

Guidance for Preparing Field Office Fact Sheets, Viewgraphs, and Posters

Note: Fact Sheets have also come to be known as Site Summaries because of the header on the template. They are referred to as simply Fact Sheets throughout the Guidance.

Description

Purpose of Field Office Fact Sheets, Viewgraphs, and Posters:

Provide information about how site cleanup needs have been and are being met through the use of innovative technologies. The goal is to put the technologies within the context of how they are helping EM achieve cleanup rather than to simply highlight technologies. Fact Sheets, Viewgraphs, and Posters should highlight past accomplishments.

Audiences:

DOE site managers, site cleanup contractors, DOE HQ managers, Congress, congressional staffers, OMB

Concept:

This guidance will help ensure Fact Sheets, Viewgraphs, and Posters for different Field Offices are similar, however, there is room for flexibility. It is expected that OST Site Team Representatives will coordinate the development of their Fact Sheets, Viewgraphs, and Posters to meet their specific needs. OST Site Team Representatives are responsible for maintaining electronic copies of their Fact Sheets in MSWord or WordPerfect. Unitec will create and maintain the files for Viewgraphs and Posters.

Responsibilities

Site Team Representatives:

Create, maintain/update, and use the Fact Sheets, Viewgraphs, and Posters as appropriate to promote site cleanup accomplishments realized through the use of innovative technologies.

Unitec graphics:

Provide graphics as requested by OST Site Team Representatives for incorporation into Fact Sheets. Maintain electronic copies of Viewgraphs and Posters.

OST Communication Program:

Compile, on a quarterly basis (March 31, June 30, September 30, and December 31), the OST Site Team Representatives' Fact Sheets for all Field Offices. Coordinate the use of the posters in Forrestral wall displays and for other purposes.

Development, Approval, and Production Process

1. Site Team Representatives maintain their own Fact Sheets (a running list of problems solved through the use of innovative science and technology on a Field Office basis) and coordinate with Unitec to maintain Viewgraphs and Posters.
2. Site Team Representatives obtain approval for Fact Sheets, Viewgraphs, or Posters from the EM-30/40 Office Director or Team Lead as appropriate. (Site Team Representatives should also consider sharing drafts with other interested parties to ensure accuracy and gain input during the development stage).
3. Site Team Representatives provide Fact Sheets on a quarterly basis (March 31, June 30, September 30, and December 31) to the Communication Program Manager.
4. Site Team Representatives coordinate production of required quantities of Fact Sheets, Viewgraphs, and/or Posters. Originals for the Fact Sheets can be printed on a laser printer and then duplexed on a photocopier. Viewgraphs can be directly printed onto transparencies or printed onto paper and then photocopied onto transparencies.
5. Site Team Representatives deliver the Fact Sheets and Viewgraphs as directed.

Note: Stand-alone products created for OMB or the Hill must be approved by DOE Public Affairs. The OST Communication Program Manager coordinates this approval process.

Fact Sheet Instructions for Site Team Representatives

Note: Fact Sheets can be created in either MS Word or WordPerfect.

Fact Sheet templates in MS Word (facttemplate.doc) and WordPerfect (facttemplate.wpd) are available online in the OST Communication Notebook (<http://ost.em.doe.gov/efd/ost/pubs/guide.htm>) listed under Field Office Fact Sheets, Viewgraphs, and Posters. The template has a standard header and footer. Text and graphics are also included for placement only. The following instructions explain how to replace the text and graphics. When using the template, begin by saving it with another name (such as the site name followed by a version number – Ohiov1.doc or Ohiov1.wpd). That way, you can always start over with the unaltered template.

Text: Text that is shown in brackets on the template is for placement only and should be typed over or deleted and replaced. The numbers inside the brackets correspond to the numbered instructions below. Paragraph form is preferred, but the information can also be provided in list or bullet form. Follow the instructions below to prepare new text.

1. Indicate the Field Office being featured in the main title. Please note that there should be only one Fact Sheet per Field Office. Multiple sites within a Field

Office can be included on one Fact Sheet, but it should be organized in one document. (See item 3)

2. Put the current month at the top right.
3. Put the name of each site featured within the Field Office in bold as section headings.
4. In italics, write subsection headings for subsequent text sections that indicate a problem that is being addressed at the site. Sample headings could be: “Retrieval of Waste from Gunitite Tanks,” “Remediation of Groundwater contaminated with TCE at Paducah,” or “Dismantlement of Facility X.” The subsequent sections should be running lists in reverse chronological order of significant cleanup activities that benefited from the use of innovative technology. For instance, when updating the Fact Sheet quarterly, the more recent accomplishments appear at the top of this list. You can include as many subsections under a site as necessary to highlight the significant accomplishments. There is no page limit. Weekly highlights can serve as one source for technology accomplishments to feature on the Fact Sheets.
5. The subsection text should briefly cover the following:
 - a A description of the cleanup problem being addressed or background information about the specific facility involved.
 - b The innovative technology or technologies that are being used to address the cleanup problem and when they were used. This should not be a detailed technical description. The technology name could be put in bold type to help it stand out and should include a Tech ID number for reference.

Please Note: Both OST and non-OST technologies can be included in a Fact Sheet. To differentiate the two, indicate the sponsoring organization for an OST technology in parenthesis when providing the Tech ID as follows: (SCFA, Tech ID 12). For a non-OST technology, just give the number as follows: (Tech ID 7012).

- c Some benefits of the innovative technology or why its use was/is significant. This could be explained by using a comparison with the baseline technology but should not become a detailed technical description.
 - d The timeframe of when the use of the innovative technology occurred/is occurring/is planned to occur (e.g., Fiscal Year, month and year).
6. Update the version number for the Fact Sheet on the last line of the last page. Number each version in whole numbers. Fact Sheets should be updated at least on a quarterly basis ((March 31, June 30, September 30, and December 31).

Site Map: Graphics staff at Unitec will design a map that depicts the site(s) within a Field Office and the locations within those sites where cleanup technologies were used. Maps should only point to 3-6 of the most significant deployments at a single site in order to avoid a cluttered graphic. There can, however, be multiple maps (one for each site mentioned) on a single fact sheet. Work with the Unitec graphics staff as necessary to create a new or update an existing map. Have Unitec send an electronic version of a map

and then insert it into the electronic copy of the Fact Sheet, replacing the map shown on the Fact Sheet template.

Viewgraph and Poster Instructions for Site Team Representatives

Under the direction of Site Team Representatives, Unitec will create and maintain electronic copies of Field Office Viewgraphs and Posters. Samples of completed Viewgraphs and Posters are available online in the OST Communication Notebook (<http://ost.em.doe.gov/ifd/ost/pubs/guide.htm>) listed under Field Office Fact Sheets, Viewgraphs, and Posters.

To initiate the development or updating of a Viewgraph or Poster, send the information listed below to Unitec graphics in an e-mail.

For the four best examples of innovative technology use by the Field Office (selected from accomplishments highlighted on the Field Office Fact Sheet) provide:

1. A description of a cleanup problem being addressed with an innovative technology
2. An OST technology that is helping to address the need
3. 2-4 brief bullet statements about the benefits of the technology
4. The Focus Area supporting the technology
5. The location of the site where the technology is being used (so it can be shown on a Field Office map)

Unitec will provide drafts for review. Several iterations may be necessary before a version is ready for the review process. One or more additional iterations may also be necessary as a result of comments received during the review process. After the Viewgraphs and Posters are completed and approved, Unitec will provide the size and quantity requested by the Site Team Rep.