

# *U.S. NUCLEAR REGULATORY COMMISSION*

## *DIRECTIVE TRANSMITTAL*

**TN:** DT-00-08

**To:** NRC Management Directives Custodians

**Subject:** Transmittal of Management Directive 3.13, "Printing"

**Purpose:** Directive and Handbook 3.13 have been revised to reflect changes to responsibilities and authorities resulting from reorganizations; eliminate the policy for copying and typesetting, which are now in separate program areas; add definitions to assist those who use printing services; state the regulations governing the use of color printing; and specify that all printing services, whether requested by headquarters or the regions, are procured by the printing specialists at headquarters.

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**Availability:** Rules and Directives Branch  
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*OFFICE OF ADMINISTRATION*

# Printing

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## Directive

### 3.13

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## Contents

|  |   |
|--|---|
| Policy .....   | 1 |
| Objectives .....   | 1 |
| Organizational Responsibilities and                            |   |
| Delegations of Authority .....                                 | 1 |
| Chief Information Officer (CIO) .....                          | 1 |
| Office Directors and Regional Administrators .....             | 2 |
| Director, Information Management Division (IMD), Office of the |   |
| CIO (OCIO) .....   | 2 |
| Chief, Publishing Services Branch (PSB), IMD, OCIO .....       | 3 |
| Applicability .....  | 4 |
| Handbook .....   | 4 |
| Criteria for the Use of Color Printing .....                   | 5 |
| Definitions .....  | 5 |
| References .....   | 6 |



# U. S. Nuclear Regulatory Commission

Volume: 3 Information Management

Part 1: Publications, Mail, and Information  
Disclosure

CIO

## Printing

### Directive 3.13

#### Policy

(3.13-01)

It is the policy of the U.S. Nuclear Regulatory Commission to print documents obtained or produced at NRC expense in accordance with the requirements of Title 44 of the *United States Code* and regulations of the Joint Committee on Printing (JCP). These documents will be printed on JCP-approved equipment or by a contractor authorized by the Government Printing Office (GPO). This policy does not apply to documents produced on NRC's computer equipment or reproduced in the Reproduction and Distribution Services Section.

#### Objectives

(3.13-02)

To ensure that NRC obtains printing for NRC publications and other official business materials and documents in the most effective, efficient, and economical manner.

#### Organizational Responsibilities and

#### Delegations of Authority

(3.13-03)

#### Chief Information Officer (CIO)

(031)

In fulfillment of responsibilities under U.S.C. Title 44 and JCP regulations, as delegated by the Chairman.

Organizational Responsibilities and  
Delegations of Authority  
(3.13-03) (continued)

Chief Information Officer (CIO)  
(031) (continued)

- Oversees the printing program and conducts a coordinated program controlling the development, production, and procurement of materials through the utilization of conventional printing and binding methods. (a)
- Periodically reviews the efficiency of these activities as carried out by NRC and its contractors. (b)

Office Directors and  
Regional Administrators  
(032)

- Ensure that requests for printing and related supplies are for official NRC business and comply with the provisions of this management directive. (a)
- Inform NRC contractors and subcontractors of JCP regulations regarding the requirement that official business printing be procured through GPO-authorized printers. (b)
- Procure all NRC official business printing through OCIO staff whether requested by a headquarters office or by a regional office. (c)

Director, Information Management  
Division (IMD), Office of the CIO (OCIO)  
(033)

Develops and maintains policies, procedures, standards, and guidelines for NRC printing operations.

## Organizational Responsibilities and Delegations of Authority

(3.13-03) (continued)

Chief, Publishing Services Branch (PSB), IMD, OCIO  
(034)

- Serves as head of the printing program as redelegated by the Director, IMD, who was delegated the responsibility by the CIO; provides printing and related services through GPO and GPO-authorized contractors to meet program requirements. (a)
- Ensures coordination, when needed, among the offices and regions and the PSB staff to facilitate timely submission of accurate material to produce manuscripts for publication. (b)
- Prepares and submits to JCP requests for waivers from the *Government Printing and Binding Regulations*. (c)
- Represents NRC with the JCP and the GPO on printing and related activities, including submission of all reports required by the JCP and the GPO. (d)
- Approves the printing of all publications in the NUREG series and other official business materials and documents for which camera-ready copy will be produced for printing in accordance with JCP regulations and budgeting restrictions. (e)
- Reviews and approves, or disapproves, requests for color printing, special stocks, and binding of agency publications in accordance with JCP regulations except that this authority is delegated to the Inspector General for publications within that office. (f)
- Determines which GPO commercial printing services are the most cost-effective for meeting NRC printing requirements. (g)

Organizational Responsibilities and  
Delegations of Authority  
(3.13-03) (continued)

Chief, Publishing Services Branch (PSB), IMD, OCIO  
(034) (continued)

- Obtains concurrence of the Division of Facilities and Security, Office of Administration, on any contract for printing that involves NRC classified or sensitive unclassified information. (h)
- Ensures that when providing printing services involving classified and sensitive unclassified information, the information is handled in accordance with the provisions of Management Directive 12.1, "NRC Facility Security Program," and all other applicable security regulations. (i)
- Determines when a press inspection is required and who should conduct or attend the inspection at the printing plant or whether a review of proofs can be substituted for the inspection. (j)

Applicability  
(3.13-04)

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

Handbook  
(3.13-05)

Handbook 3.13 contains procedures and standards related to NRC printing.

## Criteria for the Use of Color Printing (3.13-06)

The Government guidelines on the use of color printing appear in paragraphs 18-1 through 18-3 of the *Government Printing and Binding Regulations* (see Section (D) of Handbook 3.13). Submit written requests for exceptions to these guidelines to the Chief, PSB, IMD, OCIO.

## Definitions (3.13-07)

**Press Sheet Inspection.** A visit to the printing plant by an NRC printing specialist, responsible staff, or GPO representative to ensure during production that the printer is meeting the required specifications.

**Printing.** As defined by the JCP, includes and applies to the processes of typesetting, platemaking, presswork, collating, and microform; the equipment used in these processes; or the end items produced by these processes and equipment.

**Printing Unit.** One side of one page, printed or blank.

**Proof.** Test sheet made by the printer to reveal errors and flaws, predict results, and record how a printing job is intended to appear. A test sheet may be a blueline, chromalin, color key, composite, or matchprint.

**Blueline.** Prepress, photographic proof where all colors show as a blue image on white paper, also called by the trade name Dylux.

**Chromalin.** Trade name of Dupont for integral color proof.

**Color Key.** Trade name of 3M for overlay color proof.



## Definitions

(3.13-07) (continued)

**Composite.** Proof of color separations in position with graphics and type.

**Matchprint.** Trade name of 3M for integral color proof.

## References

(3.13-08)

Joint Committee on Printing, United States Congress, *Government Printing and Binding Regulations* (S. Pub. 101-9, February 1990).

### Management Directives—

3.7, “Unclassified Staff Publications in the NUREG Series.”

3.8, “Unclassified Contractor and Grantee Publications in the NUREG Series.”

3.11, “Conferences and Conference Proceedings.”

12.1, “NRC Facility Security Program.”

NUREG-0650, Rev. 2, “Preparing NUREG Series Publications.”

### *United States Code—*

Title 5, “Inspector General Act,” Appendix 3.

Title 17, “Copyrights.”

Title 44, “Public Printing and Documents.”

Printing

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Handbook

3.13

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## Contents

|  |   |
|--|---|
| Printing .....   | 1 |
| Preapproval and Submission of Requests for Printing (A) .....      | 1 |
| Preapproval of Requests (1) .....                                  | 1 |
| Submission of Requests (2) .....                                   | 3 |
| Material To Be Printed by the Government Printing Office (B) ..... | 3 |
| Originals (1) .....  | 3 |
| Request Form (2) .....   | 3 |
| Schedule and Priorities (3) .....                                  | 4 |
| Press Sheet Inspections (4) .....                                  | 4 |
| Distribution (5) .....   | 4 |
| Printing Resulting From Contracts for Services (C) .....           | 4 |
| Color Printing (D) .....   | 5 |

## Printing

Printing services shall be acquired by the procedures in this handbook. Employees in the regions and shall coordinate their printing requests with their respective Division of Resources Management before submitting their requests for printing services. The Technical Training Center shall coordinate their printing requests with the Associate Director for Training and Development, Office of Human Resources, before submitting their requests for printing services.

### Preapproval and Submission of Requests for Printing (A)

#### **Preapproval of Requests (1)**

Request preapproval by email message to the Chief, Publishing Services Branch (PSB), Information Management Division (IMD), Office of the Chief Information Officer (OCIO), before drafting a document or a new periodical or a publication in the NUREG series for which camera-ready copy will be produced if the publication requires— (a)

- More than one color ink (i)
- Coated (glossy) stock for the cover (ii)
- Coated (glossy) stock for the text (iii)
- Trimming or folding to a size other than standard 8-1/2 by 11 inches or 6 by 9, or 5.5 by 8.5 inches, which can be trimmed or folded from an 8-1/2 by 11 inch sheet (iv)

## Preapproval and Submission of Requests for Printing (A) (continued)

### **Preapproval of Requests (1) (continued)**

- Foldout pages (v)
- A special cover design (vi)

For some requests, PSB staff will meet with the office staff requesting preapproval before responding to a request. The response to the request will be documented in an email message to the employee who requested the preapproval. (b)

Preapproval for requests, as enumerated in Section (A)(1)(a) of this handbook, are related to cost as follows: (c)

- The printer adds a setup and press run charge for each extra color. (i)
- Coated cover stock costs about 25 percent more than standard offset stock. (ii)
- Coated text stock costs between 300 to 400 percent more than standard offset stock. (iii)
- The printer charges for the expensive manual labor of folding and inserting foldout pages. (iv)
- The printer charges for trimming or folding a publication to any size other than a standard size and for setting the presses to accommodate any nonstandard size. In addition, requests for nonstandard sizes must be submitted to GPO for printers to bid on, usually taking 4 to 6 weeks. (v)
- A special cover design requires use of the graphics staff's services. (vi)

## Preapproval and Submission of Requests for Printing (A) (continued)

### **Submission of Requests (2)**

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

## Material To Be Printed by the Government Printing Office (B)

### **Originals (1)**

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

### **Request Form (2)**

Submit all requests for printing or reprinting, except for NUREG-series publications, on a typed and signed NRC Form 20, "Request for Printing and Copying Services." If the Informs version of the form is used, print and sign it and submit it and four copies. (The copies are for printing, publishing, and distribution services.) Mail or deliver the form and the material to be printed to Mail Stop T-6 G1. (a)

For NUREG-series publications, submit all requests for printing, reprinting, or distribution on an NRC Form 426 or 426A, an authorization to publish, to Mail Stop T-6 E7. Direct questions about these publications to email address PUBS. (b)

## Material To Be Printed by the Government Printing Office (B) (continued)

### **Schedule and Priorities (3)**

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

### **Press Sheet Inspections (4)**

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

### **Distribution (5)**

For assistance in determining the appropriate distribution codes to use for any printed materials other than NUREG-series publications, contact the Reproduction and Distribution Services Section, IMD, email address DISTRIBUTION.

## Printing Resulting From Contracts for Services (C)

The Joint Committee on Printing (JCP) regulations prohibit NRC contractors from providing printing services and restrict the amount of duplicating they may perform for the NRC. Accordingly, all contracts requiring a camera-ready manuscript in paper or on compact disk or other electronic media as a contract deliverable must stipulate that the report manuscript be sent to NRC for final

## Printing Resulting From Contracts for Services (C) (continued)

printing and distribution. See Management Directive (MD) 3.8, "Unclassified Contractor and Grantee Publications in the NUREG Series," and MD 3.11, "Conferences and Conference Proceedings," for detailed guidelines about requesting report manuscripts as contract deliverables.

## Color Printing (D)

The following guidelines from the *Government Printing and Binding Regulations*, published by the JCP, govern the use of color in NRC publications. See Section (A)(1) of this handbook about preapproval for requests to use more than one color ink. (1)

**18-1. Color Printing.** *The committee recognizes that printing in two or more colors generally increases costs. Consequently, it is the responsibility of the head of any department, independent office, or establishment of the Government to assure that all multicolor printing shall contribute demonstrable value toward achieving a greater fulfillment of the ultimate end-purpose of whatever printed item in which it is included.*

**18-2.** *Demonstrably valuable multicolor printing, for the purpose of these regulations, includes the following categories:*

- (a) *Maps and technical diagrams where additional color is necessary for clarity.*
- (b) *Object identification (medical specimens, diseases, plants, flags, uniforms, etc.).*
- (c) *Safety programs, fire prevention, savings bonds programs, and competitive areas of personnel recruiting.*



Color Printing (D) (continued)

- (d) *Areas wherein clearly identifiable savings in costs can be soundly predicated on multicolor use.*
- (e) *Printing for programs as required by law, whose relative success or failure is in direct ratio to the degree of public response.*
- (f) *Color for promotional or motivational purposes such as programs concerning public health, safety, consumer benefits; or to encourage utilization of Government facilities such as programs for social security, medicare, and certain areas of need for veterans would come within this category.*

**18-3.** *Multicolor printing which does not meet the demonstrably valuable contribution requirement of these regulations, includes but is not exclusively limited to the following categories:*

- (a) *Printed items wherein additional color is used primarily for decorative effect.*
- (b) *Printed items where additional color is used primarily in lieu of effective layout and design.*
- (c) *Printed items where additional color is used excessively, i.e., four colors when two or three will fulfill the need; three colors when two are adequate; two colors when one with or without reverse treatment is adequate.*
- (d) *Printed items wherein the inclusion of multicolor does not reflect careful, competent advance planning which recognizes the contribution that the use of color is expected to make to the ultimate end-purpose.*

## Color Printing (D) (continued)

Typical multicolor NRC publications that comply with JCP regulations include recruiting and informational-educational brochures and booklets, safety posters, technical reports related to public health and safety, and compilations such as Case Histories of Radiography Events that show color photographs of the effects on humans of radiation overexposure. (2)