PAPER - BASED

Clerical Reclassiifcation Process - US Patents

Project approved; form requesting project initiation & identifying SSPL is forwarded to PC

PC creates CDS project files, schedules K processing, notifies appropriate people

SSPL investigates project NLT 10 days before K proc. starts; special requirements idnetified; rpt. written; cc or rpt. to PC and proj. file,

NLT than 7 days before start date, DCT runs processing materials & places in pickup location; PL notified

PL picks up processing materials; reviews materials before returning to work area

SSPL prepares NOA--cc to PC and proj. file; NLT 3 days before start date, K picks up NOA & proj. processing materials; SSPL present at proj. pickup in PSR

K performs processing

PL conducts preliminary inspection at K facility; completes IR; picks up CDR cc of IR & CDR to PC and proj. file (if fails inspection, K corrects problems, PL reinspects and annotates IR)

K delivers accepted proj. to classifier with PL present; discrepancy docs. given to PL

PL conducts final inspection, completes IR; cc of IR to PC & proj. file (if fails inspection, K corrects problems, PL reinspects & annotates IR) SSPL processes "cleanup"

Professional review of docs. (see NOTE); new schedule and defs. created

Final approved class. order to PC who reviews for completeness & schedules K processing; electronic copy of schedule to CDS staff; complete order to Editorial

SSPL investigates proj. NLT 10 days before K proc. starts; rpt. written; cc of rpt. to PC & proj. file

Class order edited & final docs. prepared

NLT 3 days before start date, NOA issued to K; cc of NOA to PC and proj. file; PL present when K picks up patents

K keys & key verifies new classification data; data transmitted to DCT; PL notified

DCT processes data & prepares inspec. materials; SSPL retrieves inspec. materials & performs 1st inspection at K site; IR completed--cc to PC and proj. file (if fails inspection, K corrects problems, PL reinspects & annotates IR)

DCT notified; DCT performs system validation, generates error rpts. & missing patent list

K delivers boxed patents to SSPL's work site

Error rpts. to PL; PL can: 1) correct data; 2) give doc. to classifier; or 3) obtain doc. copy from group printer & forward to classifier

NLT 3 weeks before Final Proc. start date, data corrected & "clean"; "pulled" docs. interfiled; final subclass count available

NLT 2 wks. before proj. pickup, SSPL prepares Notice of PSR Project Return & forwards to PSR

NLT 7 days before start date of SR proc., DCT runs Final Proc Materials & has ready for pickup; SSPL picks up & reviews materials before returning to work area

SSPL prepares NOA--cc to PC & proj. file. NLT 3 days before start date, K picks up NOA & proj. materials; SSPL present at proj. pickup

K processes PSR set

PL performs inspection at K site, completes IR, picks up CDR; cc of IR & CDR to PC (if fails inspection, K corrects problems, PL reinspects & annotates IR)

K boxes PSR set & returns to PSR; apprx. 1 wk. later, SSPL determines if patents searchable in PSR

NLT 6 wks before schedule start date, SSPL investigates ESR proj., incl. whether file expansion needed; confirms sched. dates with examiner & any special reqmnts.; rpt. written--cc to PC and proj. file

SSPL prepares NOA; NLT 3 days before start date K picks up NOA; SSPL present at proj. pickup in ESR

K processes ESR set of patents

SSPL conducts prelim. insp. at K site, completes IR--cc to PC & proj. file (if fails inspection, K corrects problems, PL reinspects & annotates IR)

K returns & installs proj. in ESR

SSPL conducts final insp. completes IR--cc to PC & proj. file (if fails inspection, K corrects problems, PL reinspects & annotates IR)

SSPL gives Source & Disposition Rpt. to SPE & exr.; K gives discrepancy docs. to SSPL

SSPL processes discrepancy docs. **within 30 days** (send to Classifier, key data, label docs., & forward for filing)

Acronym Key
PC - Project Control
K- Contractor
SSPL - Support Staff Project Leader
DCT-Data Control Technician
NOA - Notice of Authority
IR - Inspection Report
CDR - Contract Discrepancy Report
CDS - Classificaiton Data System
CSU - Contract Support Unit
PSR - Public Search Room
ESR - Examiner Search Room

Note: Throughout the life of the project, new issues will be forwarded to the classifier for marking