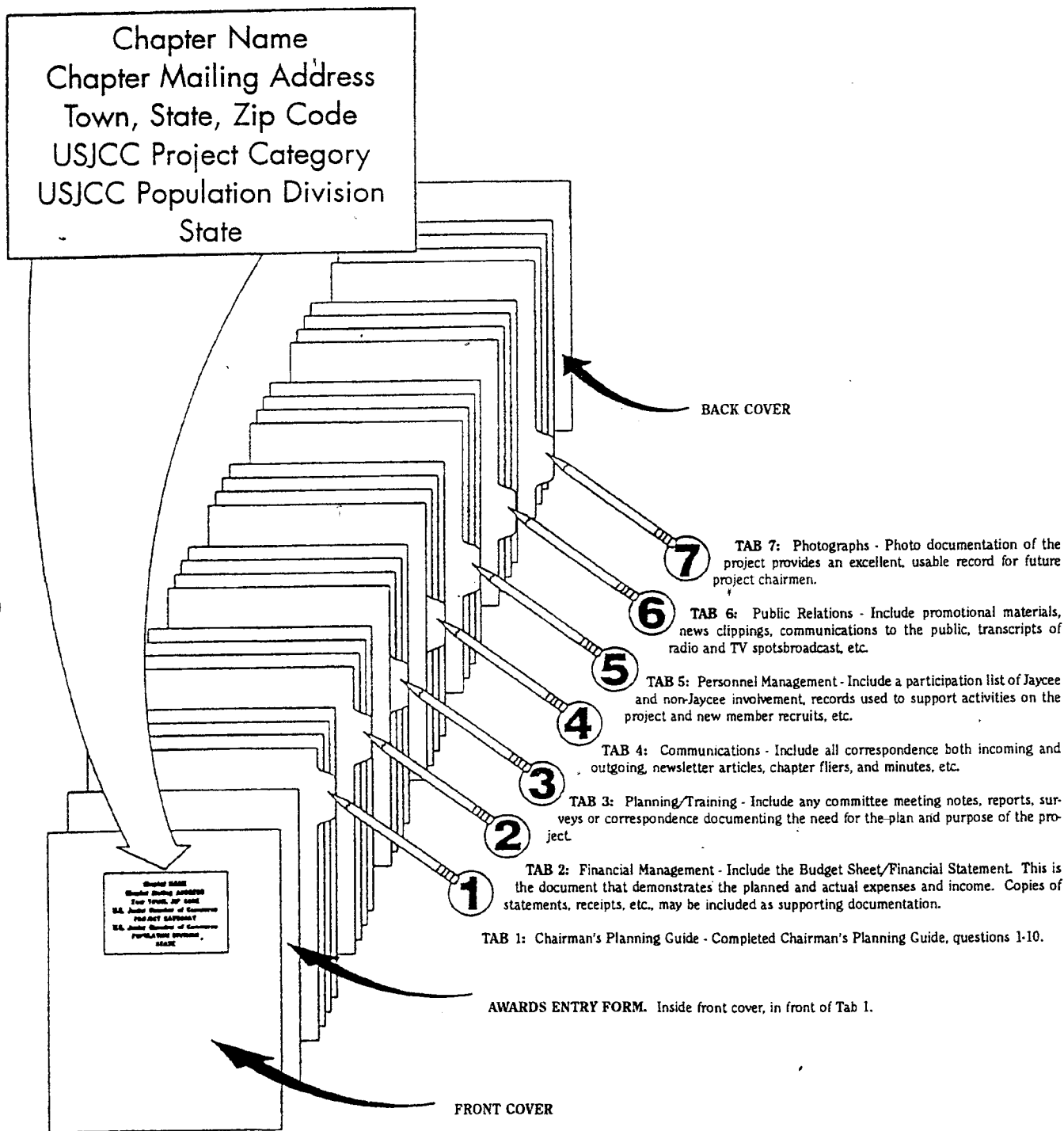


CPG Project Notebook Entry Guidelines



Note: Many projects may not have material in each area. Only valuable material should be included. Tabs are NOT required if there is no material. The substantiation sections (Tabs 2-7) of a CPG project notebook entry shall be limited to a total of thirty (30) pages (not including tab dividers and front and back cover). Up to seven of those pages can be multiple pages. Multiple pages are multi-page documents such as magazines, bulletins, manuals, and newsletters. Each of the above will count as one page. A page shall be one side of a sheet of paper and each page shall be numbered. Each multiple page shall be numbered Multiple Page No. 1, Multiple Page No. 2, etc. of total sheets (overall page number).