

Quarry Residuals OU Administrative Record Index

DOCUMENT NUMBER	SUBJECT/TITLE	AUTHOR	RECIPIENT	DATE	TYPE	SECTION
SECTION TITLE: 100 SITE IDENTIFICATION						
QY-100-101-1.01	ACKNOWLEDGMENT OF NOTIFICATION AND REGISTRATION OF HAZARDOUS WASTE ACTIVITY	MDNR	DOE	2/4/87	LETTER	101 BACKGROUND INFORMATION
QY-100-101-1.02	LETTER OF NOTIFICATION TO MDNR EMERGENCY RESPONSE COMMISSION ABOUT WSSRAP SITE CLEANUP	DOE	MDNR	5/15/87	LETTER	101 BACKGROUND INFORMATION
QY-100-101-1.03	ACKNOWLEDGMENT OF NOTIFICATION AND REGISTRATION OF HAZARDOUS WASTE ACTIVITY	MDNR	PMC	9/11/89	LETTER	101 BACKGROUND INFORMATION
QY-100-102-1.01	EPA AND MDNR COMBINED NOTIFICATION OF HAZARDOUS WASTE ACTIVITY FORM FOR THE WELDON SPRING SITE REMEDIAL ACTION PROJECT	DOE	EPA/MDNR	1/1/87	FORM	102 PA/SI REPORTS
SECTION TITLE: 200 REMEDIAL INVESTIGATION						
QY-200-201-1.01	QUARRY RESIDUALS RI/FS SCOPING DOCUMENT, REV.0; DOE/OR/21548-194	DOE	ADDRESSEES	10/1/91	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.02	WELDON SPRING QUARRY SUPPLEMENTARY ENVIRONMENTAL MONITORING INVESTIGATIONS SAMPLING PLAN REV. 0; DOE/OR/21548-264	DOE	ADDRESSEES	8/1/92	REPORT	201 SAMPLING/ANALYSIS PLAN

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QY-200-201-1.03	ENVIRONMENTAL MONITORING PLAN FOR CALENDAR YEAR 1993, REV. 1; DOE/OR/21548-349	DOE	ADDRESSEES	6/1/93	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.04	ENVIRONMENTAL DATA ADMINISTRATION PLAN, REV. 3; DOE/OR/21548-119	DOE	ADDRESSEES	8/1/93	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.05	WORK PLAN FOR THE REMEDIAL INVESTIGATION/FEASIBILITY STUDY - ENVIRONMENTAL ASSESSMENT FOR THE QUARRY RESIDUALS OPERABLE UNIT AT THE WELDON SPRING SITE; DOE/OR/21548-243	DOE	ADDRESSEES	1/1/94	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.06	QUARRY RESIDUALS SAMPLING PLAN REV. 1; DOE/OR/21548-382	DOE	ADDRESSEES	1/11/94	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.07	ENVIRONMENTAL MONITORING PLAN 1994, REV. 0; DOE/OR/21548-424	DOE	ADDRESSEES	1/31/94	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.08	ADDITIONAL SOIL CHARACTERIZATION SAMPLING PLAN WELDON SPRING QUARRY, QUARRY RIM ZONE AND DRAINAGE WITHIN QUARRY	MKF/JEG	DOE	3/8/94	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.09	WELDON SPRING QUARRY ENVIRONMENTAL MONITORING INVESTIGATIONS SAMPLING PLAN: ADDENDUM 1, REV. 0, DOE/OR/21548-264	DOE	ADDRESSEES	8/10/94	REPORT	201 SAMPLING/ANALYSIS PLAN

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QY-200-201-1.10	WELDON SPRING QUARRY SUPPLEMENTARY ENVIRONMENTAL MONITORING INVESTIGATIONS SAMPLING PLAN; ADDENDUM 2, REV. 0, DOE/OR/21548-264	DOE	ADDRESSEES	10/27/94	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.11	ENVIRONMENTAL MONITORING PLAN 1995, REV. 2; DOE/OR/21548-424	DOE	ADDRESSEES	3/1/95	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.12	QUARRY RESIDUALS SAMPLING PLAN ADDENDUM 2: PHASE 2 SAMPLING, REV. 0, DOE/OR/21548-382	DOE	ADDRESSEES	11/1/95	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.13	QUARRY RESIDUALS SAMPLING PLAN ADDENDUM 1: QUARRY PROPER SAMPLING, REV. 1, DOE/OR/21548-382	DOE	ADDRESSEES	12/1/95	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.14	WELDON SPRING QUARRY SUPPLEMENTARY ENVIRONMENTAL MONITORING INVESTIGATIONS SAMPLING PLAN; ADDENDUM 3, REV. 1, DOE/OR/21548-264	DOE	ADDRESSEES	12/1/95	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.15	ENVIRONMENTAL MONITORING PLAN 1996, REV. 3; DOE/OR/21548-424	DOE	ADDRESSEES	1/1/96	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.16	ENGINEERING SOIL SAMPLING FOR THE QUARRY NORTHEAST SLOPE, REV 1; DOE/OR/21548-600	DOE	ADDRESSEES	1/31/96	REPORT	201 SAMPLING/ANALYSIS PLAN

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QY-200-201-1.17	ENVIRONMENTAL QUALITY ASSURANCE PROJECT PLAN, REV. 2; DOE/OR/21548-352	DOE	ADDRESSEES	5/1/96	PLAN	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.18	ENVIRONMENTAL MONITORING PLAN, 1997, REV. 4; DOE/OR/21548-424	DOE	ADDRESSEES	1/1/97	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.19	ENVIRONMENTAL MONITORING PLAN, 1998, REV. 5 DOE/OR/21548-424	WS SITE	ADDRESSEES	1/14/98	REPORT	201 SAMPLING/ANALYSIS PLAN
QY-200-201-1.20	QUARRY RESIDUALS GEOCHEMICAL SAMPLING OF THE SHALLOW USGS PIEZOMETERS IN THE ST. CHARLES COUNTY WELLFIELD	PIER	DISTRIBUTION	2/12/96	IOC	201 SAMPLING/ANALYSIS PLAN
QY-200-202-1.01	SAINT CHARLES COUNTY WELL FIELD RESULTS FOURTH QUARTER, 1993	MKF/JEG	DOE	3/11/94	LETTER	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.02	QUARTERLY ENVIRONMENTAL DATA SUMMARY - 1994; DOE/OR/21548-444	DOE	ADDRESSEES	1/1/95	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.03	WELDON SPRING SITE ENVIRONMENTAL REPORT FOR CALENDAR YEAR 1993; DOE/OR/21548-436	DOE	ADDRESSEES	5/19/94	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.04	PRELIMINARY SAMPLING FOR SURFACE SOIL AT THE KATY TRAIL AREA	DOE	MDNR	6/17/94	LETTER	202 SAMPLING/ANALYSIS DATA

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QY-200-202-1.05	SURFACE SOIL ANALYTICAL RESULTS FOR THE VICINITY PROPERTY 9 AREA, REV. 1; DOE/OR/21548-463	DOE	ADDRESSEES	6/1/94	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.06	INTERIM REPORT ON OPERATIONAL GROUNDWATER MONITORING DURING BULK WASTE REMOVAL, REV. 0; DOE/OR/21548-484	DOE	ADDRESSEES	12/1/94	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.07	WELDON SPRING SITE ENVIRONMENTAL REPORT FOR CALENDAR YEAR 1994; DOE/OR/21548-512	DOE	ADDRESSEES	5/1/95	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.08	QUARTERLY REPORT ST. CHARLES COUNTY WELL FIELD MONITORING PROJECT, (July, August and September) 1994	REMINGTON, S.	DOE	7/1/94	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.09	QUARTERLY REPORT ST. CHARLES COUNTY WELL FIELD MONITORING PROJECT (October, November and December 1994)	REMINGTON, S.	DOE	10/1/94	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.10	QUARTERLY REPORT ST. CHARLES COUNTY WELL FIELD MONITORING PROJECT (January, February and March 1995)	REMINGTON, S.	DOE	1/1/95	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.11	QUARTERLY REPORT ST. CHARLES COUNTY WELL FIELD MONITORING PROJECT (April, May and June 1995)	REMINGTON, S.	DOE	4/1/95	REPORT	202 SAMPLING/ANALYSIS DATA

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QY-200-202-1.12	QUARTERLY REPORT ST. CHARLES COUNTY WELL FIELD MONITORING PROJECT, (July, August and September) 1995	REMINGTON, S.	DOE	7/1/95	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.13	QUARTERLY REPORT ST. CHARLES COUNTY WELL FIELD MONITORING PROJECT (October, November and December 1995)	REMINGTON, S.	DOE	10/1/95	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.14	QUARTERLY REPORT ST. CHARLES COUNTY WELL FIELD MONITORING PROJECT (January, February and March 1996)	REMINGTON, S.	DOE	1/1/96	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.15	QUARTERLY REPORT ST. CHARLES COUNTY WELL FIELD MONITORING PROJECT (April, May and June 1996)	REMINGTON, S.	DOE	4/1/96	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.16	QUARTERLY REPORT ST. CHARLES COUNTY WELL FIELD MONITORING PROJECT (July, August and September 1996)	REMINGTON, S.	DOE	7/1/96	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.17	QUARTERLY REPORT ST. CHARLES COUNTY WELL FIELD MONITORING PROJECT (October, November and December 1996)	REMINGTON, S.	DOE	10/1/96	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.18	QUARTERLY REPORT ST. CHARLES COUNTY WELL FIELD MONITORING PROJECT (January, February and March 1997)	REMINGTON, S.	DOE	1/1/97	REPORT	202 SAMPLING/ANALYSIS DATA

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QY-200-202-1.19	QUARTERLY REPORT ST. CHARLES COUNTY WELL FIELD MONITORING PROJECT (April, May and June 1997)	REMINGTON, S.	DOE	4/1/97	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.20	QUARTERLY REPORT ST. CHARLES COUNTY WELL FIELD MONITORING PROJECT (July, August and September 1997)	REMINGTON, S.	DOE	7/1/97	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.21	RECHARACTERIZATION OF THE QUARRY NORTH AND WEST BANK SOILS	WS SITE	PUBLIC	8/20/97	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.22	WELDON SPRING SITE ENVIRONMENTAL REPORT FOR CALENDAR YEAR 1997; DOE/OR/21548-730	DOE	ADDRESSEES	8/19/98	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.23	WELDON SPRING SITE ENVIRONMENTAL REPORT FOR CALENDAR YEAR 1995; DOE/OR/21548-592	DOE	ADDRESSEES	6/18/96	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-202-1.24	WELDON SPRING SITE ENVIRONMENTAL REPORT FOR CALENDAR YEAR 1996; DOE/OR/21548-676	DOE	ADDRESSEES	7/22/97	REPORT	202 SAMPLING/ANALYSIS DATA
QY-200-203-1.01	REMEDIAL INVESTIGATION FOR THE QUARRY RESIDUALS OPERABLE UNIT OF THE WELDON SPRING SITE, WELDON SPRING, MISSOURI VOLUME 1, REV. 1; DOE/OR/21548-587	DOE	ADDRESSEES	7/1/97	REPORT	203 RI REPORTS

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QY-200-203-1.02	REMEDIAL INVESTIGATION FOR THE QUARRY RESIDUALS OPERABLE UNIT OF THE WELDON SPRING SITE, WELDON SPRING, MISSOURI VOLUME II, REV.1; DOE/OR/21548-587	DOE	ADDRESSEES	7/1/97	REPORT	203 RI REPORTS
QY-200-203-1.03	FINAL REMEDIAL INVESTIGATION FOR THE QUARRY RESIDUALS OPERABLE UNIT OF THE WELDON SPRING SITE, WELDON SPRING, MISSOURI. VOL. 1, REV. 2	DOE	ADDRESSEES	2/24/98	REPORT	203 RI REPORTS
QY-200-203-1.04	FINAL REMEDIAL INVESTIGATION FOR THE QUARRY RESIDUALS OPERABLE UNIT OF THE WELDON SPRING SITE, WELDON SPRING, MISSOURI. VOL. 2, REV. 2	DOE	ADDRESSEES	2/24/98	REPORT	203 RI REPORTS
QY-200-203-1.05	BASELINE RISK ASSESSMENT FOR THE QUARRY RESIDUALS OPERABLE UNIT OF THE WELDON SPRING SITE, WELDON SPRING, MISSOURI; DOE/OR/21548-594	DOE	ADDRESSEES	7/1/97	REPORT	203 RI REPORTS
SECTION TITLE: 300 FEASIBILITY STUDY						
QY-300-301-1.01	SAMPLING PLAN FOR THE FEASIBILITY STUDY FOR THE QUARRY RESIDUALS OPERABLE UNIT AT THE WELDON SPRING SITE, WELDON SPRING, MISSOURI	WS SITE	ADDRESSEES	6/25/97	REPORT	301 FEASIBILITY SAMPLING PLANS

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QY-300-302-1.01	FEASIBILITY STUDY FOR THE REMEDIAL ACTION FOR THE QUARRY RESIDUALS OPERABLE UNIT AT THE WELDON SPRING SITE, WELDON SPRING, MISSOURI	DOE	ADDRESSEES	3/13/98	REPORT	302 FEASIBILITY REPORTS
QY-300-303-1.01	PROPOSED PLAN FOR REMEDIAL ACTION AT THE QUARRY RESIDUALS OPERABLE UNIT OF THE WELDON SPRING SITE	DOE	ADDRESSEES	3/13/98	REPORT	303 PROPOSED PLAN
<i>SECTION TITLE: 400 RECORD OF DECISION</i>						
QY-400-401-1.01	RECORD OF DECISION FOR REMEDIAL ACTION FOR THE QUARRY RESIDUALS OPERABLE UNIT AT THE WELDON SPRING SITE, WELDON SPRING, MISSOURI. SEPTEMBER 1998. DOE/OR/21548-725	DOE	ADDRESSEES	9/30/98	REPORT	401 RECORD OF DECISION
<i>SECTION TITLE: 500 AGENCY INVOLVEMENT</i>						
QY-500-501-1.01	PRELIMINARY EVALUATION OF SURFACE SOIL AT THE KATY TRAIL/VICINITY PROPERTY 9 (VP9) AREA QUARRY RESIDUALS REPORT, STUDIES, SAMPLING	MDNR	DOE	8/3/94	LETTER	501 AGENCY COMMENTS

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DOCUMENT NUMBER	SUBJECT/TITLE	AUTHOR	RECIPIENT	DATE	TYPE	SECTION
QY-500-501-1.02	RESPONSES TO TECHNICAL ISSUES RAISED BY MISSOURI DEPARTMENT OF HEALTH RE: THE "PRELIMINARY EVALUATION OF SURFACE SOIL AT THE KATY TRAIL/VP9 AREA" (6/17/94 CORRESPONDENCE)	DOE	MDNR	9/7/94	LETTER	501 AGENCY COMMENTS
QY-500-501-1.03	COMMENTS ON DRAFT FINAL RI/BRA FOR QROU	MDNR, WINDSOR	DOE, REED	5/28/97	LETTER	501 AGENCY COMMENTS
QY-500-501-1.04	COMMENTS ON THE DRAFT FS/PP FOR QROU	MDNR, ERICKSON	DOE, REED	6/13/97	LETTER	501 AGENCY COMMENTS
QY-500-501-1.05	COMMENTS ON DRAFT FS/PP FOR THE QROU	MDNR, ERICKSON,	DOE, REED	8/7/97	LETTER	501 AGENCY COMMENTS
QY-500-501-1.06	TOTAL ACTIVITY ESTIMATE FOR QUARRY AREA, RESPONSE TO RI COMMENTS	DOE, PICKETT	MDNR, CARLSON	11/4/97	LETTER	501 AGENCY COMMENTS
QY-500-501-1.07	COMMENTS ON DRAFT FINAL FS/PP FOR QROU	MDNR, CARLSON	DOE, MCCRACKEN	2/9/98	LETTER	501 AGENCY COMMENTS
QY-500-501-1.08	COMMENTS ON THE PROPOSED PLAN FOR QROU	MDC, FRY	DOE, MCCRACKEN	2/26/98	LETTER	501 AGENCY COMMENTS
QY-500-501-1.09	RESPONSES TO COMMENTS ON DRAFT FINAL FS/PP FOR QROU	DOE, MCCRACKEN	MDNR, CARLSON	3/13/98	LETTER	501 AGENCY COMMENTS
QY-500-501-1.10	COMMENTS ON THE PROPOSED PLAN FOR THE QROU	MDOH, ROBERTS	DOE, MCCRACKEN	3/23/98	LETTER	501 AGENCY COMMENTS
QY-500-501-1.11	REVIEW OF PRELIMINARY DRAFT FS FOR QROU	DOE-ORO, CAMPB	DOE, REED	4/24/98	LETTER	501 AGENCY COMMENTS

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QY-500-501-1.12	QUARRY RESIDUALS OPERABLE UNIT REGULATORS MEETING	DOE	DISTRIBUTION	9/23/98	LETTER	501 AGENCY COMMENTS
QY-500-501-1.13	QUARRY RESIDUALS OPERABLE UNIT (QROU) DRAFT FINAL RECORD OF DECISION (ROD)	MDNR	DOE, MCCracken	7/31/98	LETTER	501 AGENCY COMMENTS
QY-500-501-1.14	QUARRY RESIDUALS OPERABLE UNIT (QROU), RECORD OF DECISION (ROD)	MDNR	DOE, MCCracken	10/14/98	LETTER	501 AGENCY COMMENTS
SECTION TITLE: 700 NATURAL RESOURCES TRUSTEES						
QY-700-701-1.01	NOTIFICATION TO NATURAL RESOURCES TRUSTEES 40 CFR 300.135 (j) SUBPART G - TRUSTEES FOR NATURAL RESOURCES	DOE	MDNR	4/10/91	LETTER	701 NOTICE TO TRUSTEES
SECTION TITLE: 800 PUBLIC PARTICIPATION						
QY-800-801-1.01	QUESTIONS ON THE QROU RI REPORT	WS CITIZENS COMI	DOE, REED	7/31/97	LETTER	801 PUBLIC COMMENTS
QY-800-802-1.01	COMMUNITY RELATIONS PLAN, REV 7; DOE/OR/21548-009	DOE	ADDRESSEES	2/8/94	REPORT	802 COMMUNITY RELATIONS PLAN
QY-800-803-1.01	NOTICE OF PUBLIC AVAILABILITY QUARRY RESIDUALS ADMINISTRATIVE RECORD	STC POST DISPAT	ADDRESSEES	1/17/94	NOTICE	803 PUBLIC NOTICES

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QY-800-803-1.02	PUBLIC NOTICE ANNOUNCING THE AVAILABILITY OF THE PROPOSED PLAN FOR REMEDIAL ACTION AT THE QUARRY RESIDUALS OPERABLE UNIT OF THE WELDON SPRING SITE	SUBURBAN JOURN	ADDRESSEES	3/18/98	NOTICE	803 PUBLIC NOTICES
QY-800-803-1.03	PUBLIC NOTICE ANNOUNCING THE AVAILABILITY OF THE PROPOSED PLAN FOR REMEDIAL ACTION AT THE QUARRY RESIDUAL OPERABLE UNIT AT THE WELDON SPRING SITE	STC POST DISPAT	ADDRESSEES	4/13/98	NOTICE	803 PUBLIC NOTICES
QY-800-804-1.01	PUBLIC MEETING ON THE UNITED STATES DEPARTMENT OF ENERGY PROPOSED PLAN FOR REMEDIAL ACTION AT THE QUARRY RESIDUALS OPERABLE UNIT OF THE WELDON SPRING SITE	WS SITE	PUBLIC	4/16/98	TRANSCRIPT	804 PUBLIC MEETING TRANSCRIPT
QY-800-804-1.02	PUBLIC MEETING ON THE UNITED STATES DEPARTMENT OF ENERGY PROPOSED PLAN FOR REMEDIAL ACTION AT THE QUARRY RESIDUALS OPERABLE UNIT OF THE WELDON SPRING SITE	WS SITE	PUBLIC	4/16/98	TRANSCRIPT	804 PUBLIC MEETING TRANSCRIPT
QY-800-806-1.01	WSSRAP UPDATE, VOL. 6, NO. 1, JUNE 1994	WS SITE	ADDRESSEES	6/1/94	BOOKLET	806 FACT SHEETS
QY-800-806-1.02	WSSRAP UPDATE, VOL. 6, NO. 2, WINTER 94-95	WS SITE	ADDRESSEES	2/1/95	BOOKLET	806 FACT SHEETS

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QY-800-806-1.03	WSSRAP UPDATE, VOL. 7, NO. 1, SUMMER-FALL '95	WS SITE	ADDRESSEES	10/1/95	BOOKLET	806 FACT SHEETS
QY-800-806-1.04	WSSRAP UPDATE, VOL. 8, SUMMER 1996	WS SITE	ADDRESSEES	6/28/96	BOOKLET	806 FACT SHEETS
QY-800-806-1.05	WSSRAP UPDATE, VOL. 9, NO. 1, WINTER 1997	WS SITE	ADDRESSEES	2/1/97	BOOKLET	806 FACT SHEETS
QY-800-806-1.06	WSSRAP UPDATE, VOL. 9, NO. 2, AUGUST 1997	WS SITE	ADDRESSEES	8/1/97	BOOKLET	806 FACT SHEETS
<i>SECTION TITLE: 900 TECHNICAL SOURCES</i>						
QY-900-901-1.01	COMPENDIUM OF CERCLA RESPONSE SELECTION GUIDANCE DOCUMENTS USERS MANUAL	U.S. EPA	ADMIN RECORD	5/1/89	MANUAL	901 GUIDANCE DOCUMENTS
QY-900-902-1.01	QUARRY RESIDUALS ADMINISTRATIVE RECORD TECHNICAL REFERENCE LISTING	WS SITE	ADDRESSEES	12/13/95	REPORT	902 TECHNICAL SOURCES

DOE/OR/21548-344
CONTRACT NO. DE-AC05-86OR21548

ADMINISTRATIVE RECORD FILE SYSTEM MANAGEMENT PLAN

Weldon Spring Site Remedial Action Project
Weldon Spring, Missouri

JUNE 1997

REV. 2

SUPERSEDED



U.S. Department of Energy
Oak Ridge Operations Office
Weldon Spring Site Remedial Action Project



Weldon Spring Site Remedial Action Project
Contract No. DE-AC05-BB0R21548

Rev. No. 2

PLAN TITLE: Administrative Record File System Management Plan

APPROVALS

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DOE/OR/21548-344

Weldon Spring Site Remedial Action Project

Administrative Record File System Management Plan

Revision 2

June 1997

Prepared by

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for the

U.S. DEPARTMENT OF ENERGY
Oak Ridge Operations Office
Under Contract DE-AC05-86OR21548

SUMMARY OF CHANGES

Revision 2 of the Administrative Record File system Management Plan has been modified to reflect changes that have been incorporated into the system since the September 1994 review. The location of the Administrative Record Files has been changed, the supporting documentation has been updated, and the status of each operable unit's respective administrative record file has been updated.

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1 INTRODUCTION

The requirement for the Administrative Record is established under Section 113 of the *Comprehensive Environmental Response, Compensation, and Liability Act* of 1980 (CERCLA), as amended by the *Superfund Amendments and Reauthorization Act* of 1986. Section 113(k)(1) of CERCLA and Subpart I of 40 CFR 300, *National Oil and Hazardous Substance Pollution Contingency Plan* require the establishment of an Administrative Record upon which the selection of a response action is based.

The Administrative Record (AR) is a body of documents that "forms the basis" for the selection of a particular response action at a site. Documents that are included in the AR are relevant documents that were relied upon in selecting the response action, including documents that contain alternatives or options that were considered, but were ultimately rejected.

1.1 Purpose

The CERCLA Administrative Record serves a dual purpose. The Record documents the decision for the selection of a response action, and serves as a vehicle for public participation in the selection of the response action. Judicial review of any issue concerning the adequacy of a response selection is limited to the Record. For purposes of administrative and judicial review, the Record contains documents that reflect the participation of the public and the U.S. Department of Energy (DOE) consideration of the public's concerns.

1.2 Public Participation

Section 113(k) of CERCLA requires that the public have the opportunity to participate in developing the Administrative Record for response selection. Section 117 of CERCLA also includes provisions for public participation in the remedial action selection process.

2 WSSRAP ADMINISTRATIVE RECORD

In accordance with the *Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)* the *National Oil and Hazardous Substance Pollution Contingency Plan*, and the *Final Guidance on Administrative Records for Selecting Comprehensive Environmental Response, Compensation and Liability Act Response Actions* (Ref. 1), a simple and comprehensive system has been developed for establishing and maintaining the Administrative Record and record files for the Weldon Spring Site Remedial Action Project (WSSRAP) response actions. This system permits the WSSRAP to achieve the judicial review and public participation goals of the Administrative Record by the most efficient and practical means possible.

The administrative record file (ARF) should be distinguished from the Administrative Record (AR). The ARF refers to the documents as they are being compiled. Until a response action decision has been selected, there is no complete AR for that decision. Thus to avoid creating the impression that an AR is complete at any time prior to the final decision, the set of documents compiled for the response action is referred to as the administrative record file rather than the Administrative Record.

2.1 Responsibility for the Administrative Record

The overall responsibility for the establishment of the Administrative Record rests with the lead agency, which is the Department of Energy (DOE) at the WSSRAP. The Project Management Contractor (PMC) for the DOE then compiles the WSSRAP AR/ARFs and maintains the Administrative Record file system (ARFS). The responsibility for long-term maintenance lies with the DOE (refer to Section 5).

2.2 Objective

The objective of establishing the WSSRAP Administrative Record file system is to provide a system of maintaining concise records that contains the events, studies, data, and other pertinent information documenting the decision process upon which WSSRAP removal and remedial actions are based.

2.3 Scope

This plan applies to all WSSRAP personnel using and/or reviewing documents which are part of the ARFS.

This plan supports Environmental Documentation Department Instruction EDDI-5/1, *Administrative Record File System Management*.

This plan will be reviewed annually and maintained according to Project Support Procedure PS-27/0, *Document Hierarchy*.

Administrative Record File System - provides a systemic approach for the overall scope, work, preparation, and maintenance of the WSSRAP Administrative Record and Administrative Record files.

Database - An electronic method cataloging and indexing documents included in the AR/ARFs.

2.4 Administrative Record Coordinator

The Administrative Record Coordinator (ARC) has the primary responsibility for coordinating the development and maintenance of the ARFS. The system established at the WSSRAP to maintain and implement the Administrative Record requirements includes the following activities:

- Managing the AR master file and copies.
- Creating, maintaining, and distributing the administrative record indexes.
- Submitting the administrative record indexes to the DOE on a quarterly basis.
- Ensuring the availability of the Administrative Record to the public.

- Ensuring that sampling and testing data, quality control and quality assurance documentation, and Chain of Custody Forms would be available for public inspection.

2.5 Administrative Record Requirements

The following sources and authorities mandate the establishment and maintenance of an Administrative Record.

CERCLA (42 USC Section 9601 et seq.)

- Section 9613 (k), Administrative Record and participation procedures.
- Section 9617 Public Participation.

National Oil and Hazardous Substance Pollution Contingency Plan (40 CFR 300)

- Community Relations provisions in Parts 300.155, 300.415(m), 300.430(c) and (f)(3) and (6) and 300.435(c).
- Administrative Record for Selection of Response Action provisions in Subpart I (300.800 - 300.825).

OSWER Directive No.9833.3A-1 (December 1990)

- *Final Guidance on Administrative Records for Selection of CERCLA Response Actions.*

Federal Facility Agreement (January 1992)

- If requested, a copy of each AR document will be provided to the U.S. Environmental Protection Agency (EPA).
- An index of documents in the AR file will be provided to the EPA on a quarterly basis.

- The above records and documents will be preserved 10 years beyond *Federal Facility Agreement (FFA)* determination.

3 WSSRAP ADMINISTRATIVE RECORD FILE

The Weldon Spring Site Remedial Action Project (WSSRAP) Administrative Record File System contains the following five separate files:

- Quarry Bulk Wastes Administrative Record (complete).
- Chemical Plant Area Administrative Record (complete).
- Quarry Residuals Operable Unit Administrative Record File (active).
- Groundwater Operable Unit Administrative Record File (active).
- Interim Response Actions Administrative Record File (active).

Both the Quarry Bulk Waste Administrative Record file and the Chemical Plant Area Administrative Record file are complete. The *Record of Decision for Quarry Bulk Waste* was signed March 1991, while the *Record of Decision for the Chemical Plant Area* was signed September 1993. The *Record of Decision* documents were subsequently included in their respective Administrative Record files. The records are now complete, and the documents may not be added or deleted from either Administrative Record. The Administrative Record files for the Quarry Residuals Operable Unit, and the Groundwater Operable Unit have both been established for remedial action; they will each be completed when the *Records of Decision* are final. The Interim Response Actions (IRA) Administrative Record contains the documentation for all removal actions at the WSSRAP. The IRAs are contained in one Administrative Record rather than in separate records for each IRA, at the request of the U.S. Environmental Protection Agency (EPA) Region VII.

3.1 Compilation

The Administrative Record file (ARF) for a new response action is made available to the public at the time the *Remedial Investigation/Feasibility Study (RI/FS) Work Plan* for a remedial action or the *Engineering Evaluation/Cost Analysis (EE/CA)* for a removal action is made available to the public. However, the compilation of a WSSRAP ARF begins during the remedial investigation process to ensure that all documents are captured. Documents that would be included in a future ARF are compiled in an "unofficial", pre-public file until the *RI/FS Work Plan* is complete.

A time-critical removal action is a removal action for which a period of less than 6 months exists before on-site removal activities must be initiated (Ref. 1). The *Administrative Record* file for these actions is made available for public inspection no later than 60 days after the initiation of an on-site removal activity. If possible, the record file is made available earlier.

A non-time-critical removal action is a removal action for which a planning period of at least 6 months exists before on-site removal activities must be initiated [40 CFR 300.415(b)(4)]. The Administrative Record file for a non-time-critical removal action is made available for public inspection when the *Engineering Evaluation/Cost Analysis* is made available for public comment.

3.2 Content of the Administrative Record

3.2.1 Remedial Actions

According to the *Final Guidance* (Ref. 1), documents such as those listed below should be included in the Administrative Record (AR) for a remedial action. The term "documents" covers a variety of documents, such as letters of correspondence, data reports, plans, newspaper articles and notices, as well as *Comprehensive Environmental Response, Compensation and Liability Act* (CERCLA) documents. Documents included in the WSSRAP AR/ARFs for remedial actions do contain the following documents, as appropriate.

- Preliminary Assessment/Site Investigation Reports.
- *Remedial Investigation/Feasibility Study (RI/FS) Work Plan.*
- Amendments to the *Final Work Plan.*
- *Sampling and Analysis Plan (SAP)* consisting of a *Quality Assurance Project Plan (QAPP)* and a *Field Sampling Plan.*
- Sampling data: data verified during the RI/FS, or any data collected for previous actions such as removal actions which were considered or relied on in selecting

the remedial action. Unvalidated data is included only if relied on in the absence of validated data.

- Chain Of Custody Forms.
- Data Summary Sheets.
- Data submitted by the public.
- Technical studies performed for the site (may be included as technical literature in the reference listing of the AR file).
- Memoranda on site-specific or issue-specific policy decisions. Examples include memoranda on off-site disposal availability, special coordination needs, applicable or relevant and appropriate requirements (to the extent not in the RI/FS), cost effectiveness, and utilization of permanent solutions and alternative treatment technologies.
- Risk evaluation/endorsement assessment and underlying documentation (i.e., *WSSRAP Baseline Risk Assessment*).
- *Remedial Investigation/Feasibility Study* (as available for public comment and as final, if different).
- *Proposed Plan*.
- Guidance documents.
- Technical literature.
- *Community Relations Plan*.
- Newspaper articles showing general community awareness.

-
- Public notices (i.e., notices of availability of information, notices of meeting, and notices of opportunities to comment).
 - Documentation of informal public meetings.
 - Public comments.
 - Transcripts of formal public meetings.
 - Responses to significant comments.
 - Responses to comments from the State and Other Federal agencies.
 - Documentation of State involvement (documentation of the request and response on applicable and/or relevant and appropriate requirements (ARARs) Section 121(f)(1)(G) *Notices and Responses*, a statement of the State's position on the *Proposed Plan*, opportunity to concur in the selected remedy.)
 - Agency for Toxic Substances and Disease Registry Health Assessments Reports.
 - Natural Resource Trustee notices and responses, findings of fact, final reports, and natural resource damage assessments.
 - *Record of Decision (ROD) (including Responsiveness Summary)*.
 - Explanations of significant differences and underlying information.
 - Amended ROD and underlying information.
 - Index.

3.2.2 Removal Actions

According to the *Final Guidance* (Ref. 1), documents such as those listed below should be included in the *Administrative Record* for a removal action. The WSSRAP AR/ARFs contains the following documents, as appropriate.

- Preliminary Assessment/Site Investigation Reports.
- Sampling Plan.
- Sampling data: verified data obtained for the removal action, or any data collected for previous actions, such as other response actions which are considered or relied on in selecting the removal action. Unvalidated data is included only if relied on in the absence of validated data.
- Chain Of Custody Forms.
- *Engineering Evaluation/Cost Analysis (EE/CA)*.
- Technical studies performed for the site (may be included as technical literature in the reference listing of the AR file).
- Risk evaluation/endangerment assessment and underlying documentation (i.e., *WSSRAP Baseline Risk Assessment*).
- Data submitted by the public.
- Memoranda on site-specific or issue-specific policy decisions. Examples include memoranda on off-site disposal availability, compliance with other environmental statutes, special coordination needs.
- Guidance documents.
- Technical literature.

-
- *Community Relations Plan.*
 - Newspaper articles showing general community awareness.
 - Public notices (i.e., notices of availability of information, notices of meeting, and notices of opportunities to comment).
 - Documentation of public meetings.
 - Public comments.
 - Transcripts of formal public meeting.
 - Responses to significant comments.
 - Responses to comments from the State and other Federal agencies.
 - Documentation of State involvement.
 - Agency for Toxic Substances and Disease Registry Health Assessments Reports.
 - Natural Resource Trustee notices and responses, findings of fact, final reports, and natural resource damage assessments.
 - EE/CA Approval Memorandum.
 - Action Memorandum or *Response Action Decision Document.*
 - Amended Action Memorandum or *Amended Response Action Decision Document.*
 - Other documents which embody the decision for selection of a removal action.
 - Index.

The ARFs include only numeric revision documents (i.e., Revision 0, Revision 1, etc.) for the preceding documents. Drafts (or portions of drafts) and internal memorandums are incorporated into the Record only in the following instances:

- If a draft document or internal memorandum is the basis for a response decision, the draft document or internal memorandum is placed in the Record file. This may occur if (a) the draft contains factual information which was relied upon but is not included in a final document, (b) a final document does not exist, or (c) a final document did not exist when the response decision was made.
- If a draft document or internal memorandum is circulated by the U.S. Department of Energy (DOE) to other persons (e.g., Federal/State agencies or the general public), who then submit comments that the decision maker considers or relies upon when making a response action decision, relevant portions of the draft document or the memorandum and comments on that document, are included in the record file.
- If a draft document or internal memorandum explains or conveys decisions on the procedures for selecting the remedy or substantive aspects of a proposed or selected remedy (e.g., the scope of a site investigation or the identification of potential applicable and/or relevant and appropriate requirements [ARARs], the document is placed in the Record file, even though the document was signed by a person other than the DOE, and generated long before the decision document was signed.

3.3 Special Documents

According to the *Final Guidance* (Ref. 1), certain documents that are included in the AR file do not have to be maintained in the ARFs. Documents in this category must be included in the AR index or referenced in an AR document included in the record file. Exceptions are described for each special category as follows:

- Chain of custody -- These forms may be left in the original storage location. Chain of custody may be viewed by the public by appointment.

- Data packages.
- Computer models and technical databases --The software is available on site for public inspection.
- Privileged Documents -- These documents can be maintained in the confidential portion of the file located in Document Control. The title and location of the information, as well as a short description of the information and the reason for the privilege, is maintained by the Administrative Record Coordinator. Currently WSSRAP has no privileged documents.
- Confidential documents -- See Privileged Documents
- Guidance documents -- The guidance documents that comprise the *Compendium of CERCLA Response Selection Guidance Documents Users Manual* (Ref. 2) are located at the EPA Region VII office. The compendium list is included in the WSSRAP AR/ARFs.
- Publicly available documents -- Documents that not site-specific and are publicly available need not be physically located in the ARF, if the documents are referenced in the index to the ARF.

3.4 Post-Decision Information

In general, documents generated or received after signing the decision document are kept in a post-decision document file. This file is not part of the Administrative Record file and is maintained in a separate file.

However, documents kept in the post-decision document file may be added to the Record file when:

- A decision document does not address, or reserves a portion of the decision to be made at a later date, e.g., a decision document that does not resolve the type of

treatment technology. In such cases, these documents are added to the record file which forms the basis of the unaddressed or reserved portion of the decision.

- There is a significant change in the selected response action. Changes that result in a significant difference to a basic feature of the selected remedial action (e.g., timing, ARARs), with respect to scope, performance, or cost are addressed in an explanation of significant differences.
- The changes are so significant that they fundamentally alter the very nature or basis of the overall response action and require an amended decision document.
- Comments containing significant information are submitted by interested persons after the close of the public comment period. Documents meeting this criteria are included in the Record file, along with the DOE's responses to the significant comment (whether or not such information results in a change to the selected decision).
- The DOE holds public comment periods after the selection of the response action.

4 WSSRAP ADMINISTRATIVE RECORD FILE SYSTEM

The Weldon Spring Site Remedial Action Project (WSSRAP) Administrative Record File System (ARFS) was developed to select, catalogue, index, and file documents that are incorporated into an Administrative Record File (ARF). The system includes administrative record (AR) document file numbering, instructions for completing database document information, data entry of this information, and generation of the index.

A User's Guide is available (Appendix D) for use by the public and the WSSRAP staff in the Reading Room. The Guide simply explains the Administrative Record requirements and the WSSRAP Administrative Record files.

4.1 Document Selection

The selection process involves the identification of documents for review by the Administrative Record Coordinator (ARC). This selection process is performed on a monthly basis. During a public comment period, the selection process may take place as documents are generated. In this selection process the ARC shall:

- Review the WSSRAP Reference Library Listing and the Correspondence Log listing from Document Control.
- Review the Technical Editing Department monthly report on "Status of Documents being Processed."
- Request documents from the Community Relations Department, the operable unit coordinators, and the Environmental Documentation Manager.
- Obtain final approval for document inclusion from the Environmental Documentation Manager.

4.2 Index Generation

Once the document is approved, the document information is added to the index, and the document is placed in the appropriate ARF. The index contains the document information as data fields in the computerized system, as explained in the Document Information and Database Field (Appendix C). Appendix C also contains an example of the index entry for a document. The index is used to verify that the information entered in the database is correct and it can be used as a cursory review of documents. The current version of the index is kept in the AR file, and is considered a draft index until the *Record of Decision* is completed and the administrative record is finalized.

The AR document file numbering system is a unique collection of numbers for each document identified in the AR files. Each document is given an unique number for identification and easy retrieval from the files. Below is an explanation of the numbering system:

EXAMPLE: DOCUMENT NUMBER C-100-101-1.01

- C - One digit alpha designation to identify to which ARF the document belongs. In this case, C belongs to the Chemical Plant ARF.
- 100 - Three digit numeric designation for the identification of which general section in the table of contents the document belongs.
- 101 - Three digit numeric designation for the specific section in which the document belongs.
- 1.01 - Three digit (with decimal) numeric designation for the sequential number assigned the document. The number is assigned according to the chronological order of the documents in that specific section.

4.3 Technical Literature Review

References listed in primary documents (i.e., *Engineering Evaluation/Cost Analysis [EE/CA]*, *Remedial Investigation/Feasibility Study [RI/FS]*, *Baseline Risk Assessment*, *Proposed*

Plan) are reviewed as technical literature for inclusion in the ARF. The references are cataloged in the database. Certain non-site-specific references that are publicly available are not required to be placed in the AR. All other references are collected and processed into the ARF under the Technical Sources section of the Table of Contents.

5 RECORD PRESERVATION

The *Federal Facility Agreement (FFA)* (Ref. 3) (pg. 27) requirements for the preservation of the Weldon Spring Site Remedial Action Project (WSSRAP) Administrative Records are as follows:

"The DOE shall, without regard to any document retention policy to the contrary, preserve during the duration of this Agreement and for a minimum of ten (10) years after its termination, all records and documents in its possession, custody or control which relate in any way to hazardous substances generated, stored, treated or disposed of on the site, the release or threatened release of hazardous substances from the site or work performed pursuant to this Agreement. After this ten-year period has lapsed, DOE shall notify U.S. EPA at least sixty (60) calendar days prior to the destruction of any such document. DOE shall, as directed by U.S. EPA, either provide to U.S. EPA the documents or copies of such documents or retain them for an additional time period specified by U.S. EPA."

6 LOCATION

The Weldon Spring Site Remedial Action Project (WSSRAP) Administrative Record files (ARFs) are located on site at 7295 Highway 94 South, St. Charles, Missouri. One copy of the Administrative Record (AR)/ARF is located in the Environmental Documentation Department, providing the community and local officials easy access to the AR/ARF. The master file copy is considered the official file copy and is maintained in fireproof, locking filing cabinets in the Environmental Documentation Department. The keys to the master file are kept and controlled by the Administration Record Coordinator (ARC). Both sets of files (the master file copy and the publicly available copy) are to be kept locked at all times unless being used. Only authorized WSSRAP individuals (Community Relations Department, the Environmental Documentation Department Manager and the ARC) are allowed entry to the public AR files. Only the Administrative Record Coordinator (ARC) is authorized to gain entry to the master file copy.

Primary documents (i.e., Engineering Evaluation/Cost Analysis [EE/CA], Remedial Investigation/Feasibility Study [RI/FS], Baseline Risk Assessment, Proposed Plan) of the AR files are also provided to the public through the St. Charles County Library System.

7 REFERENCES

1. U. S. Environmental Protection Agency. *Final Guidance on Administrative Records for Selection of CERCLA Response Actions*, OSWER Directive No. 9833.3A-1, Washington, D. C., December 1990.
2. U.S. Environmental Protection Agency. *Administrative Records Central Compendium of Guidance Documents*. Proposed by the Hazardous Waste Division, Superfund Branch. October 1988.
3. U.S. Environmental Protection Agency Region VII. *First Amended Federal Facility Agreement, In the Matter of the United States Department of Energy's Weldon Spring Site, St. Charles, MO*. Docket No. CERCLA-VII-85-F-0057. 1992.

CODE OF FEDERAL REGULATIONS

40 CFR 300, *National Oil and Hazardous Substance Pollution Contingency Plan*
Subpart 415(b)(4), *Removal Actions*

PROCEDURES

PS-27, *Document Hierarchy*
EDDI-5, *Administrative Record File System Management*

APPENDIX A
Acronyms

ACRONYMS

AR	Administrative Record
ARC	Administrative Record Coordinator
ARF	Administrative Record File
ARFS	Administrative Record File System
ATSDR	Agency for Toxic Substances and Disease Registry
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 USC Section 9601 et seq.)
CFR	Code of Federal Regulations
DOE	United States Department of Energy
EPA	United States Environmental Protection Agency
FFA	Federal Facilities Agreement
QBWAR	Quarry Bulk Wastes Administrative Record
RI/FS	Remedial Investigation/Feasibility Study
WSSRAP	Weldon Spring Site Remedial Action Project

APPENDIX B
Document Hierarchy Flowchart

LEVEL 1 DOCUMENTS ARE:

DOCUMENTS ADDRESSING WSSRAP REQUIREMENTS, INSTRUCTIONS OR DIRECTIVES HAVING THE FORCE OF LAW OR CONTRACT.

DEPARTMENT OF ENERGY CONTRACT
DE-AC06-86OR21548

APPLICABLE DEPARTMENT OF ENERGY ORDERS
1324.2A

(AUTHORIZING DOCUMENT)

CERCLA
SARA
SEC. 113K

FEDERAL FACILITY AGREEMENTS AND AMENDMENTS

RECORD OF DECISION
ROD/RAD

LEVEL 2 DOCUMENTS ARE:

DOCUMENTS GIVING PROGRAMMATIC GUIDANCE TO THE PMC.

TWO YEAR PLAN

PROJECT MANAGEMENT PLAN
DOE/OR/21548-048

QUALITY ASSURANCE PROGRAM PLAN (QAP)
DOE/OR/21548-333

LEVEL 3 DOCUMENTS ARE:

DOCUMENTS THAT DEFINE THE ENTIRE SCOPE OF A PMC DEPARTMENT ACTIVITY.

ENVIRONMENTAL DOCUMENTATION DEPARTMENT PLAN
DOE/OR/21548-359

LEVEL 4 DOCUMENTS ARE:

DOCUMENTS OR OPERATION TYPE PLANS THAT COVER MORE THAN ONE SPECIFIC PMC DEPT. OR ACTIVITY.

(SUBJECT DOCUMENT)

ADMINISTRATIVE RECORD FILE SYSTEM MANAGEMENT PLAN
DOE/OR/21548-344

LEVEL 5 DOCUMENTS ARE:

DOCUMENTS THAT ARE TASK SPECIFIC AND PROVIDE DETAILED INSTRUCTIONS REGARDING WHAT TO DO, HOW TO DO IT AND ITS RESPONSIBILITIES.

ENVIRONMENTAL DOCUMENTATION INSTRUCTION
EDDI-5

LEVEL 6 DOCUMENTS ARE:

DOCUMENTS GENERATED TO PROVIDE FACTUAL INFORMATION DERIVED FROM THE WSSRAP.

LEVEL 6 DOCUMENTS ARE NOT SHOWN ON THIS CHART.

TITLE: ADMINISTRATIVE RECORD
FILE SYSTEM MANAGEMENT PLAN

REPORT NO.
DOE/OR/21548-344

16 JUN 97

APPENDIX C
Administrative Record Document Identification Forms

APPENDIX C**DOCUMENT INFORMATION & DATABASE FIELDS**

Document Number: The numbers of the first and last page of each document or correspondence.

Document Date: The date identified on the document.

Document Title: The full title of the document.

Attachments: Attachments or enclosures attached to a document (e.g., designs, maps, etc.).

Document Type: This field describes the form of the document (e.g., report, notice, letter, etc.)

Author/Recipient: Names and organizations of the parties exchanging information.

Section: The section from the table of contents into which the document is placed.

INDEX INFORMATION

CHEMICAL PLANT ADMINISTRATIVE RECORD INDEX

DOCUMENT NO: C-100-102-1.01 DOCUMENT DATE: 11/01/79

DOCUMENT TITLE: U.S. ENVIRONMENTAL PROTECTION
AGENCY REGION VII; POTENTIAL HAZARDOUS
WASTE SITE FORM: IDENTIFICATION AND
PRELIMINARY ASSESSMENT FOR WELDON SPRINGS
CHEMICAL PLANT (BUILDINGS, LANDS,
ASH PONDS AND RAFFINATE PITS).

DOCUMENT TYPE: FORM

SECTION: 102 PA/SI REPORTS

AUTHOR: EPA

RECIPIENT: EPA

FILE NO.: C-100-102-1.01

APPENDIX D
Administrative Record User's Guide

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1 INTRODUCTION

The Weldon Spring Site Remedial Action Project (WSSRAP) Administrative Records are managed in accordance with Section 113(j) and (k) of the *Comprehensive Environmental Response Compensation and Liability Act* (CERCLA), as amended by the *Superfund Amendments and Reauthorization Act of 1986*; Subpart I of 40 CFR 300, the *National Oil and Hazardous Substance Pollution Contingency Plan* (NCP); and the U.S. Environmental Protection Agency OSWER Directive 9833.3A-1, *Final Guidance on Administrative Records for Selection of CERCLA Response Actions* (Ref. 1).

The purpose of this User's Guide is to facilitate the use of the WSSRAP Administrative Record files by the public or the WSSRAP staff. The Guide explains the breakdown of the Administrative Record files. A site representative, either a Community Relations Specialist or the Administrative Record Coordinator (or designee), will be present during public inspection of the Administrative Records in order to facilitate public use of the record files and to answer questions about the record or the site.

Prior to viewing the Administrative Record files, the log book must be signed, including all pertinent information.

2 WSSRAP ADMINISTRATIVE RECORDS

The purpose of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) Administrative Record (AR) is two-fold: first, to accurately document the basis for response actions, since any judicial review is limited to the Administrative Record, and second, to provide a vehicle for public participation in the selection of response actions.

Cleanup of the Weldon Spring site is being conducted as CERCLA remedial and removal actions. A separate administrative record must be compiled for each remedial action. The Weldon Spring Site Remedial Action Project (WSSRAP) removal actions are filed in one Administrative Record. The following is a list of the current and completed WSSRAP Administrative Records:

- Quarry Bulk Waste Administrative Record (complete)
- Chemical Plant Area Administrative Record (complete)
- Quarry Residuals Operable Unit Administrative Record File (active)
- Groundwater Operable Unit Administrative Record File (active)
- Interim Response Actions Administrative Record File (active)

The Administrative Records for the Quarry Bulk Waste Removal and Chemical Plant Area have been completed. (Administrative Records are considered complete when the decision document for that response action is approved.) The Administrative Record for the Quarry Residuals Operable Unit and the Groundwater Operable Unit are in the process of being compiled and each will be completed when its respective *Record of Decision* is finalized.

One AR file has been established that includes all WSSRAP interim response or removal actions (IRAs). The AR file for IRA No. 23, Southeast Drainage, will be completed when the Decision Document for this IRA is final. The following is the current listing of WSSRAP removal actions contained in the IRA AR file:

- IRA 1 Electrical Transformers
- IRA 2 Ash Pond/Isolation Dike
- IRA 4 Army Property 7
- IRA 6 Overhead Piping/Asbestos Removal

- IRA 7 Containerized Chemicals
- IRA 8 Electrical Pole/Line Removal
- IRA 9 Debris Consolidation
- IRA 10 Building 409 Dismantling
- IRA 11 Building 401 Dismantling
- IRA 15 Non-Process Building Dismantling (Task 1)
- IRA 16 Non-Process Building Dismantling (Task 2)
- IRA 17 Water Tower Removal
- IRA 18 Process Building Dismantling
- IRA 20 Site Water Treatment Plant
- IRA 21 Quarry Water Treatment Plant
- IRA 23 Southeast Drainage

2.1 Location of the Administrative Record

Section 113(k)(1) of CERCLA requires that the Administrative Record be available to the public "at or near the facility at issue." Duplicates of the record file may be kept at any other location. The WSSRAP Administrative Records are available for public review during business hours, i.e., Monday through Friday from 8am to 4:30 pm at the WSSRAP in the Environmental Documentation Department. Appointments are preferred.

The Community Relations Department establishes and maintains information repositories at local libraries, so that the public can view documents at their convenience. The repositories contain various documents and information on WSSRAP activities, e.g., sampling data, informational bulletins, CERCLA/ National Environmental Policy Act (NEPA) documents. However, official copies of the WSSRAP Administrative Records have not been established at any of the repositories.

3 CONTENTS

3.1 Types of Documents

Weldon Spring Site Remedial Action Project (WSSRAP) Administrative Record (AR) files are comprised of various types of documents. Examples of AR documents are correspondence, reports, information bulletins, public notices (newspaper), and decision documents. The documents are compiled and added to the AR files as they are generated and issued.

3.2 Index

A computerized index of each administrative record file is maintained and included as part of the record so that the lead agency staff and members of the public can locate and retrieve documents. This index contains basic information about the document, i.e., the AR document file number, title, issue date, author, recipient, and the physical location. The AR document file number found in the index is assigned to all documents as they are added to the AR files and are assigned based on the table of contents section. A copy of the index is also sent to U.S. Environmental Protection Agency (EPA) Region VII, on a quarterly basis.

4 COPYING

The Weldon Spring Site Remedial Action Project (WSSRAP) Administrative Records (AR) are made available to the public for review. Documents comprising any AR file may not be removed from the reading room by the public. Authorized personnel may temporarily remove documents from the reading room for copying purposes only.

Copies of AR documents may be obtained by request to the authorized site representative. Copies of less than 20 pages may be obtained immediately. Copies of more than 20 pages, or large documents, may require more time. Turn-around time for copying large amounts would be determined on a case-by-case basis. A copying fee of \$.20 per page may be charged.

5 GLOSSARY

Administrative Record - A body of documents that is considered or relied upon to form the basis for the selection of a response action.

Administrative Record Coordinator - Person assigned the responsibilities of establishing and maintaining the WSSRAP Administrative Records.

Administrative Record File - The body of documents that will constitute the Administrative Record for a response action once the record of decision is finalized.

Administrative Record File System - The system developed for the process of selecting, cataloging, indexing, and filing of documents constituting the Administrative Record.

Remedial Action - A permanent remedy taken in the event of a release or threatened release of a hazardous substance into the environment, to prevent or minimize the release so that the hazardous substance does not migrate to cause substantial danger to present or future public health or welfare or the environment.

Removal Action - A short-term, immediate action taken to remove a release of hazardous substances into the environment. Removal actions may be performed as part of a remedial action.

5.1 Acronyms

AR	Administrative Record
ARF	Administrative Record File
ARFS	Administrative Record File System
CERCLA	<i>Comprehensive Environmental Response, Compensation and Liability Act of 1980</i> (42 USC 9601 et seq.)
CFR	Code of Federal Regulations
EE/CA	<i>Engineering Evaluation/Cost Analysis</i>
IRA	Interim Response Actions
NEPA	<i>National Environmental Policy Act</i>

ROD *Record of Decision*
RI/FS *Remedial Investigation/Feasibility Study*
WSSRAP Weldon Spring Site Remedial Action Project

6 REFERENCES

1. U. S. Environmental Protection Agency. *Final Guidance on Administrative Records for Selection of CERCLA Response Actions*, OSWER Directive No. 9833.3A-1, Washington, D. C., December 1990.

CODE OF FEDERAL REGULATIONS

40 CFR 300, *National Oil and Hazardous Substance Pollution Contingency Plan*.

APPENDIX A
Examples of the
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Chemical Plant Administrative Record Index
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Interim Response Action Administrative Record Index

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