

United States Environmental Protection Agency
PRINTING, DISTRIBUTION, AND INVENTORY

Form Control Number

1. Product Number
EPA -

2. Originator Name

Melissa Kaps

Phone

(703) 308-6787

Mail Code

5304P

AA/RAship

OLEM

3. Date Submitted

10/10/18

4. Date Required

11/01/18

5. Format

Leaflet

6. Length

2 pages (front and back)

7. Title Pre-incident Planning for Waste Management

8. Issuance

☒ Initial

☐ Periodical - Frequency will be _____ issues per _____

☐ Reprint - Date last printed _____

☐ Revision of existing product - Title: _____

Number: _____

9. Source

☒ Program

☐ Other (specify-38)

☐ Public Information Center

☐ NCEPI - Cincinnati

☐ National Technical Information

10. Audience(s)

☒ Interest Groups

☒ Other

☐ Personal

☒ Governmental

General Public

☐ Students/Teachers

☒ Business & Industry

☐ Scientific/Technical

11. Catalog Description (narrative of topics covered and points made)

This brochure explains why pre-incident waste management planning for all hazards is very important. It encourages emergency planners, managers, and responders in the public and private sectors to prepare for incident waste in advance of catastrophic incidents. Catastrophic incidents can generate large amounts and varieties of waste, and the brochure lists small but significant steps that can be taken prior to an incident that can have a big impact on the overall response. It also illustrates EPA's four-step pre-incident planning process to help communities prepare for managing waste from an incident.

12. Size

4" X 9"

13. Quantity

300

14. Estimated Cost to Print

\$225.00

15. Is Overtime Authorized?

☐ Yes

☒ No

16. Pieces Submitted

Camera Copy _____

Negatives _____

Other (specify-38) 1 doc file

17. Inspections

☐ Blue Lines

☐ Chromalins

☐ Press Visit

18. Paper

Text 40lb/white/offset

Cover

19. Ink Color

Text four-color

Cover

20. Run

☐ One-sided

☒ Head to Head

☐ Other (specify-38)

21. Binding

☐ Side

☐ Saddle

☐ Other (specify-38)

☐ Corner

☐ Perfectbind

22. Punch

☐ Top Left

☐ 3-Ring binder

☐ Perforate/Score

23. Printing Completed

24. Number of items per Mailing Piece

25. Envelopes or Self-mailer

Envelope Size: _____

Permit imprint? Yes No

26. Dist. Completed

27. Distribute To (name of mailing list, OR quantity of labels attached, OR source of labels)

Drew Sullivan, OLEM/ORCR, Potomac Yard South, Mail Code: 5305P

28. Other Addressees/Quantity:

Originator/ _____ NCEPI/ _____ PIC/ _____

Other/ _____

29. Mail Class:

First

Third

Fourth

Special Fourth

UPS

Bulk Rate

Overnight

Custom Design (pouch)

Internal

30. Est. Postage Cost

31. Distribution/Mail Plan Approved (Signature and Date)

32. Mailing Completed

33. Funding Numbers (Printing)

| Line | DCN (Max 6) | Budget/FYs (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Results Code (Max 9) | Object Class (Max 4) | SFO (Max 2) |
|------|----------------|-----------------------|----------------------------------|----------------------------|---------------------------------|-------------------------|----------------|
| 1 | DAP004 | 1819 | B | 31H | 000DA1 | 2411 | |
| 2 | | | | | | | |

| | Amount | (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code (Max 7) |
|---|--------|-----------|---------|-------------------------|--------------------------|
| 1 | | 225 | 00 | | |
| 2 | | | | | |

34. Commitment Clerk (Funds are available for printing)

Name: Scott J. Maud

Signature: 

Date: 10/11/18

35. Additional Approval

Name: Jeremy Ance

Signature: 

Date: 10/10/18

36. Product Review Officer (Certification of compliance. See reverse)

Name:

Signature:

Date:

37. Inventory Control - PRC, OCEPA

Signature:

Date:

OR, Exempt due to: ☐ <1000 ☐ <6 months ☐ Fed Reg ☐ Press ☐ Testimony ☐ Memos ☐ Internal A/V ☐ I.G./CERI

38. Comments & Special Instructions

Brochure should be folded in half (so that the right half of the first page becomes the first page of the brochure)
full bleed
print in color

**Compass Data
Warehouse****Document Review**

Compass Document: RQ 1931DAP004

10/11/2018 07:07:51
Welcome**Document Summary:** [General Ledger Entries](#)**Doc Type:** RQ**Doc No:** 1931DAP004**External Doc No:****Commitment Date:** 10/10/18**Closed Date:****Servicing Finance Office:** 75**Original Amount:** \$225.00**Available Amount:** \$225.00**Description:****Extended Description:****Document Details:** [Expand](#)

| Line# | Line Amt | Obligated Amt | Refunded Amt | Available Amt | BFY | Fund | Org | Program | Project | FOC | CostOrg | Comments |
|-------|----------|---------------|--------------|---------------|----------|------|-----|---------|---------|------|---------|---|
| 1 | \$225.00 | \$0.00 | | \$225.00 | 20182019 | B | 31H | 000DA1 | n/a | 2411 | | Printing - leaflets for pre-incident planning for v |

Document Activity:[Warehouse Homepage](#)[EPA@Work Home](#) | [EPA Internet](#)https://epamfra101.fedcloud.cgipdc.cginet/neis/ifms_doc.resolve

This web page was last updated on 08/08/2018.

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