

Visuals - Providing the Picture

OST stores hard copy visuals in the Visuals Library. The Technology Management System (TMS) stores electronic copies of visuals. TMS also stores the following visual information:

Lib ID	Unique identification number assigned by the system.
Library Item Title	Caption describing the visual. Caption should be a full sentence with sentence punctuation.
Synopsis	Description of the visual. Synopsis information could be included in text to describe the visual.
Submitter's name	First name and last name of the submitter.
Keyword(s)	Words that describe the visual. Used to search the visuals library.
Related Tech ID(s)	OST/TMS ID # related to the visual.
Visual Date	Date the photo was taken.

Each Focus Area and Crosscut program has visuals points of contact. The points of contact are the only people who can provide graphics at this time. The Focus Areas may add other names. The following table lists these contacts:

Program	Visuals Point(s) of Contact
Accelerated Site Technology Deployment Program	TBD
Characterization, Monitoring, and Sensor Technology	Greg Gmurczyk
Efficient Separations and Processing	Jim McGlynn
Industry and University Programs	Alan Browne Janna Unterzuber
Robotics	Sharon Curd
Decontamination and Decommissioning Focus Area	Rob Vagnetti Bill Lupichuk Bill Dassing
Environmental Management Science Program	TBD
Mixed Waste Focus Area	Kelvin Wright Jodi Townsend Ken Merrill

Program	Visuals Point(s) of Contact
Nuclear Materials Focus Area	TBD
Subsurface Contaminants Focus Area	Penny Matthews Patrick Crockett
Tanks Focus Area	Janna Unterzuber Joan Young

Before sending a photo, the visual point of contact will review the following 6 steps:

1. Verify the visual belongs to the appropriate OST/TMS ID #.
2. Verify that the visual is not currently in TMS.
3. Verify that the visual is of good quality.
4. Verify that the visual belongs to your program. If not, the program that owns that technology must approve the visual. Submit the approval documentation along with the visual.
5. The preferred format to provide a visual is an 8x10 color photo. The color photo can be scanned into TMS, can be used in presentations, and can be used in communication products. Send an 8x10 original hard copy photo / image to:

Diana Krop
EM-54, MS 1135 CL
19901 Germantown Road
Germantown, MD 20874-1290

6. Another format to provide a visual is electronic versions. If you choose to provide an electronic version, the file should be at the highest resolution possible. Graphics cannot be smaller than 3x5. Before submitting the graphic, review the electronic version to check for good quality. Only JPG or TIF formats, at 150 or higher dpi, will be accepted. If the graphic is used in a poster, publication, or other printed product, a higher quality electronic version is required. We may request the graphic at 300 dpi.

Other Information

When reviewing a visual use the 'ask your mother' rule. If you showed the visual to your mother, would she understand the purpose of the visual?

Avoid sending repetitive pictures that do not add value. Additional pictures should show new information.

In ITSRs and other documents, the printed copy will use black and white photo. In these cases, photo should be legible when reduced to gray scale. The web versions of the ITSR may use the color version of the photo.