

PUBLICATIONS

SOURCE: OHIO EPA ADMINISTRATION

CONTACT: PUBLIC INTEREST CENTER

Publications Policy:

Definition of *Publication*

1. For purposes of this policy, publications include pamphlets/brochures, leaflets, fact sheets, all newsletters and annual reports, reports and executive summaries mass produced for the general public or which may be widely read by the general public. Publications may be printed or developed exclusively for the Web. They do not include news releases developed and sent by PIC, letters or interoffice memoranda, technical guidance documents, or papers submitted by individuals to scientific journals (see additional requirements under *Content Review* portion of this policy).
2. As a service to the Agency, PIC will review the content and design of materials not falling within this definition at the request of any employee, if time allows. Typical items might include technical guidance documents, PowerPoint presentations, speech handouts and signage for exhibits and displays. PIC's review would check spelling, grammar, readability, and visual presentation.

Content Review

1. All publications produced by the Agency must contain information that is consistent with Agency policies, positions and practices.
2. PIC must have an opportunity to review and approve publications prior to printing and distribution. PIC's review is for readability, conformance with Agency positions and policies, grammar and spelling, and conformance with Agency graphics standards. When there is doubt about the applicability of this policy to a particular document, employees should consult PIC for a decision about whether it needs PIC review.
3. Final drafts (after all other approvals are obtained) should be submitted to PIC. Managers in the division/district/office creating the publication must review the draft to ensure technical accuracy and consistency. The division/district/office review may be done in consultation with the legal office when necessary. In some instances, PIC may request that the director's office staff provide additional review and approval of various publications.
4. To expedite review and approval, divisions/districts/offices are encouraged to contact PIC early in the planning process and keep PIC informed about the status of the publication and desired distribution time frame.

5. Papers submitted by individuals to scientific journals or presented to technical groups are not considered publications for purposes of review under this policy. However, if the author is identified as an Ohio EPA employee and the contents differ from Agency policy, a disclaimer must be included. The disclaimer should say, "The contents of this paper/publication are the personal opinions of the author(s) and may not reflect the policy or procedures of the Ohio Environmental Protection Agency."
6. Articles written for submission to trade association or other special interest publications should be sent to PIC for review prior to submission.
7. Divisions/districts/offices should perform an annual review of the most frequently used publications to determine if updates are needed and ensure that publications available for distribution reflect the most current review date.

Design

Graphics standards, available from PIC, ensure a consistent look among all Agency publications with an image that is clear and easily remembered. The standards also provide information about required elements of certain publications (such as EEO statement, printing costs and mailing requirements). PIC's services should be utilized for graphic design and layout whenever possible. All publications must adhere to current Agency graphic design standards, which are available on the Agency's intranet site.

Distribution

1. One copy of each final publication must be submitted to PIC for inventory purposes when it is created or updated.
2. The State Library of Ohio should receive 70 copies of final publications mass produced for the general public. If the publication is produced for a targeted audience or printed in small quantities, the State Library should receive two copies. Technical documents do not need to be sent to the State Library. This is the responsibility of the authoring division/district/office.
3. Most Ohio EPA publications are distributed free of charge as educational tools. In some cases, Ohio EPA charges for large documents or reports that were printed by the State Copy Center or State Printing. In that case, the fee should be equal to the cost per unit to print. Postage fees may be added to mail the document (see Ohio EPA's Public Records policy).

4. Unless financial resources are not an issue, employees should limit each requestor to 100 copies of any one publication.
5. All publications produced by Ohio EPA are considered “public domain” and may be reprinted without permission. When possible, Ohio EPA staff should ask the person reprinting the publication to cite Ohio EPA as the source; however, this is not required.

Retention of Originals

PIC is responsible for retaining electronic files of all documents (originals) it designs on behalf of a division or office. If a division/district/office produces a publication, it is responsible for retaining the original file.

Reference: [Graphic Design Standards and Style Manual](#)

09/06