

SSRCR Style Manual

(Revised & Approved by CRCPD Board - 03/25/03)

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Introduction

This document contains the style and format to be used in the development, revision, and publication of the *Suggested State Regulations for Control of Radiation (SSRCR)*. Committees should make a reasonable effort to follow the established format of the SSRCR. The Office of the Executive Director (OED) will provide the chair with a template to assist in this task. The OED is responsible for final formatting of the Part prior to publication and will maintain the master copies of all draft Parts.

FONTS

All Parts will be published in Times New Roman typeface. All primary text and page numbers will be in 12pt font. Headers will be in 10pt font. Tables, charts and graphs may be labeled with a font size deemed appropriate for readability, preferably no smaller than 10pt.

Deletions and Additions to Existing Regulations

If text is deleted, "**strikeover**" (in red) will be used. If text is added, "**double underline**" (in red) will be used.

Designations

The following is an example of the coding identifications for use in referencing provisions in the SSRCR:

Part C
C.90----- Section
C.90a-----Subsection
C.90a.i-----Paragraph
C.90a.i.(1)----- Subparagraph
C.90a.i.(1)(a)-----Division
C.90a.i.(1)(a)(i)-----Subdivision

Headers and Footers

Pages will be numbered consecutively and centered in the footer and within each Part with a letter and a number where the letter is the Part designation such as "B1." The numbering will continue consecutively in the Appendices. A header will be placed at the top of each page, and alternate such that the title: "*SSRCR Volume I (or II) – (Publication month) (Publication year)*" appears on the far margin of each page when bound. On the inside margin of the header, the Part and Section number for that page will be displayed. Example: Sec. B.1 – B.3

The word "**DRAFT**" will appear somewhere in the header of all draft copies. Draft designation will not be removed until the Part has been approved by the CRCPD Board of Directors.

Outline and Indentations

Each letter of the title of a Part is capitalized, bold-faced and centered as follows:

PART C

(2 carriage returns (CR))

LICENSING OF RADIOACTIVE MATERIAL

(3 CR between title and start of the text)

(3 CR between text and new subpart heading)

A subpart heading is centered and in bold print as follows:

Standards

(2 CR between subpart heading and start of text)

A section title is left justified and underlined. The word Section is abbreviated with a period and the title of the section is punctuated with a period. Text material that is not further subdivided immediately follows the title of the section. However, if the Part is subdivided, the first level “a.” follows after a carriage return, same justification as shown below:

Sec. C.1 - Purpose and Scope.

Within a section, the following format is followed:

- a.
- (tab) i.
- (tab) (tab) (1)
- (tab) (tab) (tab) (a)
- (tab) (tab) (tab) (tab) (i)

To provide alignment with codification of the next lower subdivision, horizontal tabs will vary from five spaces for (i), (v) and (x) to two spaces for (viii) and (xiii), that is eight horizontal spaces from left margin of that subdivision. The first word of each subdivision is always capitalized, regardless of the level of subdivision or punctuation (i.e. after a semicolon).

To assure good text alignment, it is necessary to provide additional spacing for the text. This is best accomplished through tab sets verses manual spaces. For example:

- |→ |(A 1 inch tab will anchor text here.)
- (i) Text
- (ii) Text
- (iii) Text
- (iv) Text
- (v) Text
- (vi) Text
- (vii) Text
- (viii) Text

If a title is used within the section, capitalize only the first letter of each word, underline and punctuate with a period as in the following examples:

- b. Exempt Quantities.
 - i. Certain Items Containing Radioactive Material.
 - (1) Radium-226

Text material will normally follow these titles.

Definitions

Definitions applicable to more than one Part shall be placed in Part A and should be coordinated with the Part A working group. If a definition is unique to a given Part, it is then appropriate to include a definition section in that Part, preferably under Section 2. The definitions should be in alphabetical order, each set off by quotation marks, and written in full without defining by reference. The following is an example of the format:

"CFR" means Code of Federal Regulations.

Appendices

Appendices are found at the end of the appropriate Part and designated by the letters of the alphabet. The title will include the title of the Part, the appendix designation and the title. The appendix designation and the title shall be capitalized and underlined, as in the following example:

Part C
(2 CR)

APPENDIX A
(2 CR)

EXEMPT CONCENTRATIONS

Footnotes

In certain areas of the SSRCR's, States are given an option as to their method of control for any specific source. Two types of footnotes are used throughout. Footnotes, which are designated by numbers, are intended to be part of the regulations. Footnotes, which are designated by an asterisk, provide information intended to assist States in drafting their regulations and should not be incorporated as part of such regulations. All footnotes will appear in italics, Times New Roman 10pt font. The following are examples of the two types of footnotes:

^{1/}The New Drug provisions of the Federal Food, Drug, and Cosmetic Act also govern the availability and use of any specific diagnostic drugs in interstate commerce.

^{/}For use by Agreement States whose regulations formerly contained a General License for small quantities of radioactive material.*

The regulations also contain expressions that have been set off by brackets. The bracketed portions contain either optional provisions or are used to indicate a need for states to add appropriate language or references to local codes. The following is such an example: "Agency" means [cite appropriate State agency]. Language required for compatibility must not be bracketed. Any alternative language may be placed in the Rationale.

Tables

Within the text of a Part, the titles of tables should be centered, all caps, and numbered with Roman numerals, such as:

TABLE IV

Note: when there may be confusion with tables in the appendices, Arabic numerals may be used designate the tables instead. Tables within appendices to a Part should continue with the numerical designation of that Part. The first table in a new Part will begin with TABLE I.

Forms

Forms are found at the end of the SSRCR. The forms are generic and usually reference that portion of the SSRCR that is pertinent to that form. The forms are assigned a letter of the alphabet in reverse order. For example, the first form required in D.401, is Current Occupational External Radiation Exposure, Agency Form Z.

The first page of the form should be marked in the upper left corner with "Agency Form *". The * demonstrates where the appropriate letter of the alphabet should be inserted. The next line should have "(Date)." Starting with the second page, the page numbers of the form are shown in the upper left hand corner of the page (Z2). Examples of various forms may be found at the back of the SSRCR.

Units of Measure

The Metric Conversion Act of 1975 (PL 94-168) urged the increasing awareness and use of the International System of Units (SI). The value in SI Units will be used first followed by the value in traditional units enclosed in parentheses. Where appropriate, appendices are provided with notes concerning conversion factors. The following are some examples from the SSRCR:

925 MBq (25 mCi)
68.2 kg (150 lbs.)
30 mSv (3 rems)

If the regulatory values in the text are mixed SI and other units, the traditional units should be placed after the value such as "in excess of 2 mSv/hr (200 mrem/hr)."

Editorial Guidance

The following phrases will be deleted and referenced specifically as indicated below:

"of this Part" would become "Part C"
"of this Section" would become "C.24,"

"of this subparagraph." Would become "C.24a."

When referencing a section in the current Part, use the section designation such as "pursuant to D.106." When referencing a requirement contained in another part of the SSRCR, include the statement "of these regulations" following the reference.

Other common elements of style for the SSRCR's include:

Use "shall" instead of "must" to indicate a regulatory requirement;

Do not reference gender such as "his" or "her."

References to the *Federal Register* should be italicized and in mixed case.

References to NRC, FDA, EPA or other Federal agencies who have the Federal jurisdiction shall be replaced with the generic "Agency" when relevant to state jurisdiction.

References outside the SSRCR's must cite the complete, specific law or regulation, such as "10 CFR 30.35(f)(1)" or "Public Law 95-91".

Quantitative values shall be in Arabic numerals followed by the unit of measure, such as: "1 mSv (100 mrem)"

Use "within" instead of +/- (plus or minus) for such phrases as "within 3 percent." The symbol "%" is not used; rather the word "percent" is spelled out.

Use "radionuclide" instead of "radioisotope."

Use "radioactive material" instead of "byproduct," "source," or "special nuclear" if the context includes NARM .

When drafting a Part, the working group needs to be cognizant of the need to include both licensees and registrants. Be sure to address the applicability of Parts to General versus Specific licenses.

When referencing regulatory agencies, include "Licensing State"; for example: "U.S. Nuclear Regulatory Commission, an Agreement State, or a Licensing State".

Acronym Usage

Acronyms may be used for federal agencies such as U.S.DOT after "U.S. Department of Transportation (U.S.DOT) has been introduced in the Part.

Content

The SSRCR should contain enforceable regulatory requirements only. Informational items shall not be included. Such informational matters are the subject of regulatory or licensing guides and of the Rationale. Do not use parentheses, i.e., or e.g., as they do not express regulatory requirements.

Rationale Format

A Rationale is prepared for each Part and published in the SSRCR at the end of the Part. The title for the Rationale should be all in bold-faced as follows:

2003 Rationale

(2 CR)

Part C

Licensing of Radioactive Material

(3 CR before start of text)

The Rationale should be composed of at least three sections; an Introduction, Specific Provisions, and Matters of Future Consideration. These headings should be left justified and underlined as follows:

Introduction

Specific Provisions

Matters for Future Consideration

In the Specific Provisions, the provisions that have been revised should be identified and underlined, as follows:

C.4c.i.(8) Certain Items Containing Radioactive Material

NOTE, the period at the end is not needed in Rationale unless text follows immediately after the title.

C.26a.i. Human Use of Radioactive Material in Institutions.

(2 CR before text)

The Matters for Future Consideration (MFC) will usually be the last section of the Rationale and the heading should be as follows:

(3 CR from previous text)

Matters for Future Consideration

The MFC will be a list of items for future consideration by the appropriate working group. The list will be numbered with Arabic numerals. If there are no MFC, there should be a statement to indicate such in the Rationale. OED will supply a template to SR committee chairs to assist in organizing the rationale.

The pages of the Rationale are numbered for that specific Rationale from 1 to N (where N is the last page of the Rationale). For each Rationale supporting each revision, the page numbers begin at 1. The page numbers of the Rationale for alternate editions (e.g., 6th and 8th editions) include dashes on either side of the page number to help distinguish one edition from another when going through the several Rationales for that Part.

Analysis of Comments Table

The Analysis of Comments table supporting the SSRCR should identify the comment, indicate an analysis and an action. The commentors shall not be identified in the text of the analysis. The “Overview Of Comments Template” may be utilized. An analysis may also be developed without using the template as long as the same, three column format is followed. Comments may be combined and summarized. Commentors shall not be identified by name in either the summary or response.