

FILE NAMING EXAMPLE TABLE—Continued

| Document title | File name |
|---|---|
| Single File Documents | |
| Attachment II, CAL-EBS-NU-000017 Rev 003 Calculation, Radiolytic Specie Generation from Internal Waste Package Criticality. | 001_Att 2 CAL-EBS-NU-000017 R003.pdf. |
| List and Schedule for Model Validation Reports related to Criticality | 001_List_Sched for MVRs related to Criticality.pdf. |

2.3 File Size Limitations

Large-size files create challenges for both the NRC staff and the public when viewing or downloading the documents. Therefore, the NRC requests that submitters make every effort to limit the size of each file to 50MB. If a document exceeds 50MB, it should be created using logical breaks in the document (e.g., file broken up into individual chapters—see section 2.14).

Additionally, small-size files are problematic as well. Large volumes of files

require significant resources to capture and profile in electronic document management systems. Therefore, the NRC encourages submitters to combine files that are components of larger documents to create 50MB files that can be more economically and efficiently managed.

The maximum size of a document submittal to the NRC depends on the method of transmission. For example, submitters may use EIE to submit PDF files and/or accepted spreadsheet files (see section 3.2) that do not exceed 50MB, including all attachments.

Submitters should use the CD-ROM transmission method in all other cases unless e-mail or facsimile is an appropriate option. (See sections 5.2 and 6.2.) The use of compression techniques (zipped files, downsized files, etc.) is not allowed for electronic files submitted to the NRC because they use lossy compression techniques that do not result in a true and accurate representation of the original document. The table below summarizes the size limitations based on the method of file transmission:

| Method of transmission | Size limitations |
|---|--|
| Electronic Information Exchange (EIE) | Less than or equal to 50MB*. |
| CD-ROM | 50MB or less per individual file on CD **, * * * |
| E-mail | Less than or equal to 10MB +. |

* Total, combined size of message and attachments comprised of PDF file(s) and accepted spreadsheet format file(s). **Note:** Oversize drawings and other files with special printing requirements (Section 2.8), regardless of the file size, should be provided on CD-ROM.

** The total CD capacity may be used but submitters are urged to limit individual files to 50MB or less.

+ * * * In some cases a single page document or object (e.g., oversize color drawing) may exceed the 50MB file size limit. Submission of oversize files (in excess of the 50MB limit) are allowed in these instances.

2.4 Security/Access Settings

Submissions should not contain any security settings, password protections, or any other attributes that will preclude full NRC access to and use of the files. NRC's internal security and archival processes will maintain the integrity of the materials that are submitted.

2.5 Resolution

To comply with NARA Standards, PDF documents should be created using the following resolution guidelines:

- Bi-tonal (black and white) PDF resolution, not less than 300 dots per inch (dpi)

- Color PDF resolution, not less than 300 dpi
- Grayscale PDF resolution, not less than 300 dpi

Adobe® Acrobat "downsampling" (an optimization option available in Adobe Acrobat) may result in images with resolutions less than acceptable for submission to the NRC. Therefore, its use is not recommended.

2.6 Settings for Creating PDF Formatted Text and Graphic Files

Adobe® Acrobat 5.0 provides four default optimizations when creating PDFs. These are eBook, Press, Print, and Screen. The NRC has reviewed these optimizations and has

established a custom optimization that strikes a balance between print and screen optimizations. This custom optimization provides adequate retrieval response time for viewing online while providing sufficient clarity and resolution for printing. The settings established for this custom optimization are listed below and should be used on all submittals to the NRC. The settings are specific to Adobe® Acrobat 5.0. However, when PDF creation software other than Adobe® Acrobat 5.0 is used, the PDF creation software should be configured with values equivalent to those listed below. All fonts should be embedded in the PDF file to ensure compliance with NARA guidelines.

SETTINGS

| Options | Recommendation Optimal on 5.0 |
|-----------------------------|-------------------------------------|
| General Options: | |
| Compatibility | 5.0 |
| Optimize for Fast Web | X |
| Embed Thumbnails | |
| Auto-Rotate | |
| Binding | Left |
| Resolution (dpi) | 300 |
| Compression: | |
| Color Images | Bicubic Downsampling (NOT SELECTED) |
| For images above | 300 dpi |
| Compression | Zip |
| Quality | 8-bit |
| Grayscale | Bicubic Downsampling (NOT SELECTED) |
| For images above | 300 dpi |
| Compression | Zip |
| Quality | 8-bit |