# 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) | 11/10/2014 | 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 - 1st 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. |