

I-12 Errata Process Operating Instructions

To make minor changes to documents prepared under the FFA, the following errata process will be used. Minor changes are corrections and/or clarification text identified that may be in a single location or many but do not require the formal Operating Instruction I-6 review/approval process or timeframes. Errata will not make substantive or technical changes to the document.

Minor changes to documents, following discussions and agreement among the three parties, which do not justify a full document revision or change to the document number (DOE/OR/####&D#...) will follow the below errata approval process:

- The DOE Project Manager or designee notifies the appropriate Project Team members that an errata change will be the appropriate means for addressing the identified document revision.
- The DOE Project Manager or designee sends an email clearly identifying and showing the change to the Project Team.
- The Project Team reviews the proposed erratum and responds within 30 days by email with agreement, comments, or request for a meeting. This process will continue until agreement is reached on the erratum. If agreement cannot be reached by the Project Team, the issue will be raised to the FFA Project Managers for resolution.
- When the Project Team or FFA Project Managers agree to the erratum, DOE will transmit formally the erratum pages and the entire document with the erratum pages included to EPA and TDEC for final approval from TDEC and EPA within 30 days of their receipt of the erratum pages.
- Once formal approval is received from EPA and TDEC, the agreed to erratum will be filed with the document comment response record and the finalized/approved document including the change(s) will be placed in the appropriate Administrative Record file or Post Decision Document Record file.