

I-2. DOCUMENT TRANSMITTAL OPERATING INSTRUCTIONS

The Oak Ridge Reservation Federal Facility Agreement (FFA) text modification was approved at the April 13, 1993, FFA Project Managers' meeting to reflect new regulatory review periods and the use of "D1," "D2," etc., in the document numbering convention. This modification will identify the first volume sent for review by the Tennessee Department of Environment and Conservation (TDEC) and the Environmental Protection Agency (EPA) to be the "D1" document and the second as the "D2" document. For these reasons, the following operating instructions should be used when a document is transmitted for regulatory review:

1. The FFA "D1" documents should be transmitted to the regulatory parties on or before the FFA Appendix E date. The stipulated fines associated with late delivery of the FFA document will apply if TDEC does not receive the document and DOE transmittal letter on the FFA-specified date (by mail or courier) or if EPA does not receive the document and DOE transmittal letter on the next working day following the specified date (by regular mail or express mail registered on or before the FFA specified date).
2. Covers of FFA documents carry the DOE seal and have the appropriate title, format, and DOE document number. The DOE document number can be obtained from the Administrative Record Information Assistant at (576-6477) and must end with the correct "D" designation. If there are questions concerning the document cover and title page format, refer to the Annotated Outlines for Documents Required by the FFA and CERCLA for Oak Ridge Reservation Sites, DOE/OR/01-1077.
3. The DOE transmittal letter to the regulators must identify the FFA document title, document number, and the current status of the document (i.e., DOE/OR/nn-nnnn&D1 for initial regulator review; DOE/OR/nn-nnnn&D2 for the second regulator review, reflecting the resolution of comments received from the regulators and/or DOE Headquarters; etc.). Also include the date you expect comments to be returned. **Unless accelerated review times have been agreed to and formally approved by the FFA Project Managers the regulators' review return dates should be based upon the review times stipulated by the FFA.** For all documents after the initial review, include with the transmittal letter an enclosure that lists all comments and the resolutions of those comments.
4. **Changes in documents created in response to regulator comments should be electronically highlighted (in WordPerfect, use the redline feature); this will support the approved thirty day second regulatory review phase of these documents.** If an entire chapter has undergone significant modification, instead of highlighting, which could impede readability, include a note at the beginning of the chapter indicating that the entire chapter was revised to address comments. The highlighted copy of the document can be the copy reviewed and approved by the regulators and retained in the Administrative Record.