these Materials? .....	3
1.4 Why are these Rules So Rigid? .....	3
2.0 How to Prepare and Submit a Document .....	4
Step One: Prepare Your Document Text in FWDA Text Style .....	4
Step Two: Put Your Document in Order.....	5
Step Three: Prepare Your Electronic Files.....	8
Step Four: Prepare Your Hard Copies.....	11
Step Five: Write a Letter of Transmittal .....	13
Step Six: Assemble the Submittal Package.....	14
Step Seven: Submit Your Document.....	15

## LIST OF APPENDICES

<b>APPENDIX A</b> EXAMPLES OF DOCUMENT OUTLINES .....	A-1
<b>APPENDIX B</b> COVER/TITLE PAGE INSTRUCTIONS AND EXAMPLES .....	B-1
<b>APPENDIX C</b> AREA NOMENCLATURE USAGE GUIDANCE.....	C-1
<b>APPENDIX D</b> THE SF-298 FORM 508.....	D-1
<b>APPENDIX E</b> DOCUMENT DISTRIBUTION LIST.....	E-1
<b>APPENDIX F</b> COMMENT RESPONSE TABLE.....	F-1
<b>APPENDIX G</b> PDF GUIDELINES .....	G-1
<b>APPENDIX H</b> CD/DVD LABEL GUIDELINES .....	H-1
<b>APPENDIX I</b> COMPLIANCE CHECKLIST .....	I-1
<b>APPENDIX J</b> HOW TO MAKE A SPINE LABEL .....	J-1

## LIST OF ACRONYMS AND ABBREVIATIONS

AEDB-R	Army Environmental Database – Restoration
AOC	area of concern
ARM	Administrative Records Manager
BRACD	Base Realignment and Closure Division
CD	compact disc
CRT	comment response table
DVD	digital versatile disc
EIT	electronic and information technology
EIMS	Environmental Information Management System
ESS	Explosive Safety Submissions
FWDA	Fort Wingate Depot Activity
GPO	U.S. Government Printing Office
HWMU	hazardous waste management unit
IAP	Installation Action Plan
IRP	Installation Restoration Program
ISCP	Installation Spill Contingency Plan
LOT	letter of transmittal
MMRP	Military Munitions Response Program
NMED	New Mexico Environment Department
OCR	optical character recognition
PDF	portable document format
READ	Repository of Environmental Army Documents
SERCP	Security Emergency Response and Contingency Plan
SF-298	Standard Form 298
SFG	Submission Format Guidelines
SHERP	Safety, Health and Emergency Response Plan
SOW	Statement of Work
SWMU	solid waste management unit
SWPPP	Storm Water Pollution Protection Plans
WP	Work Plan

## **1.0 INTRODUCTION**

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The U.S. Army operates an Information Repository that contains the Administrative Record and other documents and other information materials related to the cleanup process at the Fort Wingate Depot Activity (FWDA). Hard copies of the documents and materials are housed at Building 1 at the FWDA 7 miles east of Gallup, NM, on U.S. Route 66. Access to the repository can be obtained with advance notice by calling (505) 905-6108. Much of this information is also available in electronic format. The public and FWDA cleanup team may access this information through two web-based repositories: the public FWDA website (<http://www.ftwingate.org/>) and the team website (<https://team.ftwingate.org/>). The web-based repositories link to a database named Fort Wingate Depot Activity Environmental Information Management System (EIMS). Copies of FWDA cleanup information are also maintained in repositories at the New Mexico Environment Department (NMED) Hazardous Waste Bureau office and in the U.S. Army Environmental Command Repository for Environmental Army Documents (READ) database. Additional copies are distributed to individual recipients on the cleanup team.

This *Submission Format Guidelines* (SFG) aims to standardize the structure of all incoming documents in the FWDA repositories. These guidelines intend to enable users of the Administrative Record to have maximum returns in their search for information about FWDA site cleanup.

The SFG is a working document and will be updated to include additional information as needed. The FWDA team website will contain a list of any revisions that are made to this document in the future.

### **1.1 WHO NEEDS TO FOLLOW THESE GUIDELINES?**

The Statement of Work (SOW) for all FWDA contractors requires review and implementation of the SFG before document submission.

Any failure to comply with these requirements will result in the rejection of the submission until the compliance issues are resolved. Acceptance of extenuating circumstances and approval of submission lies with the FWDA Administrative Records Manager, (505) 905-6108.

### **1.2 WHAT MATERIALS FOLLOW THESE GUIDELINES?**

The NMED Fort Wingate Depot Activity Resource Conservation and Recovery Act (RCRA) permit (EPA ID No. NM 6213820974) issued on December 1, 2005, requires the cleanup of the facility as described in the FWDA Installation Action Plan (IAP) and implemented through the Army's Installation Restoration Program (IRP) and the Military Munitions Response Program (MMRP). Submission of documents in hard copy and as electronic files in support of these programs must follow the guidelines set here.

#### **1.2.1 Documents and their Electronic Files**

As new documents are generated to summarize this restoration work, they need to be added to the Administrative Record. Examples of information contained in FWDA's Administrative Record include RCRA Facility Investigation Work Plans (WPs), RCRA Facility Investigation Reports,

Corrective Measures Study Work Plans, Corrective Measures Study Reports, and Corrective Measures Implementation Reports. All Army Drafts, Tribal Drafts, Finals, and Approved Finals of these documents must be submitted to the Administrative Record following the guidelines set in this document.

### **1.2.2 Excluded Documents**

Some documents are excluded from complete compliance to the SFG because of the regulatory mandates of other agencies.

Excluded documents include

- Explosive Safety Submissions (ESS)
- Installation Spill Contingency Plan (ISCP)
- Security Emergency Response and Contingency Plan (SERCP)
- Safety, Health and Emergency Response Plan (SHERP)
- White papers.

### **1.2.3 Special Case Documents**

Some submissions must deviate from the SFG for a variety of reasons and are considered special case documents. The FWDA Administrative Records Manager will work with contractors' technical managers to determine how formatting will be applied on a case-by-case basis. Please provide an explanation for noncompliance in the Compliance Checklist which will accompany your submission.

Special case submissions include

- Living documents
- Special request letter reports
- Storm Water Pollution Protection Plans (SWPPP).

### **1.2.4 Transitional Period Timeline**

These format guidelines are effective immediately for all deliverable hardcopy documents and CDs/DVDs. All contractors will have a 30-day transitional grace period from the SFG publication date, October 5, 2010, to comply with the format guidelines. Documents produced prior to this cut-off date may retain their original formatting style. An Army Draft or Tribal Draft document produced prior to the above cut-off date may exhibit the previous formatting style; however, the subsequent Final stages of the document must comply with the format guidelines herein. It is understood that some deliverable documents currently in production at the time of the format guidelines' introduction may not be able to comply within the transitional period. These documents will be considered on an individual basis to determine which format practices will be accepted.

### **1.3 WHO READS THESE MATERIALS?**

FWDA upholds that employees, legislators, and public stakeholders of all abilities should have access to site information. Public stakeholders include Federal, regional, state, local, and Native American governmental entities and officials, public and private organizations, and individuals. Section 508 refers to a section of the Rehabilitation Act of 1973 (refer to 29 U.S.C. 794d). Congress significantly strengthened Section 508 in the Workforce Investment Act of 1998. Its primary purpose is to provide access to and use of Federal executive agencies' electronic and information technology (EIT) by individuals with disabilities. You can read more about the statutory language of Section 508 at [www.section508.gov](http://www.section508.gov).

Section 508 generally requires Federal agencies to ensure that, when developing, procuring, maintaining, or using electronic and information technology, they take into account the needs of all end users – including people with disabilities. Doing so enhances the ability of Federal employees with disabilities to have access to and use of information and data that is comparable to that provided to others. Similarly, agency procurement of accessible EIT enhances the ability of members of the public with disabilities who are seeking information or services from a Federal agency to have access to and use of information and data that is comparable to that provided to others.

Comparable access is not required if it would impose an "undue burden" on the agency. If an agency invokes the undue burden exception, the statute requires the information and data to be provided to individuals with disabilities by an alternative means of access.

The SFG includes requirements for formatting documents as electronic files to comply with federal laws.

### **1.4 WHY ARE THESE RULES SO RIGID?**

Many of the documents that support the IAP are legally required to address cleanup at FWDA. Therefore, many of the requirements set by the SFG are rigid in order to meet legal criteria. For example, each Approved Final RCRA report must have its approval letter from the NMED in order to make it a legally binding document. The approval letter signifies that the document has been accepted.

For that reason, a Final document cannot be submitted into READ until it has a signed approval letter and is complete. READ is permanently retained and does not allow any document to be retracted from its catalogue or replaced with an updated version.

Formatting electronic files so that they are accessible to individuals with disabilities is required by federal law.

## 2.0 HOW TO PREPARE AND SUBMIT A DOCUMENT

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### Step One: Prepare Your Document Text in FWDA Text Style

FWDA cleanup team submissions require your careful internal review for editorial and technical quality and for compliance with industry standards for professional report features.

\* FWDA documents should conform to the style required for all government documents. The U.S. Government Printing Office (GPO) maintains an online style manual, based on principles of correct English language usage and economy of word use. A GPO style search device is available free of charge at [www.gpoaccess.gov/stylemanual/](http://www.gpoaccess.gov/stylemanual/).

\* This symbol indicates mandatory inclusions.

⊕ This symbol indicates optional inclusions.

\* Plan ahead to make your document follow the Section 508 accessibility guidelines. In your original Word files, add alternate text to figures so that 508 compliance can be made seamlessly. Avoid using color only to convey meaning. All Tribal Draft, Final, and Approved Final FWDA documents must be accessible to people with disabilities by meeting the Rehabilitation Act of 1973 Section 508 amendment requirements.

\* Army Draft, Tribal Draft, Final, and Approved Final documents must display a line number to the left of each line in the main text of the document.

⊕ Because you are responsible for the layout as well as the content of the document, you may achieve better consistency by using a document format (margins, number of columns, bullet style, file formats, etc.) based on a document your company already has in the FWDA repository.

⊕ A general outline of a typical FWDA document is available in [Appendix A](#). The specific content of a deliverable document is generally specified in the Permit or the SOW.

**Example document outline: [Appendix A](#)**

[Click Here](#)

## Step Two: Put Your Document in Order

Use the following list to order all the components of your document in your electronic file. This procedure is required for all stages of document draft (e.g., Army Draft, Tribal Draft, Final, and Approved Final).

FWDA DOCUMENT ORDER	
1.	Cover Page
2.	SF 298
3.	Review Status Page is a <ul style="list-style-type: none"><li>• Signed Approval Letter from NMED (inserted after Final is approved).</li></ul>
4.	Title Page
5.	Document Distribution Page
6.	Table of Contents, List of Acronyms, Tables, and Figures
7.	Main Text
8.	Appendices, including <ul style="list-style-type: none"><li>• Signed Documentation or Correspondences, and</li><li>• Comment Response Table.</li></ul>

1. Create a **cover page** for all submissions, using a document title that includes the correct standardized nomenclature to reference study areas relevant to report. Please compose your title carefully.
  - \* This same title must be consistent throughout the stages of your submission (Army Draft, Tribal Draft, Final, and Approved Final). Please note: your document should be one of those four stages; never a combination of them. Do not use “Draft Final” in your title.

**How to write a title and a cover page: [Appendix B](#)**

[Click Here](#)

**What are the standard area names: [Appendix C](#)**

[Click Here](#)

- \* Contractors may add their own internal tracking numbers to the cover page.

2. Complete a Report Documentation Page (**Standard Form 298 or SF 298**), available below and on the team website. Complete the fillable fields of the form, and insert it into your electronic file.

**Fillable SF 298 and Example: [Appendix D](#)**

[Click Here](#)

*Please Note:* Guidance for filling in the cells of the SF 298 is given on the second page of the form. Any boxes that are not relevant to your document may be filled with “NA” (not applicable).

3. Insert appropriate **review status page**:

**Approved Finals:** If your document is an Approved Final that does *not* require any additional changes:

- Insert a copy of the signed approval letter from NMED after the SF 298.
4. Create a **Title page** that matches the cover page except logos are not added.
- ✚ Contractors may add their own internal tracking numbers to the title page.
5. **Document Distribution** page is needed for all submissions. Formatting guidelines and an example distribution list are included in [Appendix E](#). However, the number of hard copies and electronic copies is subject to the requirements set in your SOW.

**Where to get a distribution example: [Appendix E](#)**

[Click Here](#)

6. Standard table of contents, list of acronyms, tables, and figures.
  7. Main text (Please note: Summary tables and figures must be integrated into the main text rather than appearing at the end of the text or in the appendices. Large data tables and figures may be included in appendices. See Step 3.)
  8. Appendices include **Signed Documentation or Correspondences**. Contract-related signed documentation includes approval letters, signature pages, and emails from any governmental or regulatory agencies (BIA, NMED, the U.S. Army, the U.S. Army Corps of Engineers, etc.).
- \* Insert the approval letter for a Final document in the front of the document after the Form 298, not in the appendix.

- \* The **Comment Response Table (CRT)** includes the review comments and responses to all comments on previous stage documents. All Final documents should include a CRT with responses to the Tribe's comments in their Appendices. All Approved Final documents should include a CRT with responses to the NMED comments in their Appendices.

**Where to get a Fillable CRT and example: [Appendix F](#)**

[Click Here](#)

## Step Three: Prepare Your Electronic Files

All stages of document draft (e.g., Army Draft, Tribal Draft, Final, and Approved Final) require you to submit electronic files.

You will need the following supplies:

- ✓ CD or DVD discs
- ✓ Archival Data CD or DVD discs (for Final and Approved Final submissions)
- ✓ Jewel cases (for electronic submissions without a hard copy document)
- ✓ Plastic sleeves for electronic discs, binder sleeve or self-adhesive pockets, as shown.
- ✓ Printable discs or print labels for discs.



Follow these steps to prepare electronic files for submission:

- Create one continuous PDF (Portable Document Format) of your **document file**. This PDF must include the cover and title pages, all text, graphics, figures, tables, all appendices. All major sections of the document must have links in the bookmarks panel of the PDF file. This PDF should be made directly from its originating software (e.g., Microsoft Word) rather than from a scan of the printed file in order to have searchable and accessible text. If material must be scanned for inclusion in the document, use optical character recognition (OCR) such as in Adobe Acrobat Professional to make the text searchable and accessible. See the PDF guidelines for additional requirements.
- If the electronic document is very large (PDF file size greater than 100 megabytes), break it into smaller pieces (smaller than 100 megabytes) using logical sections of the document such as by putting the main text in one file and appendices in separate files. All parts of the document should be in PDF files and be linked to the bookmark panel of the main text file as described in the PDF guidelines.

**Where to get PDF guidelines: [Appendix G](#)**

[Click Here](#)

- Check the PDF for accessibility by using Adobe Acrobat Professional. The file must be
  - Properly tagged
  - Have a logical reading and tab order

- Have alternative text for all images and objects
  - Have a specified language
  - Have bookmarks linked to the sections of the document for files of 10 pages or more.
- \* All Tribal Draft, Final, and Approved Final FWDA documents must be accessible to people with disabilities by meeting the Rehabilitation Act of 1973 Section 508 amendment requirements. The Army will use the most current version of Adobe Professional to review all submissions' accessibility. There are exceptions and limitations to the extent that some components of reports can be tagged for accessibility.
- \* Your SF 298 must be 508 compliant also.
- Run a full accessibility report on the PDF to identify and correct any accessibility errors.
  - Copy the PDF onto CDs or DVDs. The CD or DVD for multi-volume submittals must contain all the volumes on the main submission CD or DVD. The file must be constructed as one continuous PDF file containing bookmarks or as a set of linked PDF files if an individual file would be larger than 100 megabytes. Only Final and Approved Final submissions for FWDA require one of the CDs or DVDs to be of archival quality. The archival disc must be so designated on its label.

**Where to get label examples: [Appendix H](#)**

[Click Here](#)

Insert the discs into plastic sleeves or disc pockets if they will be included in the document binder. Insert discs into jewel cases for electronic-only deliverables.

*Special Note:* The CD or DVD for multi-volume submittals must contain all the volumes of the submission. If the digital files for a multi-volume submission are extremely large (over 700MB for CD and 4.7GB for DVD) the contractor may submit the files on multiple discs. Disc labels must include the disc number and total number of discs (such as Disc 1 of 3, Disc 2 of 3, etc.) The contractor must confer with the FWDA Administrative Records Manager before submission if individual files are too large to fit on a disc.

- Create electronic files of supporting data

The SOW for some projects requires submission of supporting **data files** (such as Access databases, Excel files, shape files or GIS/CAD files) which cannot be converted into PDF without compromising the inherent functionality of the file. Submit this information on an archival data CD or DVD disc when specified in the SOW or when the document reaches its Final stage. This data disc is considered a separate entity entirely from the hardcopy submission and its discs. Do not include supporting data files on a disc in your hard copy binder submission. This data disc does not need follow the Section 508 guidelines. The data CD/DVD **must** be clearly identified with a “data file” label. All appendix CDs in Final

submissions must be of archival quality. Information submitted as an appendix CD in the printed copy should be integrated into the electronic PDF version of the document.

Place this data disc in a jewel case and include it on your submission as one physical item.

*Special Note:* If a data file is extremely large (over 700MB for CD and 4.7GB for DVD), the contractor must confer with the FWDA Administrative Records Manager before submission.

## Step Four: Prepare Your Hard Copies

All stages of your document (e.g., Army Draft, Tribal Draft, Final, and Approved Final) require you to submit hard copies.

You will need the following supplies:

- ✓ View binders, white, 3-ring style (round or D type), 1-inch to 3-inch spine size. Acid-free, archival-safe paper for Final and Approved Final documents. All laboratory data must be printed on acid-free paper regardless of stage (i.e., Army Draft, Tribal Draft, Final, or Approved Final).

Follow these guidelines when preparing to print your hard copy:

- Place all documents in binders to facilitate labeling.
- Print your PDF and assemble the document using the same component order as identified in Step Two with the addition of a plastic CD/DVD sleeve inserted after the cover page. CD or DVDs may be inserted into either a sleeve or pocket and placed in the appropriate location in the binder.
- The cover page should be printed in color on cardstock and slipped into the view binder's front pocket. The title page is used inside the binder rings.
- For multi-volume submissions place the SF-298 in the first volume only. The form is not needed in subsequent volumes.
- Complete a Compliance Checklist using the electronic form on the team website. Print it as a hard copy to be reviewed by a FWDA document reviewer. A Compliance Checklist is included in [Appendix I](#) and on the team website.

**Where to get a compliance checklist: [Appendix I](#)**

[Click Here](#)

- Label the spine of the binder.

**How to make a spine label: [Appendix J](#)**

[Click Here](#)

- Only documents that require more than one binder use volume numbering. Do not label one volume submissions as "Volume One."

**Hard Copy Army Draft, Tribal Draft, and Final** submissions require

- Displayed line numbers in the left margins. Line numbers are used for comment location purposes in the review process.
- Electronic files on disc (See Step Three.)
- Acid free and archival safe paper (for Final submissions).

**Hard Copy Approved Final** submissions require

- Acid free and archival safe paper.
- Copy of signed approval documentation. Note that the signed pages and approval letters will not be available until after the Final document has been reviewed.
- Electronic files on disc (See Step Three.) Include the signed approval documentation in the PDF file.

## Step Five: Write a Letter of Transmittal

Write a **Letter of Transmittal (LOT)** that summarizes the hard copy package you are sending. Your LOT should be written in standard letter format and should include

- Name of contract, work, or project number and the delivery order number of the submission;
- Total number of physical items in the shipment. For example, your LOT could read “This deliverable consists of four physical items: two binders of text plus two corresponding CDs;”
- Specifications of disc format. For example, note the delivery of a CD or a DVD;
- Specifications of disc content. For example, state that the disc is either a document PDF or data disc;
- Your Point of Contact (POC) name, telephone number, and email address. (The POC is responsible for contacting and working with the FWDA Administrative Records Manager in resolving any concerns regarding the submittal.);
- Addressee.

Address the LOT for Army and Tribal Drafts to the project manager of the contracting agency (usually the Army Corps of Engineers) with other recipients courtesy copied.

Address the LOT for Final and Approved Final stages of the document to the New Mexico Environmental Department with other recipients courtesy copied.

All submissions to FWDA must be sent to the following address:

ATTN: FWDA Administrative Records Manager, Micki Gonzales  
Fort Wingate Depot Activity  
Historic Highway 66, 7 Miles East of Gallup  
Building 1  
Fort Wingate, NM 87316

- Attach a Compliance Checklist to the LOT.

*Special Note:* Occasionally a **Change in Title** is required during the review process. If a title has changed between stages of the document, both the *original title* and the *newly revised title* must be clearly stated in the LOT. A Change in Title statement is required only when a part of the title other than the stage has changed

## Step Six: Assemble the Submittal Package

A **document submittal** must contain the following items in this order:

1. Letter of Transmittal
  - a. Copy of SF 298, and
  - b. Compliance Checklist
2. Paper Copy of Document in binder
  - a. Cover,
  - b. Disc sleeve or pocket containing CD or DVD with entire document as a PDF file,
  - c. SF 298,
  - d. Review Status Page
    - i. If Approved Final document under the Permit:  
Signed Approval Letter from NMED
  - e. Title Page,
  - f. Document Distribution Page,
  - g. Table of Contents, List of Tables, Figures, Acronyms,
  - h. Main Text, and
  - i. Appendices, including
    - i. Appendix CDs as PDF files in Disc sleeve or pocket,
    - ii. Signed Documentation or Correspondences, and
    - iii. Comment Response Table.
3. Additional copies of the document have the same contents as above.



## Step Seven: Submit Your Document

For **Army Draft and Tribal Draft** submissions, ship your submittal package, hardcopies, and electronic files to the recipients on your distribution list. You can find addresses on the team website under the “Contacts” tab.

To confirm receipt of package shipment or to ask questions, please contact

Ms. Micki Gonzales  
FWDA Administrative Records Manager  
(505) 905-6108  
[lura.gonzales@us.army.mil](mailto:lura.gonzales@us.army.mil)

For **Final document submissions** that require regulatory approval follow this chain of events:

- First:** Send Final submission to distribution list
- Second:** Wait for notification that Final has been approved.
- Third:** If Final report was found deficient, revise report and re-submit as “Final Revision 1 ... title” (or “Revision 2” or “Revision 3” if multiple revisions are needed) and wait for approval.
- Fourth:** If Final or Final Revision is approved with modifications, generate and submit Approved Final. If revisions are minor, issue change pages with directions to all recipients of the hardcopy document. If revisions are major, reissue the entire hardcopy document. Remember to:
- Make any revisions requested in approval letter;
  - Change document title to indicate revision number and new issue date;
  - Insert copy of signed approval letter in hardcopy and PDF file;
  - Insert copy of CRT as an appendix in hardcopy and PDF file;
  - Use acid-free, archival-safe paper for hardcopy;
  - Issue revised binder cover and spine label if change pages are issued;
  - Send revised CD that includes all requested revisions and the approval letter to all electronic document recipients (PDF file must meet section 508 accessibility guidelines); and
  - Include at least one archival CD
- Fifth:** If Final or Final Revision is approved without modifications, the contractor is finished with the document. The FWDA ARM will flag the document as approved in the EIMS and insert the approval letter into the hardcopy document and indicate the approval date on the document cover. The FWDA EIMS manager will insert the approval letter into the PDF file on the EIMS.

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**APPENDIX A**

**EXAMPLES OF DOCUMENT OUTLINES**

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## EXAMPLE OF DOCUMENT OUTLINE

All reports must include the information requested in the Permit and in the statement of work (SOW) for the task under which they are being prepared. The outline below indicates the physical order for the elements included in a typical report.

Outline

Cover

Compact Disc/Digital Versatile Disc Sleeve

Report Documentation Page Standard Form 298

Regulatory Approval Letter (Approval Final only)

Title Page

Distribution List

Table of Contents

List of Appendices (*if applicable*)

List of Figures (*if applicable*)

List of Tables (*if applicable*)

List of Plates (*if applicable*)

List of Acronyms/Abbreviations

Executive Summary

Content specified in the SOW or Permit.

References

Appendices (including all supporting information—chains of custody, laboratory reports and data, comment response tables, and all official letterhead correspondence related to this document)

**To go back to main text**

[Click Here](#)

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**APPENDIX B**

**COVER/TITLE PAGE INSTRUCTIONS AND EXAMPLES**

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## COVER/TITLE PAGE INSTRUCTIONS AND EXAMPLES

Your cover and title page need to follow these specific requirements so that they work within the FWDA EIMS system. Their specific requirements are listed here.

The Cover/Title page of your submission **should** follow these requirements:

- **Stage** The first word in the title is the stage in the series of review stages a document goes through. There are four distinct, chronological stage determinations — Army Draft, Tribal Draft, Final, and Approved Final. The **Army Draft** is submitted to the contracting agency for an internal comment and correction process. The **Tribal Draft** document represents the corrected Army Draft with all Army comments addressed and then sent for Tribal review and consultation. The **Final** document represents the revised Tribal Draft with all Tribal comments addressed and then sent for New Mexico Environment Department and public review and comment. The Final document may be approved as is or may be revised based on the comments received. The **Approved Final** document represents all accumulated resolved comments and contains final signed approval/acceptance letters from regulators and/or the contracting agency. In general the word “Approved” will not be included in the document title because it is a status assigned after the document has been reviewed.
- \* Your document should be one of those four stages; never a combination of them. Do not use “Draft Final” in your title.
- **Project Description and Applicable Location** The project description identifies the action(s) undertaken such as RCRA Facility Investigation Work Plan, RCRA Facility Investigation Report, Corrective Measures Study Work Plan, Corrective Measures Study Report, Corrective Measures Implementation Report, etc. and, *if applicable*, the location of the action. (See [Appendix C](#) – List of Standardized Area of Concern and Munitions Response Sites Nomenclatures.)
- **Contract Number and Delivery Order Number:** The contract number and delivery order number determined by the SOW under which the contractor prepared the document.
- **FWDA Facility Name and Location:** Fort Wingate Depot Activity, McKinley County, NM.
- **Contracting Agency:** The agency sponsoring the contractual work must be noted as ‘Prepared For’ and must include the agency’s full title and complete address.
- **Primary Contractor:** The Prime or Tier-1 contractor as creator of the document must be noted as ‘Prepared By’ and must include the contractor’s full title and complete address.
- **Document Date:** The month, day, and year the document is issued. Example: May 6, 2010.
- \* Titles may contain no more than 250 characters. Count site nomenclature, numbers, punctuation, and spaces between words and special characters.

The Cover/Title page of your submission **should not**:

- Confuse ‘Phase’ with ‘Study.’ Phase describes the progressive steps in the developmental progress of a RCRA cleanup project (e.g., RCRA Facility Investigation Work Plan, RCRA Facility Investigation Report, Corrective Measures Study Work Plan, Corrective Measures Study Report, Corrective Measures Implementation Report).

If the project’s work is to be done in two or more stages it cannot be described as ‘Phase I,’ ‘Phase II,’ ‘Phase III,’ etc. The term ‘Study’ may be used instead to describe the chronology of investigations at a parcel. Therefore, Study I, II, III, etc., may be used if multiple studies are conducted.

- The term ‘Version’ with numbers, e.g., Version 1.0, cannot be used to describe the submission’s progress through the review process. A title may include a version number only if it is considered a ‘living’ document that will be updated in the future as conditions require (such as the SFG). Do not use the terms Version 1.0, Version 2.0, etc., to describe a submission’s transition from one stage to the next.

**Right:** Final Base Realignment and Closure Cleanup Plan

**Wrong:** Base Realignment and Closure (BRAC) Cleanup Plan Version 3

While a submission is in a particular stage of the review process (Army Draft, Tribal Draft, Final, and Approved Final), it may be required of the contractor to revise the submission and re-submit it. In this case the term, Revision 1.0, Revision 2.0, etc. is to be used to describe and track the number of revisions that may be incurred before proceeding onto the next stage.

- Do not use abbreviations and parentheses within the title of the submission. Do not use acronyms and parentheses in the submission’s title.

**Right:** Final Open Burn/Open Detonation Unit Kickout Investigation

**Wrong:** Final Open Burn/Open Detonation (OB/OD) Unit Kickout Investigation

**Exception: Use of RCRA as an acronym is acceptable in titles.**

**Right:** Army Draft RCRA Facility Investigation Report Parcel 21

**Wrong:** Army Draft Resource Conservation & Recovery Act Facility Investigation Report Parcel 21

**Wrong:** Preliminary Draft Resource Conservation & Recovery Act Facility Investigation Report Parcel 21

- Refer to NMED Revision in the title if requested in the Notice of Disapproval letter. Include the revision number in case multiple revisions are required.

**Right:** Final RCRA Facility Investigation Report Work Plan Parcel 6 Revision 1 for NMED

**Wrong:** Final – RMED Revised RCRA Facility Investigation Report Work Plan Parcel 6

## Conditional Layout Requirements

All Conditional Layout Requirements must follow the directives presented below. Any deviation from the conditional layout parameters presented here requires pre-approval from the FWDA Administrative Records Manager.

## Multi-Volume Designations

Multi-volume submissions are required to have a volume identification number and a content descriptor. For example a multi-volume submission consisting of three volumes would look like this:

Volume 1- Main Text, Appendices A-J

Volume 2 - Appendices K-P

Volume 3 - Appendices Q-V

## Addendums

Addendums to the original document must include the original submission Cover/Title information along with the designation of Addendum and its number. For example, use Addendum No. 1, Addendum No. 2.

**Right:** Final Time Critical Removal Action Addendum No. 1 to the Final Kickout Investigation Work Plan

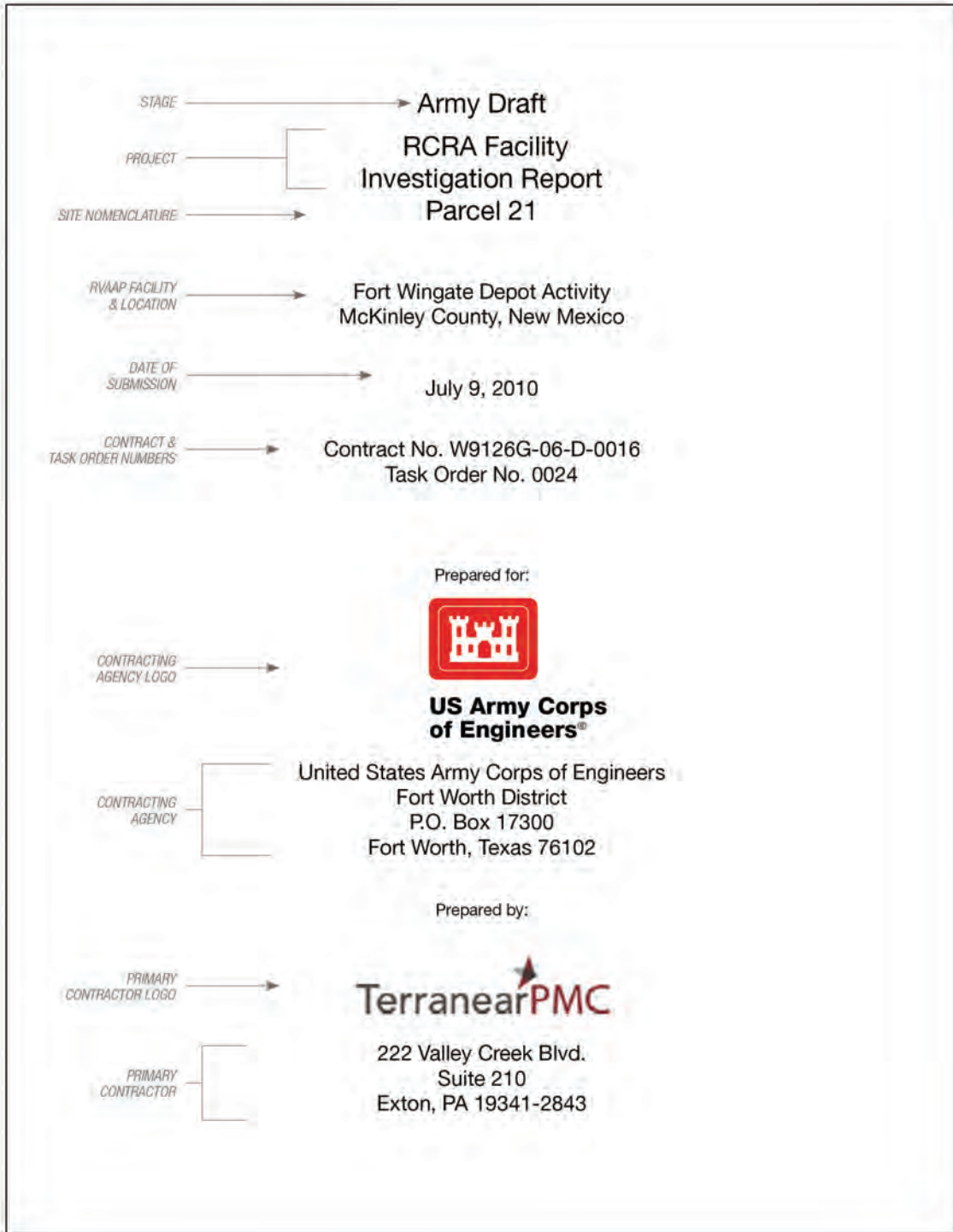
**Wrong:** Final Fort Wingate Depot Activity Time Critical Removal Action Addendum 1.0 to the Final Kickout Investigation Work Plan Fort Wingate Depot Activity, McKinley County, New Mexico

- \* Also note that writing out Fort Wingate Depot Activity or using the acronym FWDA in the title itself is not necessary. Use the identifier Fort Wingate Depot Activity, McKinley County, New Mexico on a separate line from the title. The identifier should be on every document cover and title page.

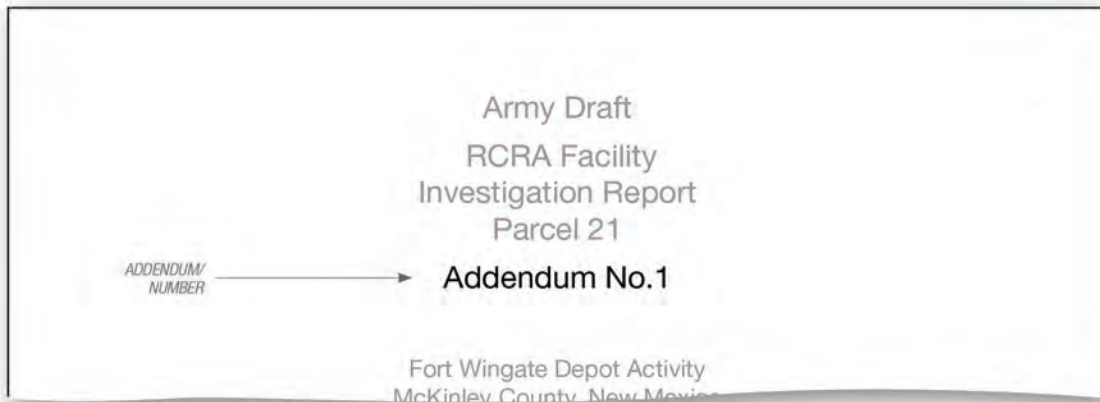
# COVER/TITLE PAGE EXAMPLES

## General Example of a Cover Page for a Single Title Submission

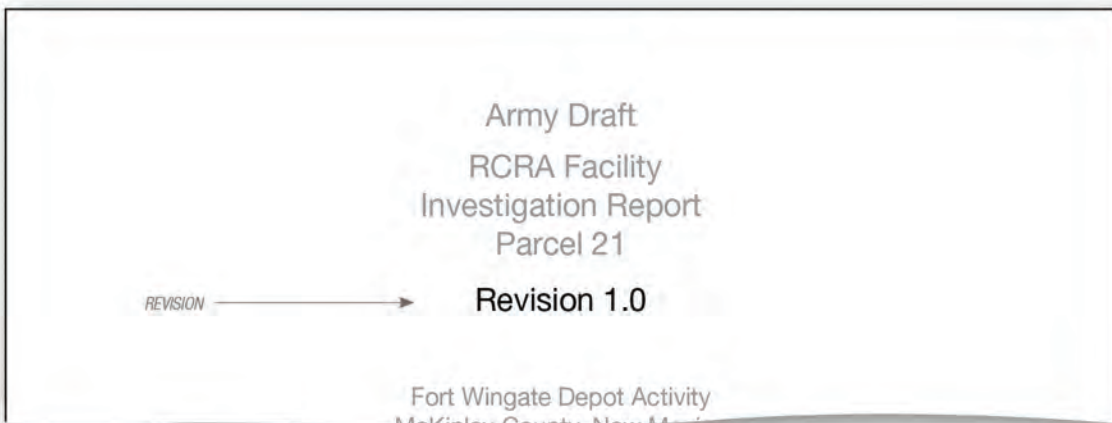
### Identification of the Different Parts Required



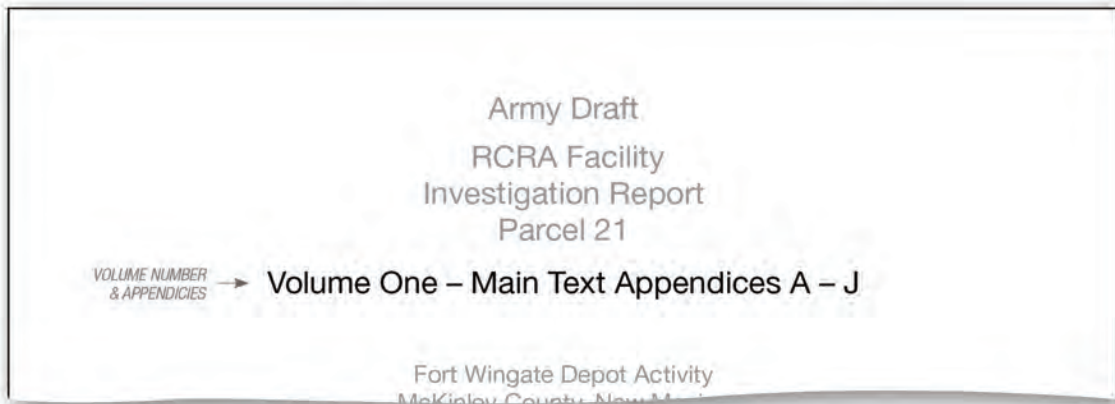
**Example of a Single title Submission Addendum**



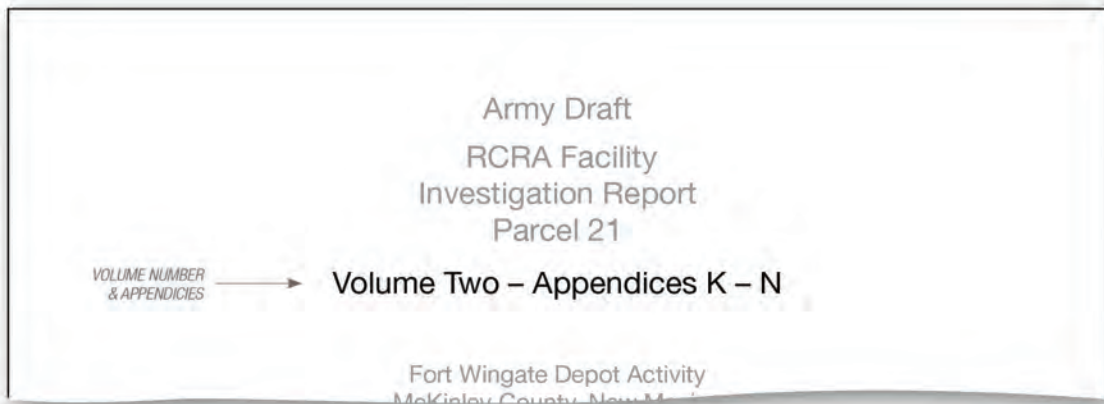
**Example of a Single Title Submission Revision**



**Example of a Multi-Volume Submission – Volume One**



**Example of a Multi-volume Submission – Volume Two**



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## **APPENDIX C**

### **AREA NOMENCLATURE USAGE GUIDANCE**

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## **AREA NOMENCLATURE USAGE GUIDANCE**

### **STUDY AREAS AT FWDA**

At least three different naming conventions are used to describe study areas at FWDA: Resource Conservation and Recovery Act (RCRA) units, parcels, and Army Environmental Database – Restoration (AEDB-R) site numbers.

RCRA designations for specific source areas include parcels, solid waste management units (SWMU), and hazardous waste management units (HWMUs).

Parcels and SWMUs are assigned sequential numbers and should be designated by the appropriate prefix and number of the specific unit such as SWMU 1 or Parcel 18. One HWMU is named OB/OD Unit. If a description of the unit is needed, then a description from the List of Standardized Area Names that follows this page should be used.

### **PARCELS AT FWDA**

FWDA has also been divided into parcels to facilitate land transfer after cleanup. Parcels should be designated by number such as Parcel 1 or Parcel 2 (see list of parcel numbers and descriptions that follows this page.) The study areas designated by AEDB-R site numbers have roughly equivalent aliases in parcels. Please use parcel names in your document titles and clarify an alias in your text. For example, use “Parcel 21” in the document title and clarify in the text that you are addressing FTWG-01 by its alias. The site alias list can be found in the IRP on page 4.

### **AREA DESIGNATIONS**

Use the area designation exactly as defined by your contract’s statement of work for the report being prepared. Typically, reports will be for specific parcels. The IRP standardized area nomenclature should be used when identifying the area described by or within the submission.

Use this area name on the submission’s cover page, title page, spine label, and CD and/or DVD label.

**FWDA AOC and SWMU Names**

<b>SWMU/AOC</b>	<b>Description</b>	<b>Parcel</b>	<b>AEDB-R Number</b>
SWMU 1	TNT Leaching Beds and Building 503 (503 is FTWG-29)	21	FTWG-01
SWMU 2	Building 515 (Painting and Acid Washout Building and Acid Holding Pond)	21	FTWG-01
SWMU 3	Fenced Storage Yard (Former Storage Yard or DRMO Area, Extended Storage Yard, Former Coal Storage Area)	11	FTWG-11
SWMU 4	Building 600 (Building 539, Ammunition Work Shop Area Change House and Laundry)	6	FTWG-63
SWMU 5	Building 5	11	FTWG-11
SWMU 6	Building 11 (Former Locomotive Shop)	11	FTWG-11
SWMU 7	Fire Training Ground	21	FTWG-01
SWMU 8	Building 537 (Pesticide and Field Battery Shop)	6	FTWG-63
SWMU 9	POL Waste Discharge Area (POL Area)	7	FTWG-10
SWMU 10	Sewage Treatment Plant [includes Buildings/Structures 22, T-37, 63, 69, 70, 71, 72, 73, 74a, 74b, 74c, 74d, 82, and 83; document incinerator (document incinerator is FTWG-60 in AEDB-R); Structure 745; drainage ditch; and septic system at sewage treatment plant]	11	FTWG-11
SWMU 11	Building 542 (Ammunition Workshop) and Building 541 (AEDB-R lists as Building 542/600)	6	FTWG-63
SWMU 12	Building 536 (Inspectors Workshop and Ammunition Renovation Depot) (includes one former PCB transformer)	22	FTWG-38
SWMU 13	Eastern Landfill	18	FTWG-12
SWMU 14	Old Burning Ground and Demolition Landfill Area (includes KGA-3, KGA-4, KGA-5, KP-2, KP-3, KP-4, Arroyo in Fenced Up Horse Valley, and Dump Pile)	3	FTWG-002-R-01
SWMU 15	Old Demolition Area (includes Inactive EOD Area, KGA-1, KGA-2, Old OB/OD and Buried White Phosphorus Rounds, and Three Mounds in Fenced-Up Horse Valley)	3	FTWG-002-R-01
SWMU 16	Functional Test Range 2/3	16	FTWG-001-R-01

**FWDA AOC and SWMU Names (continued)**

<b>SWMU/AOC</b>	<b>Description</b>	<b>Parcel</b>	<b>AEDB-R Number</b>
SWMU 17	Western Rifle Range	2	FTWG-28
AOC 18	Igloo Block A (also includes Parcel 9)	24	FTWG-21
SWMU 19	Building 501 (Former Boiler House and Heating Plant No. 7)	21	FTWG-01
SWMU 20	Western Landfill [includes Features 3 and 4 on the 1962 air photograph API-3 (from the 1995 Archive Search Report)]	7	FTWG-10
SWMU 21	Central Landfill	23	FTWG-30
SWMU 22	Group C Landfill (AEDB-R lists as Group C Disposal Area)	2	FTWG-28
SWMU 23	Building 8 (Paint Shop or Carpenter Shop) and Building 7 (Paint Shop and Paint Storage Warehouse); Building 8 is FTWG-24; Building 7 is not listed	11	FTWG-11
SWMU 24	Building 15 (Garage and Storage Building)	11	FTWG-11
SWMU 25	Trash Burning Ground Property Disposal Office [includes Features 1, 2, and 5 on the 1962 aerial photograph API-3 (from the 1995 Archive Search Report)]	7	FTWG-10
SWMU 26	Suspected POL Area (a large berm north of the railroad classification yard)	10	FTWG-36
SWMU 27	Building 528 Complex [Includes Building 528 (Ammunition Normal Maintenance Building), Building 528A (temporary storage igloo), AOC 121 (Building 528B, temporary storage igloo), AOC 122 (Building 529), and AOC 125 (Building 550, vacuum collector barricade)]	22	FTWG-38
AOC 28	Igloo Block B	6	FTWG-63
AOC 29	Igloo Block C (non-BMDO). Also includes Parcels 2 and 23; maybe Parcel 19	4	FTWG-49
AOC 30	Igloo Block D (non-BMDO). Also includes Parcel 19	22	FTWG-38
AOC 31	Igloo Block E	19	FTWG-27
AOC 32	Igloo Block F	19	FTWG-27

**FWDA AOC and SWMU Names (continued)**

<b>SWMU/AOC</b>	<b>Description</b>	<b>Parcel</b>	<b>AEDB-R Number</b>
SWMU 33	Waste Pile KP1	3	FTWG-002-R-01
AOC 34	Igloo Block G	19	FTWG-27
AOC 35	Igloo Block H	2	FTWG-28
AOC 36	Igloo Block J (includes a missile launch pad used by MDA)	2	FTWG-28
SWMU 37	Building 9 (Machine Shop and Signal Shop)	11	FTWG-11
SWMU 38	Functional Test Range 1	20	FTWG-003-R-01
SWMU 39	Pistol Range	19	FTWG-27
SWMU 40	South Administration Area, formerly named the Coal Tar Storage Tanks (Structures 58, 59, and 60); SWMU 48 (Building 10); SWMU 49 (Building 12); SWMU 50 (Building 13); SWMU 51 (Building 29); SWMU 52 (Building T-33); SWMU 53 (Building 36); SWMU 54 (UST #5); AOC 55 (Structure T-49); AOC 56 (Building T-50); AOC 72 (Building 14); SWMU 77 (Building T-34); AOC 83 (Structure 63); and AOC 87 (Structure 57)	11	FTWG-11
AOC 41	Igloo Block K	16	FTWG-001-R-01
AOC 42	Building 516 (Ammunition Receiving Building)	6	FTWG-63
AOC 43	Railroad Classification Yard	7	FTWG-10
AOC 44	Former Administration and Utilities Area	10	FTWG-36
SWMU 45	Building 6 (Gas Station)	11	FTWG-11
AOC 46	Aboveground tank located near Building 11	11	FTWG-11
AOC 47	TPL spill of photoflash powder west of Building 11	11	FTWG-11
AOC 48	Building 34 (Fire Station)	11	FTWG-11
AOC 49	Structure 38 (End Loading Dock) and Structure 39 (Side Loading Dock)	11	FTWG-11

**FWDA AOC and SWMU Names (continued)**

<b>SWMU/AOC</b>	<b>Description</b>	<b>Parcel</b>	<b>AEDB-R Number</b>
SWMU 50	Structure 35 (UST #7) located by Building 45	11	FTWG-11
AOC 51	Structure 64 (UST)	11	FTWG-11
AOC 52	Building 79 and Building 80 (Storage Vaults)	11	FTWG-11
AOC 53	Lake Knudson	13	FTWG-07
AOC 54	Building 311 (Standard Magazine)	13	FTWG-07
AOC 55	Structure 506 (TNT Storage Barricade)	13	FTWG-07
AOC 56	Structure 533 (Explosive Barricade)	13	FTWG-07
AOC 57	Buildings 306, 307, 308, 309, and 310 (Standard Magazines near Knudson Lake)	16	FTWG-001-R-01
AOC 58	Buildings 303 and 304 (Standard Magazines) and 320 (Field Dunnage Building along Arterial Road No. 3)	19	FTWG-27
AOC 59	Building T-422 (former Building X-11, Normal Maintenance Building, and Bomb and Shell Paint Building)	19	FTWG-27
AOC 60	Building 522 formerly designated as Building 500 (Ammunition Receiving Building)	21	FTWG-01
AOC 61	Building 507 (Smokeless Powder Magazine)	6	FTWG-01
AOC 62	Building 508 (Smokeless Powder Magazine)	21	FTWG-01
AOC 63	Building 509 (Primary Collector Barricade or Propellant Baghouse)	21	FTWG-01
AOC 64	Building 510 (Vacuum Producer Building)	21	FTWG-01
AOC 65	Building 511 (Service Magazine)	21	FTWG-01
AOC 66	Building 512 (Service Magazine)	21	FTWG-01
AOC 67	Building 513 (Service Magazine)	21	FTWG-01

**FWDA AOC and SWMU Names (continued)**

<b>SWMU/AOC</b>	<b>Description</b>	<b>Parcel</b>	<b>AEDB-R Number</b>
AOC 68	Structure 514 (Deboosting Barricade) and Structure 545 (Earthen Barricade)	21	FTWG-01
AOC 69	Buildings 301, 302, and 312 (Standard Magazines) and Building 316 (Field Lunch Room)	22	FTWG-38
SWMU 70	Disassembly Plant and TPL Quality Assurance Test Area (Disassembly Plant includes Building 517, Structure 518, Building 519, Structure 520, Structure 521, and Structure 547). Disassembly Plant and TPL Quality Assurance Test and OB/OD Area	22	FTWG-38
AOC 71	Former rectangular structure near TMW-5 and north of Building 528	21	FTWG-38
SWMU 72	Deactivation Furnace, Deactivation Furnace Acid Pits, and surrounding area (includes pre-1958 buildings and areas in the vicinity of Building 530)	21	FTWG-01
AOC 73	Former buildings or structures along Road C-3	23	FTWG-30
SWMU 74	Area 16 or Site 16 (Proposed Burning Ground) – to be addressed under the Kickout Area requirements unless the location is determined to be outside the Kickout Area boundary as defined Section IV.A	3	FTWG-002-R-01
AOC 75	Electrical transformers (at least 65 former or existing transformers), includes Parcels 6, 7, 11, 12, 13, 19, 21, 22, and others	21	FTWG-01
AOC 76	Feature 19 on the 1973 aerial photograph (API-5) in the 1995 Archive Search Report	2	FTWG-28
AOC 77	Feature 20 on the 1973 aerial photograph (API-5) in the 1995 Archive Search Report	2	FTWG-28
AOC 78	Feature 18 on the 1973 aerial photograph (API-5) in the 1995 Archive Search Report	5	FTWG-18
AOC 79	Feature 2 on the 1973 aerial photograph (API-5) in the 1995 Archive Search Report	6	FTWG-63

**FWDA AOC and SWMU Names (continued)**

<b>SWMU/AOC</b>	<b>Description</b>	<b>Parcel</b>	<b>AEDB-R Number</b>
AOC 80	Feature 9 on the 1962 aerial photograph (API-3) in the 1995 Archive Search Report	6	FTWG-63
AOC 81	Feature 11 on the 1962 aerial photograph (API-3) in the 1995 Archive Search Report	6	FTWG-63
AOC 82	Feature 18 on the 1973 aerial photograph (API-5) in the 1995 Archive Search Report. Includes Parcel 5	6	FTWG-63
AOC 83	Feature 22 on the 1973 aerial photograph (API-5) in the 1995 Archive Search Report	6	FTWG-63
AOC 84	Feature 12 on the 1962 aerial photograph (API-3) in the 1995 Archive Search Report	6	FTWG-63
AOC 85	Feature 11-1 on the 1962 aerial photograph (API-3) in the 1995 Archive Search Report and Feature 1 on the 1973 aerial photograph (API-5) in the 1995 Archive Search Report	9	FTWG-26
AOC 86	Feature 15 on the 1973 aerial photograph (API-5) in the 1995 Archive Search Report (Former X-1 and Z-64)	21	FTWG-07
AOC 87	Feature 18 on the 1962 aerial photograph (API-3) and Feature 23 on the 1973 aerial photograph (API-5) in the 1995 Archive Search Report	21	FTWG-01
AOC 88	Former buildings or structures and disposal areas southwest, south, and southeast of Building 528	22	FTWG-38
AOC 89	Feature 30 and Feature 34 on the 1973 aerial photograph (API-5) in the 1995 Archive Search Report	3	FTWG-002-R-01
AOC 90	Feature 36 on the 1973 aerial photograph (API-5) in the 1995 Archive Search Report	3	FTWG-002-R-01
AOC 91	Feature 41 in the 1973 aerial photograph (API-5) and Feature 27 in the 1978 historic aerial photograph (API-7) in the 1995 Archive Search Report	3	FTWG-002-R-01

**FWDA AOC and SWMU Names (continued)**

<b>SWMU/AOC</b>	<b>Description</b>	<b>Parcel</b>	<b>AEDB-R Number</b>
AOC 92	Feature 31 on the 1973 historic aerial photograph (API-5) and Feature 21 on the 1978 aerial photograph (API-7) in the 1995 Archive Search Report	3	FTWG-002-R-01
AOC 93	Bivouac and Tank Training Area	11, 12, and 14	FTWG-15
HWMU	OB/OD Unit	3	FTWG-002-R-01

AEDB-R = Army Environmental Database – Restoration.

AOC = Area of concern.

BMDO = Ballistic Missile Defense Office

DRMO = Defense Reutilization and Marketing Office

EOD = Explosives and ordnance disposal.

FWDA = Fort Wingate Depot Activity

MDA = Missile Defense Agency

OB/OD = Open Burning/Open Detonation.

PCB = Polychlorinated biphenyl.

POL = Petroleum, oil, and lubricants

SWMU = Solid waste management unit.

TNT = Trinitrotoluene.

TPL = TPL, Inc.

UST = Underground storage tank

### FWDA Parcel Names and Descriptions

Parcel	AEDB-R Number	Description
1	NA	Former launch areas, Ballistic Missile Test Site at the former Southern Property
2	FTWG-28	Group C Landfill, West Rifle Range
3	FTWG-002-R-01	Open burning and open detonation
4	FTWG-49	Igloo Block C
5	FTWG-18	Storage buildings
6	FTWG-63	South Administration, Workshop Area, Igloo Block B
7	FTWG-10	Landfill, trash burning area, Railroad Class Yard
8	NA	Uncontaminated area at northwest side of Installation
9	FTWG-26	Instrumentation Area A, aerial photograph feature
10	FTWG-36	POL Area, Former Administration and Utilities
11	FTWG-11	Storage yard, railroad repair shop, waste treatment, U. S. Department of Agriculture uses Buildings 12 and 13
12	FTWG-11	Administration Area, Sewage Treatment Plant
13	FTWG-07	Lake Knudson Area, standard magazine, storage barricade
14	FTWG-15	Bivouac and Tank Training Area
15	NA	Leased grazing area at northeast side of Installation
16	FTWG-001-R-01	Used to test explosives, munitions, rockets, etc.
17	NA	Leased grazing at east side of Installation
18	FTWG-12	Eastern Landfill
19	FTWG-27	Igloo Blocks E, F, G, and T-422; pistol range
20	FTWG-003-R-01	Used for powder burning in 1940s and for testing flares and grenades in 1950s
21	FTWG-01	TNT Beds, Deactivation Furnace, Other Buildings

**FWDA Parcel Names and Descriptions (continued)**

<b>Parcel</b>	<b>AEDB-R Number</b>	<b>Description</b>
22	FTWG-38	Igloo Block D, Ammunition Workshop
23	FTWG-30	Central Landfill
24	FTWG-21	Igloo Block A

AEDB-R = Army Environmental Database – Restoration.

FWDA = Fort Wingate Depot Activity.

NA = Not applicable.

POL = Petroleum, oil, and lubricants.

TNT = Trinitrotoluene.

**To go back to main text**

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**APPENDIX D**

**THE SF-298 FORM 508**

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**REPORT DOCUMENTATION PAGE**

*Form Approved  
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The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

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<b>1. REPORT DATE (DD-MM-YYYY)</b>		<b>2. REPORT TYPE</b>		<b>3. DATES COVERED (From - To)</b>	
<b>4. TITLE AND SUBTITLE</b>				<b>5a. CONTRACT NUMBER</b>	
				<b>5b. GRANT NUMBER</b>	
				<b>5c. PROGRAM ELEMENT NUMBER</b>	
<b>6. AUTHOR(S)</b>				<b>5d. PROJECT NUMBER</b>	
				<b>5e. TASK NUMBER</b>	
				<b>5f. WORK UNIT NUMBER</b>	
<b>7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)</b>				<b>8. PERFORMING ORGANIZATION REPORT NUMBER</b>	
<b>9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)</b>				<b>10. SPONSOR/MONITOR'S ACRONYM(S)</b>	
				<b>11. SPONSOR/MONITOR'S REPORT NUMBER(S)</b>	
<b>12. DISTRIBUTION/AVAILABILITY STATEMENT</b>					
<b>13. SUPPLEMENTARY NOTES</b>					
<b>14. ABSTRACT</b>					
<b>15. SUBJECT TERMS</b>					
<b>16. SECURITY CLASSIFICATION OF:</b>			<b>17. LIMITATION OF ABSTRACT</b>	<b>18. NUMBER OF PAGES</b>	<b>19a. NAME OF RESPONSIBLE PERSON</b>
<b>a. REPORT</b>	<b>b. ABSTRACT</b>	<b>c. THIS PAGE</b>			<b>19b. TELEPHONE NUMBER (Include area code)</b>

## INSTRUCTIONS FOR COMPLETING SF 298

**1. REPORT DATE.** Full publication date, including day, month, if available. Must cite at least the year and be Year 2000 compliant, e.g. 30-06-1998; xx-06-1998; xx-xx-1998.

**2. REPORT TYPE.** State the type of report, such as final, technical, interim, memorandum, master's thesis, progress, quarterly, research, special, group study, etc.

**3. DATES COVERED.** Indicate the time during which the work was performed and the report was written, e.g., Jun 1997 - Jun 1998; 1-10 Jun 1996; May - Nov 1998; Nov 1998.

**4. TITLE.** Enter title and subtitle with volume number and part number, if applicable. On classified documents, enter the title classification in parentheses.

**5a. CONTRACT NUMBER.** Enter all contract numbers as they appear in the report, e.g. F33615-86-C-5169.

**5b. GRANT NUMBER.** Enter all grant numbers as they appear in the report, e.g. AFOSR-82-1234.

**5c. PROGRAM ELEMENT NUMBER.** Enter all program element numbers as they appear in the report, e.g. 61101A.

**5d. PROJECT NUMBER.** Enter all project numbers as they appear in the report, e.g. 1F665702D1257; ILIR.

**5e. TASK NUMBER.** Enter all task numbers as they appear in the report, e.g. 05; RF0330201; T4112.

**5f. WORK UNIT NUMBER.** Enter all work unit numbers as they appear in the report, e.g. 001; AFAPL30480105.

**6. AUTHOR(S).** Enter name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the report. The form of entry is the last name, first name, middle initial, and additional qualifiers separated by commas, e.g. Smith, Richard, J, Jr.

**7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES).** Self-explanatory.

**8. PERFORMING ORGANIZATION REPORT NUMBER.** Enter all unique alphanumeric report numbers assigned by the performing organization, e.g. BRL-1234; AFWL-TR-85-4017-Vol-21-PT-2.

**9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES).** Enter the name and address of the organization(s) financially responsible for and monitoring the work.

**10. SPONSOR/MONITOR'S ACRONYM(S).** Enter, if available, e.g. BRL, ARDEC, NADC.

**11. SPONSOR/MONITOR'S REPORT NUMBER(S).** Enter report number as assigned by the sponsoring/monitoring agency, if available, e.g. BRL-TR-829; -215.

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**13. SUPPLEMENTARY NOTES.** Enter information not included elsewhere such as: prepared in cooperation with; translation of; report supersedes; old edition number, etc.

**14. ABSTRACT.** A brief (approximately 200 words) factual summary of the most significant information.

**15. SUBJECT TERMS.** Key words or phrases identifying major concepts in the report.

**16. SECURITY CLASSIFICATION.** Enter security classification in accordance with security classification regulations, e.g. U, C, S, etc. If this form contains classified information, stamp classification level on the top and bottom of this page.

**17. LIMITATION OF ABSTRACT.** This block must be completed to assign a distribution limitation to the abstract. Enter UU (Unclassified Unlimited) or SAR (Same as Report). An entry in this block is necessary if the abstract is to be limited.

## Example of Completed SFG 298

REPORT DOCUMENTATION PAGE			Form Approved OMB No. 0704-0188		
<p>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</b></p>					
1. REPORT DATE (DD-MM-YYYY) 16-11-2010		2. REPORT TYPE ReleaseAssessmentReport		3. DATES COVERED (From - To) July2009-December2009	
4. TITLE AND SUBTITLE Release Assessment Report Parcel 12 and Parcel 14 NMED Revision Fort Wingate Depot Activity McKinley County, New Mexico			5a. CONTRACT NUMBER NA		
			5b. GRANT NUMBER NA		
			5c. PROGRAM ELEMENT NUMBER NA		
			5d. PROJECT NUMBER NA		
6. AUTHOR(S) Angela Lane Mike Scoville			5e. TASK NUMBER NA		
			5f. WORK UNIT NUMBER NA		
			8. PERFORMING ORGANIZATION REPORT NUMBER NA		
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) United States Army Corps of Engineers, Fort Worth District CESWF-PER-D 819 Taylor Street, Room 3A12, PO Box 17300 Fort Worth, TX 76102-0300			10. SPONSOR/MONITOR'S ACRONYM(S) NA		
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES) NA			11. SPONSOR/MONITOR'S REPORT NUMBER(S) NA		
			12. DISTRIBUTION/AVAILABILITY STATEMENT Unlimited		
13. SUPPLEMENTARY NOTES					
14. ABSTRACT This Release Assessment Report for Parcel 12 and Parcel 14 at Fort Wingate Depot Activity (FWDA) describes release assessments conducted as part of the environmental restoration program at FWDA. The NMED revision document has been prepared for submission to the New Mexico Environment Department (NMED) Hazardous Waste Bureau (HWB), as required by Section VII.F.1 of the Resource Conservation and Recovery Act (RCRA) Permit, No. NM 6213820974 and in response to a Notice of Disapproval dated 19 August 2010 for Final of the Release Assessment Report for Parcel 12 and Parcel 14.					
15. SUBJECT TERMS Areas of Concern (AOCs 93 and 75)					
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT UU	18. NUMBER OF PAGES 174	19a. NAME OF RESPONSIBLE PERSON Mark Patterson
a. REPORT U	b. ABSTRACT U	c. THIS PAGE U			19b. TELEPHONE NUMBER (Include area code) 330/358-7312

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**APPENDIX E**

**DOCUMENT DISTRIBUTION LIST**

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## **DOCUMENT DISTRIBUTION LIST**

A Distribution List is to be placed on a 'Distribution Page' located immediately after the title page and is to be included with all submissions, including:

- Installation Restoration Program (IRP) documents under United States Army Environmental Center (USAEC)
- Military Munitions Response Program (MMRP) documents under United States Army Environmental Center (USACE Omaha)
- Explosives Removal and Demolition documents under Base Realignment and Closure Division (BRACD)

### **Distribution List Formatting Structure**

The structural elements of all Distribution Lists submission types must comply with the following three formatting rules:

- The inclusion of the organization's acronym followed by the authorizing agent's title (in alphabetical order by organization). Also organization's authorizing agent titles of 'Program Manager' and 'Project Manager' must be placed in last position on the list. Follow agent's title with name if known.
- The Distribution Page must include the submission's format types and the number of copies. This means how many 'hard' or printed copies and how many electronic versions (CDs) were distributed to each organization.
- The Distribution Page must include an acronym list of the organization's name and placed in the lower left hand side of the page.

## Document Distribution Examples

An example of the distribution list for an **Army Draft** follows:

<b>DOCUMENT DISTRIBUTION</b>		
<b>Organization (Name)</b>	<b>Number of Printed Copies</b>	<b>Number of Electronic Copies</b>
BRACD (Bill O'Donnell)	0	1
FWDA ARM (Micki Gonzales)	1	2
FWDA BEC (Mark Patterson)	1	1
FWDA EIMS (Pat Ryan)	0	1
USACE SPA (Steve Carpenter)*	0	1
USACE SPK (Neal Navarro)*	0	1
USACE SWF (Steve Smith)	1	2
USAEC (Mike Kipp)	0	1

BRACD = U. S. Army Base Realignment and Closure Division.  
 FWDA ARM = Fort Wingate Depot Activity Administrative Records Manager.  
 FWDA BEC = Fort Wingate Depot Activity Base Realignment and Closure Environmental Coordinator.  
 FWDA EIMS = Fort Wingate Depot Activity Environmental Information Management System.  
 USACE SPA = U. S. Army Corps of Engineers – Albuquerque District.\*  
 USACE SPK = U. S. Army Corps of Engineers – Sacramento District.\*  
 USACE SWF = U. S. Army Corps of Engineers – Fort Worth District.  
 USAEC = U. S. Army Environmental Command.

\* For MEC (Munitions and Explosives of Concern) investigations only.

An example of the distribution list for a **Tribal Draft** follows:

<b>DOCUMENT DISTRIBUTION</b>		
<b>Organization (Name)</b>	<b>Number of Printed Copies</b>	<b>Number of Electronic Copies</b>
BIA- NR (Rose Duywenie)	1	2
BIA-Z (Clayton Seoutewa)	1	1
BRACD (Bill O'Donnell)	0	1
FWDA ARM (Micki Gonzales)	1	2
FWDA BEC (Mark Patterson)	0	1
FWDA EIMS (Pat Ryan)	0	1
NN (Jarvis Williams)	1	7
POZ (Darrell Tsabetsaye)	1	8
USACE SPA (Steve Carpenter)*	0	1
USACE SPK (Neal Navarro)*	0	1
USACE SWF (Steve Smith)	0	2
USAEC (Mike Kipp)	0	1

ACE SWF = U. S. Army Corps of Engineers – Fort Worth District.  
 AEC = U. S. Army Environmental Command.  
 BIA-NR = Bureau of Indian Affairs – Navajo representative.  
 BIA-Z = Bureau of Indian Affairs – Zuni representative.  
 BRACD = U. S. Army Base Realignment and Closure Division.  
 DOI/BLM = Department of Interior Bureau of Land Management.  
 FWDA ARM = Fort Wingate Depot Activity Administrative Records Manager.  
 FWDA BEC = Fort Wingate Depot Activity Base Realignment and Closure Environmental Coordinator.  
 FWDA EIMS = Fort Wingate Depot Activity Environmental Information Management System.  
 NN = Navajo Nation.  
 POZ = Pueblo of Zuni.  
 USACE SPA = U. S. Army Corps of Engineers – Albuquerque District.\*  
 USACE SPK = U. S. Army Corps of Engineers – Sacramento District.\*

\* For MEC (Munitions and Explosives of Concern) investigations only.

An example of the distribution list for a **Final** and **Approved Final** follows:

<b>DOCUMENT DISTRIBUTION</b>		
<b>Organization (Name)</b>	<b>Number of Printed Copies</b>	<b>Number of Electronic Copies</b>
BIA (Angela Kelsy)	0	1
BIA (Ben Burshia)	0	1
BIA-NR (Rose Duywenie)	1	2
BIA-Z (Clayton Seoutewa)	1	1
BRACD (Bill O'Donnell)	0	1
DOI/BLM (Eldine Stevens)	0	1
DOI/BLM (Judith Wilson)	0	1
EPA 6 (Chuck Hendrickson)	1	1
FWDA ARM (Micki Gonzales)	2	2
FWDA BEC (Mark Patterson)	1	1
FWDA EIMS (Pat Ryan)	0	1
NMED (John Kieling)	2	2
NN (Jarvis Williams)	1	7
POZ (Darrell Tsabetsaye)	1	8
USACE SPA (Steve Carpenter)*	0	1
USACE SPK (Neal Navarro)*	0	1
USACE SWF (Steve Smith)	0	2
USAEC (Mike Kipp)	0	1

BIA-NR = Bureau of Indian Affairs – Navajo representative  
 BIA-Z = Bureau of Indian Affairs – Zuni representative  
 BRACD = U. S. Army Base Realignment and Closure Division  
 DOI/BLM = Department of Interior Bureau of Land Management  
 EPA 6 = U. S. Environmental Protection Agency Region 6  
 FWDA ARM = Fort Wingate Depot Activity Administrative Records Manager  
 FWDA BEC = Fort Wingate Depot Activity Base Realignment and Closure Environmental Coordinator  
 FWDA EIMS = Fort Wingate Depot Activity Environmental Information Management System  
 NMED = New Mexico Environment Department  
 NN = Navajo Nation  
 POZ = Pueblo of Zuni  
 USACE SPA = U. S. Army Corps of Engineers – Albuquerque District.\*  
 USACE SPK = U. S. Army Corps of Engineers – Sacramento District.\*  
 USACE SWF = U. S. Army Corps of Engineers – Fort Worth District  
 USAEC = U. S. Army Environmental Command

\* For MEC (Munitions and Explosives of Concern) investigations only.

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[Click Here](#)

**APPENDIX F**  
**COMMENT RESPONSE TABLE**

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**INSERT DOCUMENT NAME (DOCUMENT NUMBER) AT THE  
FORT WINGATE DEPOT ACTIVITY, MCKINLEY COUNTY, NM  
COMMENT RESPONSE TABLE  
MONTH DD, YEAR**

Comment Number	Page No.	New Page or Sheet	Comment	Recommendation	Response
	Line No.				
<i>USACE – Fort Worth (Insert commenter name)</i>					
A-1					
A-2					
A-3					
<i>New Mexico Environment Department (Insert commenter name)</i>					
N-1					
N-2					
N-3					
<i>(Agency) (Insert commenter name)</i>					
R-1					
R-2					
R-3					
<i>(Agency) (Insert commenter name)</i>					

F-3

Fillable Comment Response Table

Comment Number	Page or Sheet	New Page or Sheet	Comment	Recommendation	Response
<i>USACE-Fort Worth District (Smith)</i>					
A-1.	Page 3-7, Figure 3-2		Please add the stream flow direction on the Legend.		Agree.
A-2.	Pages 3-8 and 3-9		Please label all the photographs consistently.		Agree. Photographs will be labeled to include only the month and year following the description of the photograph.
<i>New Mexico Environment Department (Jones)</i>					
N-1.	Page 3-15, lines 3-32		The text states that “if exceedances are present in subsurface soil samples or the vadose zone model predicts a potential pathway to groundwater, the installation of additional monitoring wells may be required.”	Please change “may be required” to “will be required” in the text.	Agree. The text will be revised as follows: “..... , the installation of additional monitoring wells <del>may</del> <b>will</b> be required.”

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**APPENDIX G**

**PDF GUIDELINES**

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# PDF GUIDELINES

The easiest way to produce a portable document format (PDF) file with logical flow and accessibility of non-text elements is to build them into the source document in its native format. Adobe has published a guidance document for creating accessible documents. This guidance document, *Creating Accessible PDF Documents with Adobe Acrobat*, may be downloaded at: <http://www.adobe.com/enterprise/accessibility/main.html>.

This document presents several workflows for producing an accessible PDF file. Reading the Adobe guidance is recommended before the source document is prepared. Accessibility issues that are difficult to correct in Adobe Acrobat may be avoided by careful planning of the source document.

The specific steps described below for creating PDF files are based on the Menus in Microsoft Word 2003 and Adobe Acrobat 7.0. The menus in newer version of Microsoft Word and Adobe Acrobat may be different.

## G.1 Set Up a Microsoft Word Source Document

This section presents guidance and examples for converting typical source files to accessible PDF files. All sections listed here are to be applied in creating a PDF file. When creating the source document always use paragraph styles such as Heading 1, Heading 2, Body Text, etc. Acrobat will use these styles to tag headers appropriately. Use bullets and numbering to create lists and outlines. If you want to present text in columns use Word's Columns feature rather than tabs or tables.

- Create a Live Hyperlinks (if applicable):

If using live hyperlinks you must add descriptive text to the link.

- Right click on link.
  - Choose **'Hyperlink.'**
  - Choose **'Edit hyperlink.'**
  - Click on **'Screen Tip'** and add descriptive text.
  - Click **'OK.'**
  - Click **'OK'** again.
- Add Alternate Text to Images

When using colors choose sharp contrasts for best visibility and avoid using color alone to distinguish between differences in meaning. To add alternate text to any image in the document:

- Right click on figure.
- Choose **'Format picture.'**
- Click on the **'Web'** tab. Type a description of the figure in the text box.
- Click **'OK.'**

In the **PDFMaker Settings Box** select from the '**Conversion Settings**' drop down menu:

- '**Smallest file size**' is recommended for producing the electronic PDF.
- '**Standard**' or '**Press quality**' is used for a higher resolution master PDF print file for the paper-copy document.

In the **Application Settings** box, be sure that these boxes are checked:

- '**Add links to Adobe PDF.**'
- '**Add bookmarks to Adobe PDF.**'
- '**Enable accessibility and re-flow with Tagged PDF.**'
- In the **Advance Settings** box, be sure that the '**Optimize for fast web viewing**' box is checked.
- Open the '**Word**' tab and make sure that this box is checked:
- '**Convert cross-references and table of contents to links.**'
- Open the '**Bookmarks**' tab and make sure that all heading levels used in the document in the **bookmarks options** are checked.
- Click '**OK**' to close the '**Change conversion settings**' window.
- Click on the '**Convert to Adobe PDF**' icon in the Adobe PDF menu to create the PDF file. All bookmarks and links now will be included for the heading levels that you selected.

## **G.2 Make Tables Accessible**

Tables can present problems for the visually impaired because the reader must know the column header and row header as well as the content of a cell in order to understand the meaning. The Adobe Acrobat conversion software creates <TH> tags for headers and <TD> tags for data elements. This works well for tables that will fit on one page. Unfortunately, Adobe Acrobat will not tag tables that break over multiple pages when the '**Page Setup**' in Excel has been set to repeat header rows at top or repeat columns at the left. Tables may be cut and pasted from Excel to Word. The tables will then be tagged when converted from Word to PDF format.

Sometimes very large Excel files may be included as an appendix to a report. Very large Excel files should be formatted so that readers may easily interpret them visually. This format may preclude automatic tagging by Adobe Acrobat. FWDA's policy does not currently require tagging tables, given the current state of technology which would cause contractors' "an undue burden" to produce.

When using the Table feature in Microsoft Word to create tables as opposed to just spacing and tabs keep header rows simple when possible by avoiding merged cells and try to keep the content within a cell from breaking across a page. Turn off the ‘**Allow Row to Break Across Pages**’ option.

### **G.3 Set Metadata Properties in Microsoft Word**

- Select ‘**File.**’
- Select ‘**Properties.**’
- Select the ‘**Summary**’ tab.
  - In the ‘**Title**’ line type the document title.
  - In the ‘**Author**’ line type the agency and/or contractor producing the document.
  - In the ‘**Keywords**’ line type the parcel's name(s) related to the document.
  - Click ‘**OK.**’

### **G.4 Convert Microsoft Word to Portable Document Format**

The PDF file for a document should be one file when the organization, size and type of source material permit. The easiest way to accomplish that is to combine the material into one Microsoft Word document and convert the Microsoft Word file to PDF as described below. That approach provides for automatically including bookmarks to the headings and accessibility tags.

#### **Setting Bookmarks and Accessibility Tags**

- Click on ‘**Adobe PDF**’ in the menu bar.
- Select ‘**Change Conversion Settings.**’
- Open the ‘**Settings**’ tab.
- In the **PDFMaker Settings Box**, select from the ‘**Conversion Settings**’ drop-down menu:
  - ‘**Smallest file size**’ is recommended for producing the electronic PDF.
  - ‘**Standard**’ or ‘**Press quality**’ is used for higher resolution master PDF print file for the paper-copy document.
- In the **Application Settings** box, be sure that these boxes are checked:
  - ‘**Add Links to Adobe PDF.**’
  - ‘**Add bookmarks to Adobe PDF.**’
  - ‘**Enable accessibility and re-flow with Tagged PDF.**’
  - In **Advance Settings** box, be sure that the ‘**Optimize for fast web viewing**’ box is checked.

- Open the **‘Word’** tab and make sure that this box is checked:
  - **‘Convert cross-references and table of contents to links.’**
- Open the **‘Bookmarks’** tab and make sure that all heading levels used in the **‘Bookmarks Options’** are checked.
- Click **‘OK’** to close the **‘Change conversion settings’** window.
- Click of the **‘Convert to Adobe PDF’** icon in the Adobe Acrobat PDF menu to create the PDF file. All bookmarks and links now will be included for the heading levels that selected.

### **Entering Bibliographic Data to the PDF File**

After converting to Adobe, the PDF document needs to have its bibliographic data entered.

- Select **‘File’** menu in Acrobat.
- Select **‘Document Properties.’**
- Click on **‘Description’** window and
  - In the **‘Title’** box type document title.
  - In the **‘Author’** box type the name of the organization producing the document.
  - In the **‘Keywords’** box type the standardized names of all parcel’s discussed in the report.

### **Selecting Language for the PDF File**

After converting to Adobe PDF make sure that a language has been selected.

- Select **‘File’** menu in Acrobat.
- Select **‘Document Properties.’**
- Click on **‘Advanced’** window
- In the **Reading Option** section go to the **‘Language’** box and in the drop-down menu make sure **‘English’** or **‘US English’** has been selected.

### **Selecting Initial Display to Show Bookmarks**

After converting to Adobe Acrobat PDF, make sure that a language has been selected.

Select the **‘File’** menu in Adobe Acrobat.

Select **‘Document Properties.’**

Click on the **‘Initial View’** window.

In the **Layout and Magnification** section, go to the **‘Navigation Tab’** box, and in the drop-down menu, make sure **‘Bookmarks Panel and Page’** has been selected.

### **Selecting ‘Fast Web View’ for the PDF File**

After converting to Adobe PDF make sure that the file has been optimized for fast Web viewing.

- Select **‘File’** from the menu in Adobe Acrobat.
- Select **‘Document Properties.’**
- Click on **‘Description’** tab and make sure that **‘Yes’** is after the **‘Fast Web View’** statement.
- If it reads **‘No’** make sure that the **‘Optimize for fast web view’** has been checked in the Adobe conversion settings or **‘Preferences’** and resave the file in Acrobat (select **‘File’** and then **‘Save As’**).

## **G.5 Scanned Pages Conversion**

Sometimes a report or parts of a report are only available in paper copy. A PDF file must then be created from scanned pages. If the material is typed text, use optical character recognition (OCR) when possible to convert the image to text. If the file is already in PDF format, Adobe Acrobat can capture text and save it along with the image of the page. The following guidelines apply to scanned images:

### **Performing Optical Character Recognition Conversion**

- Select **‘Document.’**
- Select **‘Recognize text using OCR.’**
- Select **‘Start.’** Indicate the pages to be processed.
- Click **‘OK.’**

### **Applying Accessibility Tags in Adobe Acrobat**

- Select **‘Advanced’.**
- Select **‘Accessibility’**
- Select **‘Add Tags to Document’.**

### **Adding Alternative Text to Figures**

- Select **‘View.’**
- Select **‘Navigation Tabs.’**
- Select **‘Tags’.** Find tag for figure. Right click on tag.
- Click on **‘Properties.’**
- Type text in **‘Alternate Text box.’**
- Click **‘Close.’**

## **Checking for Accessibility**

- Select '**Advanced.**'
- Select '**Full check.**' Correct problems as needed.

If it is not feasible to tag large amounts of scanned material in document appendices, the entire appendix should have a tag at the beginning that describes its contents (e.g., 'Appendix 1, scanned field logbook pages') and stating that it is not accessible.

## **G.6 Maps and Figures**

If the software creating the map or figure can produce a PDF file that is a page or section of the report, use that software to produce the file adding alternate text as needed. If the map or figure will be integrated into a Microsoft Word document, produce the figure in a format (such as .jpg) that may be imported into the Microsoft Word document. Add alternate text in Microsoft Word as described above and then convert the Microsoft Word document to Adobe Acrobat PDF.

Images embedded in documents should be kept as small in size as practical to allow sufficient resolution for viewing. To achieve this result you can generate the images for the size that they will occupy on the page, rather than reducing a large image to fit on a page. Image size is affected by the choice of format. Generally, TIF files will be smaller than JPEG or BMP formatted files. The color and pixel resolution also affect the image size. Generally a resolution of 256 colors and 150 dots per inch should be adequate for a document. Use the lowest resolution needed to view the figure clearly to keep file sizes as small as possible.

## **G.7 Combine PDF Files into One Document**

When size or type of source files does not permit that approach, individual PDF files for different sections of the report may be combined in Adobe Acrobat. When combining PDF files, all files should have accessibility tags before combining. Always work from the beginning to the end of the document so that the tags will stay in order.

After combining parts into one document, be sure that all added parts have bookmarks so that they may be easily located. Also re-check for accessibility problems.

## **G.8 Formatting Documents with Multiple Portable Document Format Files**

Ideally, all parts of a document may be combined into one PDF file as described above. If a document consists of many volumes or has very large appendices, try to keep at least the main body of the text as one document. Additional volumes or appendices may be saved as separate PDF files.

Give all files that comprise a single document the same name with a suffix to indicate which part of the document is on each file. Keep all files pertaining to one document in the same folder on the

compact disc (CD). Use the root file name (e.g., Final\_S1\_RI\_FWDA51) as the folder's name. Use the following naming conventions to keep file names compatible with different operating systems:

- Keep file names short (less than 30 characters).
- File names may include numbers, letters, and the underscore. Spaces, special characters, and punctuation are not allowed.
- Make sure that each part of the document has metadata included as described above.
- Make sure that each part has been tagged for accessibility as described above.

When all parts of the document have been converted to PDF files and named as desired, add links to the bookmark panel of each PDF file. At a minimum, be sure that there is a link between the main text and each part that is in a different PDF file and that each part has a link back to the main text.

### **G.9 Adding Bookmarks to Large Documents**

- In Adobe Acrobat, open the file that contains the Table of Contents.
- Click on the 'Bookmark' tab.
- Click on 'Options.'
- Select 'New Bookmark.' Type in the name of the section that is in another file (e.g., Appendix A). Right click on the bookmark that was just entered.
- Select 'Properties.'
- Click on the 'Actions' tab.
- Select 'Open a file' in the drop-down box.
- Click on the 'Add' button and select the file to be linked.
- Click 'OK.'
- Click on 'New Window' in the 'Specify Open Preference' box.
- Click 'OK.'
- Click 'Close.'

Repeat this process until all parts are linked to the Table of Contents. After completing the Table of Contents, save the PDF file. Then, open each part and add a link to the Table of Contents as follows:

- Click on the 'Bookmark' tab.

- Click on ‘Options.’
- Select ‘New Bookmark.’ Type in ‘Main Text’ as the name of the bookmark.
- Right click on the bookmark that was just entered.
- Select ‘Properties.’
- Click on the ‘Actions’ tab.
- Select ‘Open a file’ in the drop-down box.
- Click on the ‘Add’ button and select the file to be linked.
- Click ‘Select.’
- Click on ‘New Window’ in the ‘Specify Open Preference’ box.
- Click ‘OK.’
- Click ‘Close.’
- Save the PDF file.

Repeat this process until all parts are linked to the Table of Contents.

### **G.10 Tips and Lessons Learned for Formatting PDF Files**

The following lessons learned may help save you time in preparing PDF files. Some of these tips may relate to problems that have been subsequently corrected in Adobe Acrobat but you still may find them helpful.

1. Do as many accessibility tasks as possible in Word before PDF-ing (e.g., adding alt text to figures and equations).
2. In Acrobat, run an accessibility check after each action is performed -- don’t save the file (ignore the Acrobat warning in the accessibility check) until **after** the check because if you save it and it has become inaccessible as a result of the last thing you did, you may have to re-PDF the entire file to solve the problem. When the accessibility check says there are no problems, **then** save it.
3. In Acrobat, every so often save the file you’re working on with a new name in case of glitches. A ‘**Save-As**’ also reduces the file size.
4. Acrobat does not accept certain characters (e.g., wingding characters like check marks). If a PDF document doesn’t pass the accessibility test because of these characters, these characters will have to be replaced within Microsoft Word and then the entire document will need to be reconverted into PDF again. If the Microsoft Word document contains these characters, replace them with something else (like an X for the checkmark) before converting to PDF.
5. Do not ‘**Replace**’ a page in Acrobat with another. Rather, insert the new page first and then delete the old page. Instead of using the ‘**Insert Pages**’ function, drag the file from your directory into the proper location on the ‘**Page**’ tab (it is faster); however, if more than one file is moved at a time, Adobe Acrobat will not necessarily put them in the correct order within the PDF.
6. Before adding tags to an Acrobat document, select ‘**English U.S.**’ as the language. In addition, if you need to add a footer or header, do so before you add the tags.

7. Close all other programs while working in Adobe Acrobat, especially Outlook (its message notification feature may cause Acrobat to freeze during a save or an accessibility check).
8. Sometimes when Acrobat freezes, the next time you open the document, the program may ask if you want to retrieve an available copy with the latest changes you made. If 'Yes' is selected, double-check every page because Acrobat has a tendency to lose content (blank pages will appear).
9. Because of program slowness or freezing problems, it may become necessary to divide a very large PDF file into 2 or more sections. If you want to divide a PDF document **DO NOT DELETE PAGES** and then save the remaining pages. Always **EXTRACT PAGES** to create a **NEW FILE**. If pages are deleted and the remaining pages saved, the odds are that that the newly created document will no longer pass the accessibility check.

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**APPENDIX H**

**CD/DVD LABEL GUIDELINES**

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## CD/DVD LABEL GUIDELINES

All CD and DVD discs must be labeled. Here are some guidelines.

### Main Submission CD/DVD Disc Label Layout

All Main Submission CD/DVD disc labels represent of the cover/title page of the submitted printed copy.

- Label must display the exact title, stage, study, parcel/MRS, date, prepared for, prepared by, and contract number shown on the cover/title page including the number of discs (e.g., ‘Disc 1 of 1; Disc 1 of 2; Disc 2 of 2).
- For multi-volume submissions the inclusion of the phrase ‘Main Text and Appendices X –Y’ must be present on the label. Company logos, pictures, background colors and graphics are acceptable as long as the formatting criterion above is followed.

### Appendix CD/DVD Disc Label Layout

Appendix disc labels must include exact title, stage, study, parcel/MRS, date, prepared by/for and contract number shown on the cover/title page. The label must also include the Appendix designation, e.g., Appendix J, Appendix H, Appendix I.

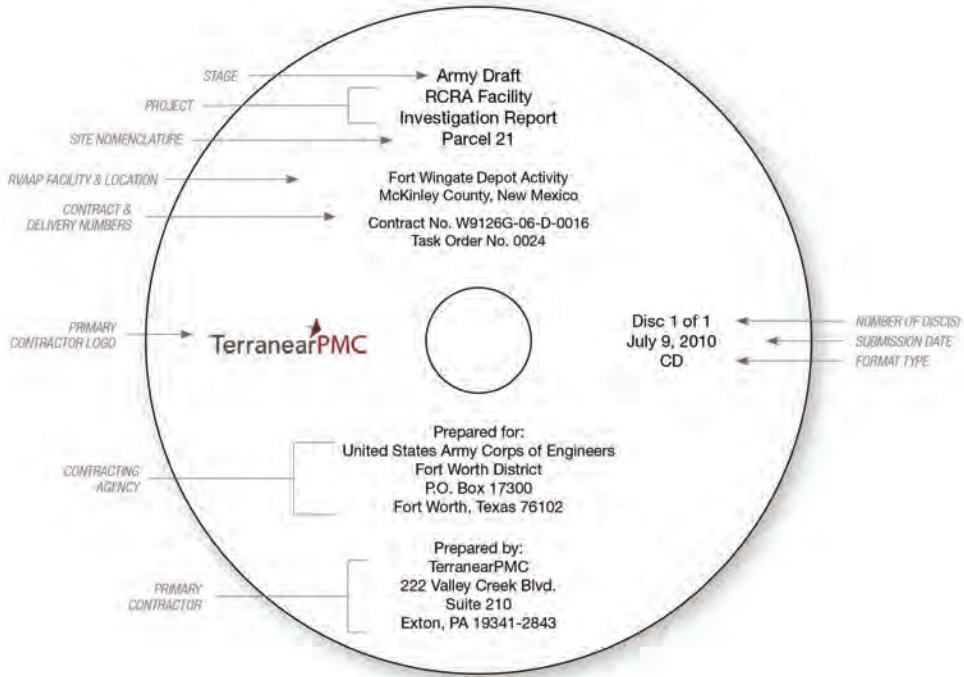
### Data CD/DVD Disc Label Layout

Data disc labels must include exact title, stage, study, parcel/MRS, date, prepared by/for and contract number shown on the cover/title of the document associated with the data.

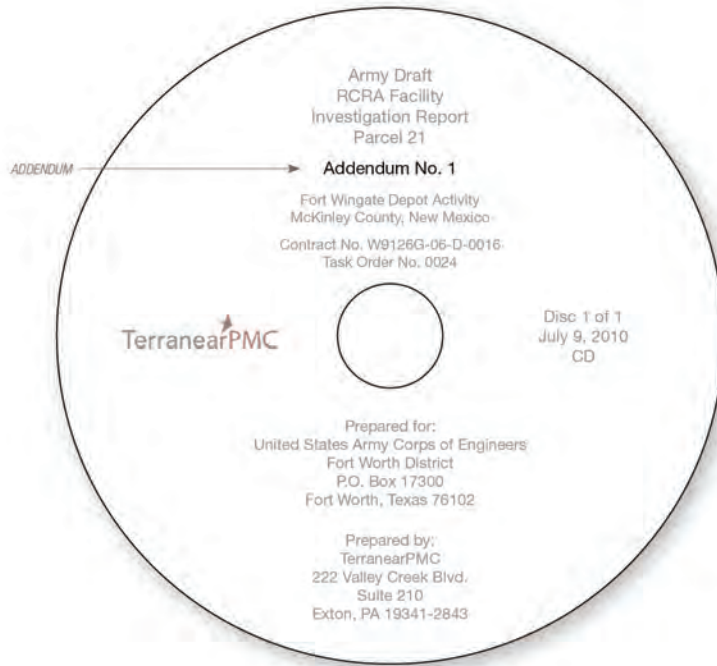
The label must include the following information:

1. Disc Identifier Term – **DATA**
2. File Type – **Shape File, etc.**
3. Software for accessing the file type – **Arc view, CAD, etc.**
4. Disc Type - **CD or DVD**

**Identification of the Different Parts Required for a Disc Label**



**Example of a Single Title Disc Label with an Addendum**



## Example of a Multi-Volume Disc Label



## Example of Archival Disc Label



## Identification of the Different Parts Required for an Appendix Disc Label



## Identification of the Different Parts Required for a Data Disc Label



**To go back to main text**

[Click Here](#)

**APPENDIX I**

**COMPLIANCE CHECKLIST**

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## Ft. Wingate Depot Activity Submission

# Compliance Checklist

**Full Document Title:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_

**Key:** Insert ✓ as you confirm your document’s compliance. If requirements are not applicable, check the N/A cell.

DOCUMENT REQUIREMENTS CHECKLIST	Y	N	N/A
Binder meets required type and size.			
Spine label conforms to the guideline’s layout requirements.			
Cover/title page conforms to the guideline’s layout requirements.			
The Standard List of Parcel or AOC/SWMU sites nomenclature is used for site identification on Cover/Title page.			
A completed Standard 298 is inserted before the title page or the approval letter.			
The Distribution List is inserted after the title page.			
The Final submission is printed on acid free paper.			
All cumulative signed documentation or correspondences relating to the project are included within the Final Submission as an Appendix.			
The resolved Comment Response Table (CRT) from the Final review process is included in the Approved Final submission as an Appendix.			
A completed Standard Form 298 is attached to the Letter of Transmittal (LOT) for FWDA submissions.			

# Compliance Checklist

CD AND PDF REQUIREMENTS CHECKLIST	Y	N	N/A
All Final submissions for FWDA are burned onto two (2) CD/DVDs with at least one (1) disc of archival quality.			
All Final submissions for FWDA with an Appendix CD/DVD are burned on archival quality CD/DVDs.			
The CD/DVD label conforms to the guideline's requirements.			
The Standardized List of Parcel or AOC/SWMU sites nomenclature is used for site identification on CD/DVD label.			
The CD/DVD is placed within a CD/DVD binder sleeve and inserted before the Standard Form 298 in Approved Final Submissions.			
The CD/DVD is an exact reproduction of the 'hard' or paper submission meaning the inclusion all of its parts – Cover, Title Page, all text, figures, tables, attachments, appendices, and Comment Response Tables (CRT).			
The Appendix CD/DVD is placed in appropriate CD/DVD pocket.			
The PDF file name on the CD/DVD is less than thirty (30) characters long and includes only letters, numbers, and underscore characters.			
The PDF document's bookmarks are linked to all major section headings and any document parts of separate PDF files.			
In the PDF document "Properties" and in the 'Description' tab, a description of each PDF file consisting of the title, author, and keywords is completed.			
In the PDF document "Properties" and in the "Description" tab, the "Tagged PDF" statement displays "Yes".			
In the PDF document "Properties" and in the 'Description' tab, the 'Fast Web View' statement displays 'Yes'.			
In the PDF document "Properties" and in the "Advance" tab, the language chosen is "English" or "English US".			
In the PDF document "Properties" and in the "Initial View" tab, the "Navigation tab" is "Bookmarks Panel and Page".			
The 'Accessibility Full Check' has been run in Adobe Acrobat Professional with all checking options selected and with no accessibility errors were reported.			

# Compliance Checklist

#	NON-COMPLIANCE EXPLANATION
1	
2	
3	
4	
5	
6	

I-1

Date: \_\_\_\_\_ Reviewer's Name: \_\_\_\_\_ Initials: \_\_\_\_\_  
(CONTRACTOR)

**Disclaimer:** Use of the Compliance Checklist does not replace reviewing the Submission Format Guidelines. To maintain compliance currency login to EIMS at <https://team.ftwingate.org> for the most current version.

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## **APPENDIX J**

### **HOW TO MAKE A SPINE LABEL**

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## HOW TO MAKE A SPINE LABEL

All hard copies of FWDA documents that are 1-inch wide or wider require spine labels.

### Spine Label Layout

1. A space of 1.5” inches must be left blank at the bottom of the binder spine to allow for FWDA cataloging information (note shaded area in Figures K-1 and K-2).
2. The document’s title is to be centered on white, acid-free, heavy weight paper leaving the 1.5” space at the bottom of the binder spine unused.
3. Include the date that the document was issued after the title.
4. Use Arial bold font in black. Lettering should be as large as will fit the label proportionally.
5. If part of a multi-volume submission include the volume number and contents, e.g., main text and, if applicable, any appendices. **Omit the volume reference if it is a single volume submission.**
6. The placement of the Spine Label must appear as shown in Figures J-1 and J-2.
7. No logos or graphics are allowed on the spines.

Binder Spine Label Example - Horizontal

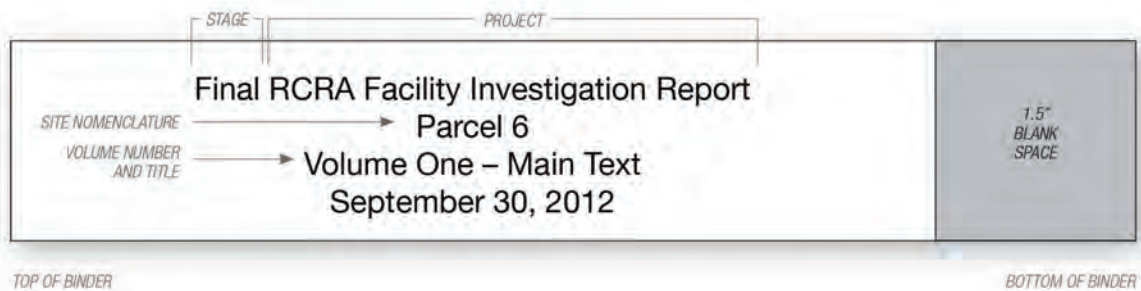


Figure J-1. Binder Spine Label Example – Horizontal

Binder Spine Label Example - Vertical

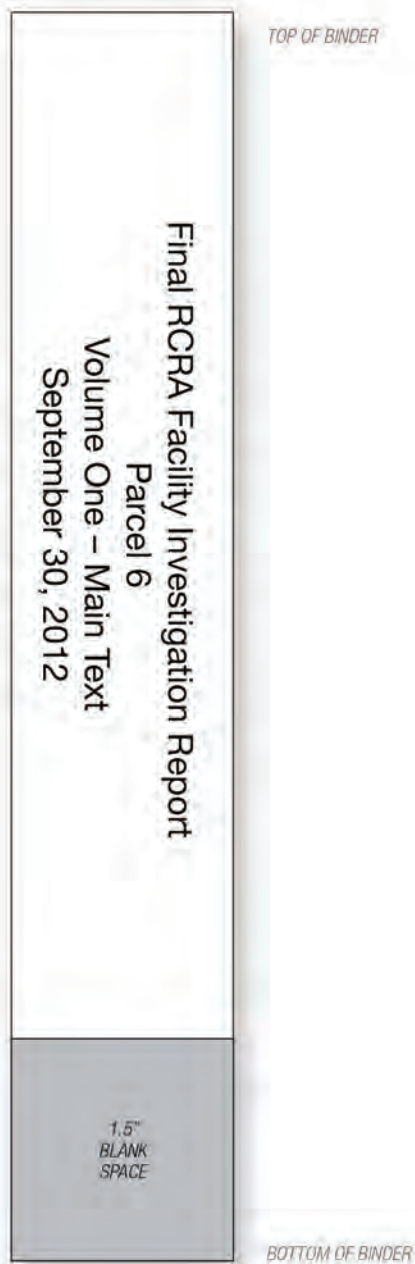


Figure J-2. Binder Spine Label Example – Vertical (Book Shelf Position)

**To go back to main text**  
[Click Here](#)