



Appendix C

Maintenance: Supporting and Updating Manuals

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Introduction

This appendix contains the procedures for maintaining the **paper** version of the *Treatment Manual*. The PPQ Manuals Unit issues and maintains manuals electronically on the [Manuals Unit Web site](#). The on-line manuals contain the most up-to-date information.

Keeping Manuals Current

The PPQ Manuals Unit issues announcements for immediate manual updates by e-mail. The email is distributed to all PPQ employees. The e-mail contains the following information:

- ◆ Instructions to access the Manuals Unit Web site to download the entire manual
- ◆ List of the updated pages by number (for paper copies of the manuals)
- ◆ Purpose of the revision
- ◆ Transmittal number (used to track revisions). Besides having numbered transmittals, each page in the manual has control data. This is positioned at the bottom of the page. The revised pages' control data alerts you to whether you have the most up-to-date version. The control data looks like this:

03/2009-25

month, year and transmittal number

All manual revisions are marked with a solid black bar in the left margin of the page.

New editions of manuals always start with a transmittal number of -01 and increase by one for each revision to the manual for the life of the edition. A new edition of a manual is generally scheduled when the percentage of revised pages exceeds 30 percent of the entire manual.

Ordering Manuals

APHIS employees can order hard copies of manuals from the APHIS Printing, Distribution, and Mail Services Center in Riverdale, Maryland. Visit the [Riverdale Print Shop web site](#) for detailed information.

Correcting Errors and Suggesting Improvements

If you detect an error, report it using a comment sheet that is included with this manual. Or, if it is easier, call, send an E-mail message, or transmit a facsimile to Josie Cooley or anyone else in the manuals unit:

Office number: (240) 529-0358

Facsimile number: (240) 529-0399

E-mail address: josie.cooley@aphis.usda.gov

Do the same if you want to suggest an improvement or question a procedural change. If your improvement is substantive, you might want to submit a formal suggestion, using the required form.