SUPERFUND DOCUMENT CODING SHEET

***Instructions**: Complete all fields and check all applicable boxes (if more than one item applies). Print or write legibly. Please sign name, not initials, for signature line(s).*

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❶ **Site Name** Anaconda Aluminum Co. ❷ **SSID#** A882

❸ **Operable Unit(s)** 00 **Operable Unit Name(s)** Sitewide

❹ **Phase Activity**

Check one or more below

____ **Site Assessment**
- ____ Screening
- ____ PA
- ____ SI
- ____ ESI
- ____ Decision Document
- ____ Other (i.e. contact info., media records, interviews) CFAC initial104e response

Check one or more below

____ **Removal**
- ____ ER/Time Critical
- ____ ER/Non-Time Critical
- ____ Site Evaluation

Check one or more below

____ **Remedial**
- ____ Design/Action
- ____ Studies/Remedy Selection

____ **HRS (Check one or more below)**
- ____ Proposed Package
- ____ Documentation ____ Category (1-7)

____ **Post Construction**

____ **Post Work Cost Recovery**

____ **Brownfields**

____ **Other (describe)** ____

❺ **Access Code(s)**

____ **Public (Releasable)**

____ **Privileged (Not Releasable)** (Check type below)
- ____ Attorney Work Product
- ____ Attorney-Client Communication
- ____ CBI Claimed
- ____ CBI Determined
- ____ Deliberative Process
- ____ OGC OK
- ____ Enforcement Confidential
- ____ Privacy

❻ **Special Instructions or Notes** This coding sheet is for the 8 boxes of approximately 20,000 documents that made up the Columbia Falls Aluminum Company's initial 104e response.

❼ **Collection Name:** ____ AR ____ Work Performed ____ FOIA ____ Cost Recovery ____ Discovery ____ Special or Other (Describe): ____

1 ____ 6 ____
2 ____ 7 ____
3 ____ 8 ____
4 ____ 9 ____
5 ____ 10 ____

❽ **SIGNATURE(S)**

Submitter's Signature Scott Wilder Date 1/23/15

Attorney's Signature ____ Date: ____

Revision 2/2005

INSTRUCTIONS FOR SDMS CODING SHEET
PRINTING, SAVING, AND CREATING A TEMPLATE

How to Use the Coding Form

After saving the file to your hard drive or network drive, go to where you saved the file and open the form. The form can be used in the following ways:

(1) you can print the form and handwrite all information onto the form;
(2) you can type right onto the PDF form then print it; or
(3) you can create a template by typing onto the form only the information that won't change and save it using the Cute PDF Writer as described below.

Printing a Blank Form and Handwriting onto the Form

If you choose to handwrite information onto a blank form:

(1) print the blank form
(2) handwrite on the form, date and sign the form
(3) give the completed form to your attorney with the documents for review and their signature or initials

Filling Out the Form On Your Computer

This PDF Coding form can be filled out by you on your computer. Follow the directions below.

(1) Begin filling in the form by placing your cursor on the first line (SITE NAME).
(2) Type in the site name and then from this point use the **TAB KEY** to proceed from line to line or you may use your mouse and place the cursor on the desired line.
(3) Wherever there are check boxes, place your cursor on the appropriate box, click on the left mouse button, and an automatic check mark is inserted. You will notice that a "hand" replaces the cursor whenever there is a check box.
(4) Special Notes and the Names of Collections can be typed in and you can progress to the next line by using the **TAB KEY.**
(5) Type in your name and the attorney's name. When you print the form you can initial next to your name.
(6) To **Print** the document, print as you would do normally for a PDF image.
(7) Because this is a protected PDF form, you cannot save the file as you would a normal file. Follow the CutePDF instructions below to save a completed form.

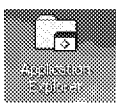
Making a Template for Later Use

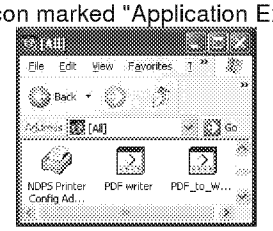
A template can be a time-saving device. To create a template, fill out the form with only the information that will NOT change. Follow the directions above. Then save the template using the CutePDF Writer. Follow the directions below.

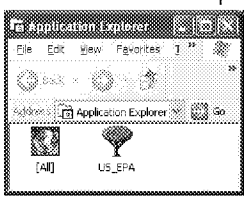
Saving a Completed Coding Form or Template Using CutePDF Writer

To **SAVE** the completed form for your records, follow this process:

(1) Open the form and go to **File/Print** and check to see if you have "CutePDF Writer" in your list of printers.
(2) If you cannot find the Cute PDF Writer in your list of printers, complete the following steps:
- Go to your desktop icon marked "Application Explorer" and double click on it to open the file.

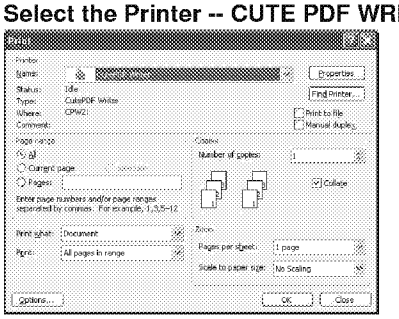


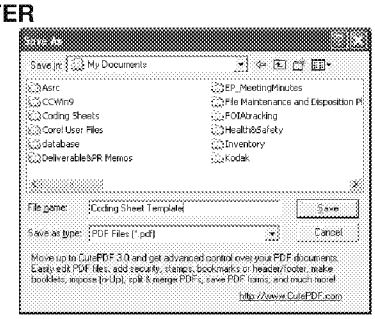




- Click on the icon marked "All" then open the folder labeled "PDF Writer"
- You will get a message that it is distributing the application. Then you will get a message to restart your computer. Click "Yes" to restart so the PDF writer is added to your printer list.

(3) If you see that you have the CutePDF Writer in your list of printers, you can follow the directions below.
- Click on **FILE, PRINT**
- **Select the Printer -- CUTE PDF WRITER**





- Click **OK.** There is a slight delay as if printing, **BUT then a SAVE AS SCREEN appears**
- Select the drive and file you want to save the completed form in and then type in a **File name** and click **SAVE.**