



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON7 D.C. 20460

JAN 19 2001

OFFICE OF
SOLID WASTE AND EMERGENCY
RESPONSE

OSWER 9335.5-05

MEMORANDUM

SUBJECT: Submission of Records of Decision (RODs) Documents
in Electronic Format

FROM: Elaine F. Davies, Acting Director /s/
Office of Emergency and Remedial Response

TO: Superfund National Policy Managers, Regions 1-10

It has been our practice for many years to distribute Regional RODs, in hard copy, through our Headquarters Document Center. With continued advances in EPA's desktop document processing technologies, we would like to make the next step in our evolution to a truly paper-less office. With this in mind, effective immediately, all signed RODs, ESDs, and ROD amendments should be submitted by the Regions to the ROD Clearinghouse at our Document Center in Portable Document Format (PDF) files. Original hard copies will no longer be necessary.

Small documents can be sent as e-mail attachments to the Document Center ([Document Center Superfund @epa.gov](mailto:DocumentCenterSuperfund@epa.gov)). PDF files too large to be sent through the EPA e-mail system should be mailed to the Document Center on well-labeled diskettes or CDS. We would ask that you convert the files to PDF format utilizing PDF Writer or Optical Character Recognition (OCR) software so that the resultant documents are fully searchable. Your PDF files will be maintained indefinitely by our office, and updated each quarter for public distribution through the Superfund Public Information System (SPIS) and the OERR LAN.

We will continue as before to abstract and review ROD data for entry into CERCLIS. The Document Center will continue to make hard copies of RODs available upon request, but we will seek to make the quarterly SPIS CD the primary source for ROD data from EPA. With your assistance we can now make ROD information available even more quickly to our staff and the

public, in a cost-effective manner that will aid our compliance with the Americans With Disabilities Act (ADA). If you have any questions about our move from paper to PDF format, please contact Scott Maid, HOSC (703-603-8723 or maid.scott@epa.gov) or Margret Brown, IMC (703-603-8876 or brown.margret@epa.gov).

cc: Jeff Josephson, Superfund Lead Region Coordinator, USEPA Region 2

NARPM Co-Chairs

OERR Records Manager, IMC 5202G

OERR Documents Coordinator, HOSC 5202G

OERR CD/SPMs

Regional ROD Coordinators