
VIII. SUBMITTING THE CODIFICATION PACKAGE

KEY CONCEPTS

The codification materials must be submitted to both the Office of the Federal Register (OFR) and EPA's Federal, State and Tribal Programs Branch (FSTPB).

OFR SUBMISSION

The codification package to the Office of the Federal Register should be submitted to:

Vickie Reed
(PM 2136)
EPA Liaison to the Office of the Federal Register
401 M Street, SW
Washington, DC 20460

CONTENTS The package to the OFR should include:

- P A transmittal memo to Vickie Reed,
- P **Five copies** (including the original) of the signed codification Federal Register notice, double spaced, single-sided, and numbered consecutively starting with the preamble through the last page of the text,
- P The Chargeback form (Federal Register Typesetting Request (EPA Form 2340-15)) with all the appropriate accounting information (see Appendix J),
- P **Two copies** of the EPA binder, properly labeled, containing the Table of Contents" and the materials to be incorporated by reference, and
- P A letter to the Director of the Office of the Federal Register.

20% DISCOUNT In order to receive a 20 percent discount, a diskette version of the codification Federal Register, with a memo verifying that the disk matches the signed document, should also be submitted.

FSTPB SUBMISSION

The codification package to FSTPB should be submitted to:

Michaëlle Wilson
Branch Chief
U.S. EPA
State and Regional Programs Branch
Crystal Station (CS-1)
2805 Jefferson Davis Hwy
Arlington, VA 22202

CONTENTS The FSTPB's codification package should include:

- P A transmittal memo to the Branch Chief,
- P The signed codification Federal Register notice, double-spaced, singled-sided, and numbered consecutively starting with the preamble through the last page of the text,
- P A copy of the EPA binder, properly labeled, containing the "Table of Contents" and the materials to be incorporated by reference, and
- P A copy of the letter to the Director of the Office of Federal Register requesting approval of the IBR.

EXERCISE For the exercise based on information presented in this chapter, see Exercise VII-1 in Chapter VII.