

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

ADMINISTRATIVE SERVICES

PRINTING - GENERAL

IDENTIFICATION OF PRINTED MATERIAL

Transmittal Number 84-150 -- Date: 10/16/1984

1. Purpose
2. Policy
3. Format and Placement of Organizational Identification
4. Requests for Deviations

**1. PURPOSE**

This Guide provides instructions for the identification of FDA documents and publications.

**2. POLICY**

- A. All documents and publications printed by or for the Food and Drug Administration at Government expense, except administrative issuances, will be identified by the names of the Department, the Public Health Service, and the Food and Drug Administration, respectively.
- B. The name of the principle subordinate unit may be included when its identification is considered necessary.
- C. Personal names will not be printed on covers.

**3. FORMAT AND PLACEMENT OF ORGANIZATIONAL IDENTIFICATION**

- A. **Format.** The name of the Department will appear first and be set in a more prominent type size than the other organizational names. The Public Health Service and the Food and Drug Administration will follow in that order and be comparable in size. The subordinate organization, when used, will be fourth in order and of the same or smaller type size than PHS and FDA. For example:

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service  
Food and Drug Administration  
(Subordinate Organization)

**B. Placement.**

1. Publications will have the identification printed on the front cover.
2. Printed material which does not have a cover will have the identification information appear on the first printed page.
3. If a publication contains a title page, the cover identification will be repeated on that page with whatever other identification information is appropriate.

**4. REQUESTS FOR DEVIATIONS**

Requests for deviations from the provisions of this Guide should be sent to the Chief, Printing and Programs Management Section (HFA-215).