SUPERFUND DOCUMENT CODING SHEET (WebCenter)

Instructions: *Complete all fields and check all boxes, as applicable. Print and sign your name (not initials) when the form is complete.*

Site Name *	Anaconda Aluminum Co Columbia Falls Reduction Plant
SSID #	A882

OPERABLE UNIT(S)

Unit	00	Unit Name	Sitewide
Unit		Unit Name	
Unit		Unit Name	
Additional OUs			
Barcode	☐ Separately ☒ Grouped as one document		

DOCUMENT INFORMATION (RESOURCE TYPE) (only one)

Document Date (mm/dd/yyyy)	10/8/2015	No Date ☐

- ☐ Administrative Record Index
- ☐ Agreement
- ☐ Analytical Data Document
- ☐ Chart/Table
- ☐ Contract Documentation
- ☐ Correspondence
- ☒ Document Packet
- ☐ Figure/Map/Drawing
- ☐ Financial Documentation
- ☐ Form
- ☐ Laws/Regulations/Guidance
- ☐ Legal Instrument
- ☐ List/Index
- ☐ Meeting Document
- ☐ Notes
- ☐ Other
- ☐ Photograph
- ☐ Publication
- ☐ Report
- ☐ Shipping Manifest
- ☐ System Documentation
- ☐ Work Plan

PROGRAM AREA* (multiple allowed)

- ☐ Community Involvement
- ☒ Enforcement
- ☐ Federal Facilities
- ☒ Remedial
- ☐ Removal
- ☐ Site Evaluation (Site Assessment)
- ☐ Site Support (ARRA, Brownfields)

COLLECTION NAME(S) (if applicable)

AR Title		SEMS (CERCLIS) Sequence ID	
FOIA			
Work Performed			
Cost Recovery	104e responses		
Special			

Special Instructions / Notes:

Columbia Falls Aluminum Company 104e response - 4th production

Submitter Printed Name*	Scott Wilder	Mailcode	ENF-RC
Submitter Signature*	S. Wilder	Date	3/23/2016

ACCESS CONTROL* (multiple allowed) – *FOR ATTORNEY USE ONLY*

Controlled (not releasable)

- ☐ Copyright
- ☐ Legal-Administrative Procedures (*Enforcement Confidential*)
- ☐ Legal-Privilege (*Deliberative Process*)
- ☐ Legal-Privilege/Attorney-Client Privilege
- ☐ Legal-Privilege/Work-Product Protection (*Attorney Work Product*)
- ☐ Legal-Protective Order
- ☐ Privacy
- ☐ Proprietary Business Information (*CBI Determined*)
- ☐ Proprietary Business Information-Claimed (*CBI Claimed*)
- ☐ Undetermined

Uncontrolled (releasable)

- ☐ Uncontrolled

NOTE: Items in italics denote the Access Control type in SDMS (former Records Management System).

Attorney Printed Name*		Mailcode	
Attorney Signature*		Date	

**** All fields with an * are required.***

Description	Definition
Administrative Record Index	Index of Administrative Record collections. Will normally be published to the EPA web.
Agreement	A legally binding agreement/contract to a course of action.
Analytical Data Document	Data obtained from analysis of specimens or samples.
Chart/Table	A graphical representation of data.
Contract Documentation	Includes monthly deliverables and work performed documentation, i.e., reports, cost packages, contractor financial documentation (invoices, vouchers, cost estimates).
Correspondence	Correspondence is the primary category which includes Email, Letter, Memorandum and Record of Communication.
Document Packet	A collection of miscellaneous documents consisting of various document types used for a specific or unique purpose.
Figure/Map/ Drawing	An illustration or pictorial representation of a particular place, area, structure or region.
Financial Documentation	Includes non-contract related financial documentation.
Form	A printed document with blank spaces for insertion of required or requested information.
Laws/Regulations/Guidance	A law, rule, or other order prescribed by authority, agreement or custom. Can be used by Regions/HQ for additional direction.
Legal Instrument	A document issued by the court that states some contractual relationship or grants some right.
List/Index	An item-by-item listing of information about documents such as Title, Document Date, Number of pages, Author.
Meeting Document	Any record that supports an assembly or meeting.
Notes	An informal or handwritten document of personal notes.
Other	A document that does not meet existing document types should be indexed as 'Other'. This document type will be reviewed on a quarterly basis to determine if documents should be reassigned to other document types.
Photograph	An image that realistically captures a real-world scene.
Publication	A written composition found in a magazine, newspaper, periodical, journal that is intended for general circulation.
Report	A collection of information containing components such as a study, assessment, inspection, evaluation, review, update, sampling and analysis. Report can include charts, tables, graphs, maps, photographs, etc.
Shipping Manifest	A document that provide details of the shipment or receipt of samples, goods or products.
System Documentation	Detailed information about the SEMS application, modules, tools, or peripheral applications including its architecture, design, data flow, requirements and programming logic. Will be used by Headquarters for SEMS system and technical documentation.
Work Plan	A series of steps to be carried out or goals to be accomplished. Includes anything with 'plan' in its title.