

**Phase Report Template**  
**Chapter 9: DOCUMENTATION**  
**AHETF-9.1.0.**

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## 1.0 PURPOSE AND SCOPE

- 1.1 This Standard Operating Procedure (SOP) describes the process for use and completion of the standardized phase report template designed for the contract facilities conducting field and analytical studies for the Agricultural Handlers Exposure Task Force (AHETF). Contents and required elements for individual reports are detailed in SOP AHETF-4.A.
- 1.2 Due to government requested specifications for electronic submissions of study reports, the original document may be created in any recent version of Microsoft® Word® (i.e., Office 2003, 2002, 97). However, the conversion of the file into Adobe® Portable Document Format (PDF) must be done to Adobe® 5.0. Later versions must have the PDF file saved to the 5.0 format.

## 2.0 REPORT FORMATTING

- 2.1 The electronic template is preformatted as described in this section. No changes shall be made to the formatting unless otherwise approved by the AHETF. Requests for changes to the formatting should be directed to the appropriate Study Director. This template was modeled after the EPA OPP – Electronic Submission and Review Specifications.

- 2.2 Times New Roman (the default font requested by the USEPA for electronic submissions) or an equivalent font, shall be used for all text, tables, and figures. The standard size will be 12 pt. with no text smaller than 8 pt. Italicized fonts should be avoided and script fonts may not be used. This is the default font requested by the USEPA for electronic submissions.
- 2.3 Boldface should be used for highlighting section titles and key words and phrases in the text. Underlining should be avoided. Shading in tables may be used if no greater than 40% or reversed text (white text on a black background) may be used. Single lines are preferred to double lines.
- 2.4 Line spacing should be 1.0 and not greater than 1.5. Line height should be set to automatic. All documents should be set to automatic kerning.
- 2.5 Margins should be at least 1.25" on the left and no less than 0.75" on the right. Top and bottom margins should be set between 0.75" and 1.00". For field and analytical reports to be appended to the final summary report, the top and bottom margins may be adjusted to accommodate additional pagination.
- 2.6 Each page, except the cover page, must have a header and/or footer with the AHETF study number and pagination. The header and/or footer may contain a single line at its bottom edge to set it off from the text. The header and/or footer text shall be in 10 pt.
- 2.7 Text alignment should be set to either left or full justification (preferred), and must be consistent throughout the report. Subsections and paragraphs should be indented on the left, with no hanging indentation (even left alignment at each outline level). Tab stops should be no less than 0.25" per level and no greater than 0.50" per level.
- 2.8 Titles and section headings should be larger than the body text. These items should be set to no larger than 14 pt. and should be set in boldface. Individual sections shall be identified by a whole number, with subsections being identified by that number and a sequential decimal, then by a lowercase letter.

- 2.9 Tables and figures should be identified by Arabic Numerals, such as "Table 1." or "Figure 7." Appendices shall be identified by capital letters, such as "Appendix A." All tables, figures and appendices must have a descriptive title.
- 2.10 Where superscripts are necessary to designate a footnote, these should be letters and not numbers.
- 2.11 Optically scanned copies of data may be included in an appendix, as necessary. Copies should be copied at their original size (1:1 if 8.5" x 11.0" or smaller). If oversized pages are to be copied, they should not be reduced less than 80% of original size. All information must be legible. Contrast must be adjusted so that no areas are too dark or light. Any unreadable copies will be rejected, and must be re-scanned or removed and excluded from the report.

### **3.0 ELECTRONIC FORMATS**

- 3.1 All report and manipulated data must be presented to the AHETF in an electronic format. To maintain consistency from all contractors, each report document must be in Microsoft® Word® for Windows® 97 or compatible format. All spreadsheet data must be in Microsoft® Excel® for Windows® 97 or compatible format. Macintosh® formatted data are not acceptable. This template was created using EPA's Specifications for Creating PDF® Version of Study Reports.
- 3.2 All signed pages will be optically scanned separately and stored in PDF® format. These signed pages need to be inserted into the final phase report file.
- 3.3 Electronic submissions to the EPA must be in Adobe® Acrobat® PDF format version 5.0. Later versions of Acrobat® may be used; however, the output must be in the 5.0 format. EPA's website ([http://www.epa.gov/oppfod01/eds/softset\\_study.pdf](http://www.epa.gov/oppfod01/eds/softset_study.pdf)) contains a guidance document entitled, "Software Settings for the Creation of PDF Files for Electronic Submission." This document should be referred to when setting the PDF conversion settings. All documents will be converted versus distilled.

- 3.4 All data should be electronically available. All word processing files, spreadsheets, photographs, and optically scanned figures must be submitted to the AHETF on a CD-ROM, along with the completed PDF® phase report. One original signed hard copy of the phase report will also be submitted.

#### **4.0 COMPLETION OF ELECTRONIC TEMPLATES**

- 4.1 It is imperative to complete the electronic template in the prescribed manner in this SOP. Failure to follow the specified techniques will result in an incoherent electronic version of the phase report.
- 4.2 After all reviews have been completed, the report must be converted to Adobe® PDF® then printed. This will serve as the final original document. As different printers produce slightly different formatting, it is important to edit the document layout with an Acrobat® compatible printer as the selected printer.
- 4.3 Cutting and pasting from an old document presents problems both in appearance and in the conversion process. If you need to do this, do not copy a whole section but by paragraph. Use the styles box to keep text in the proper formatting, if necessary.
- 4.4 Refer to your "STYLE" bar to see the applicable formatting. The "STYLES" have been preset to wrap a paragraph to the correct position without placing a hard return then tabbing or spacing over. Do not space to align (this will not convert to PDF format cleanly).
- 4.5 All paragraphs in the templates are defaulted to be full aligned (per SOP). Cutting and pasting from another document may change the default alignment and you will need to follow the steps noted above in §4.3. You will then need to manually change the alignment for pasted sections.
- 4.6 Spacing between paragraphs and sections is also embedded using styles so no extra lines need to be added.

- 4.7 Starting with an existing document and trying to add these new styles, one may get it to look right when printed, but electronically it has too much extraneous formatting and cannot be converted properly. This also increases the document size.
- 4.8 All "<>" are placeholders for information. All print in italics are places needing appropriate text inserted, usually encased by < >. Some examples are given in italics. Delete "<>" marks from completed sections.
- 4.9 Do not alter the template margin settings.
- 4.10 On the field and analytical templates, landscaped pages have a text box that will contain the footer information. The verbiage "AHETF Template <date>" that appears on portrait pages was purposely omitted from landscaped pages on the templates. This verbiage will need to be replaced with appropriate report information on all footer sections for the draft and final reports.
- 4.11 On the field and analytical templates, within Microsoft® Word® change the document properties to reflect the author of the report and a descriptor of the report (i.e., AHE06 - Acephate Method Validation or similar verbiage). This is changed by selecting the file menu, then properties, and choosing the summary tab.
- 4.12 Manually add the final hard page breaks only after all other formatting and changes have been completed, and then convert to PDF format.
- 4.13 It is recommended not to change any format setting in the templates, as it may affect several sections throughout the document. Local formatting may be adjusted manually, as necessary.
- 4.14 Extra figures, spreadsheets, tables, photographs, etc. should be converted into PDF format separately from the text in the template, then combined, in proper order in Adobe® Acrobat® before completion.

## 5.0 CONVERTING PROCESS

- 5.1 EPA's website contains a guidance document entitled, "Software Settings for the Creation of PDF Files for Electronic Submission." This document should be referred to when setting the PDF conversion settings. Unlike printing direct to Distiller, the use of PDFMaker allows for the creation of tagged PDF files, preservation of bookmarks and links, and conversion of metadata from the original Word document.
  - 5.1.1. No passwords shall be used. The encryption level will be set to 128-bit. Permissions will be set to enable content access for the visually impaired and allow content copying and extraction. Changes allowed will be limited to comment authoring, form field fill-in or signing and printing will be fully allowed.
  - 5.1.2. "Cross-document links" and "convert internet links" should all be enabled. Set link destination magnification to "inherit zoom." The Comments - Notes, Text Boxes – Article Threads, Page labels, cross-reference & ToC links and footnote & endnote links should all be selected.
  - 5.1.3. Convert word headings to bookmarks should be chosen.
  - 5.1.4. Set the document open options to "Bookmarks and Page", "Page Number" as "1" and open magnification to "default." Set link appearance type to "thin visible rectangle," highlight to "invert", line style as "solid" and color to "blue".