

TRANSMITTAL OF FIELD QA RECORDS

EG&G ROCKY FLATS PLANT  
EMD MANUAL OPERATING  
PROCEDURES MANUAL

Manual:  
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5-21000-OP8  
FO.02, Rev 2  
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9/23/91

~~Category 3~~ CONTROLLED DOCUMENT

Organization: Environmental Management

EG&G — ROCKY FLATS PLANT  
ENVIRONMENTAL MANAGEMENT DEPARTMENT  
TRANSMITTAL OF FIELD QA RECORDS

Approved By:

This is a RED Stamp

*[Signature]*  
(Director, EMD)

9/23/91  
(Date)

1.0 Purpose

This procedure addresses the disposition of field QA records which have been authenticated as part of the collection of Environmental Monitoring and Assessment field activities.

2.0 Scope

This procedure is intended for the use of trained personnel in controlled transmission of authenticated QA records to the responsible Project Manager from the field.

3.0 References

3.1 Source References

1. Environmental Restoration Interagency Agreement.
2. DOE Order 5400.1, General Environmental Protection Program.
3. DOE Order 5700.6B. Quality Assurance.
4. Environmental Restoration Department Quality Assurance Program Plan.

3.2 Internal References

- 3.2.1 Environmental Management (EM) Administrative Procedure 3-21000-ADM-16.01, Control of Corrective Action Reports.
- 3.2.2 EM Administrative Procedure 3-21000-ADM-17.01, Records Management.

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ADMIN RECORD

REVIEWED FOR CLASSIFICATION/UCM

By *[Signature]*  
Date 11/01/91

REVIEWED FOR CLASSIFICATION

By *[Signature]*  
Date 9/23/91

A-SW-000172

## TRANSMITTAL OF FIELD QA RECORDS

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### 4.0 Prerequisites

- 4.1 QA records must be properly completed per the applicable generation procedure.
- 4.2 QA records, such as procedures with internal authentications, must be properly authenticated per the applicable procedure.
- 4.3 Each QA record must have a unique identification number.
- 4.4 Typically this procedure must be evoked by the specific operating procedure governing the activity.

### 5.0 Limitations and Precautions

None.

### 6.0 Procedure

- 6.1 Verify that the QA records have been properly authenticated per the applicable procedures under which they were generated.
- 6.2 Verify that each QA record has a unique identification number generated in accordance with the procedure which generated the QA record.
- 6.3 If the verification in steps 6.1, 6.2, or 6.5.1 identify discrepancies with the applicable generation procedures, terminate this activity for the affected QA record and prepare a Corrective Action Report.

#### NOTE

The QA records identified in Corrective Action Reports will be dispositioned in accordance with the EM Administrative Procedure 17.1 (Reference 4.2.1).

- 6.4 Maintain the QA records in a location where they are protected from loss or damage.
- 6.5 At least once every 7 days, prepare a package of the QA Records accumulated for transmission to the responsible project manager. The time period for transmission and

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the receiver of the transmission specified in the generation procedure takes precedent over the requirements specified above.

- 6.5.1 Collect the QA records and review them for accuracy and completeness consistent with the requirements in the applicable generation procedure.
- 6.5.2 If QA records are not consistent with the applicable generation procedures (see step 6.5.1), disposition the QA records as described in step 6.3.
- 6.5.3 \*p666XObtain a Field QA Records Transmission Form (FQT) (Form GEN12.A).
- 6.5.4 Address the form to the responsible Project Manager.
- 6.5.5 Record the FQT Number on the form (see Attachment 1).

### NOTE

This number is "FQT", your initials, the date (mmddy format), and the number of transmission forms you have generated that day, each separated by dashes. (Example: FQT-JWD-053191-1)

- 6.5.6 Record the following information on the FQT (continuation sheets maybe used as needed):
  - 1. Record number,
  - 2. Title, and
  - 3. Record's date.
- 6.5.7 Record the page number and the total number of pages on the FQT form and its continuation pages, if any.
- 6.5.8 Record the FQT number on the continuation pages, if any.

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- 6.5.9 Attach the QA records listed to the form.
- 6.5.10 Verify that all QA records listed on the transmission form are attached.
- 6.5.11 If the QA records were not attached per step 6.5.7 attach them or revise the form.

**NOTE**

If a QA record is lost, a corrective Action Report shall be created per the EM Administrative Procedure 3-21000-ADM-16.01.

- 6.5.12 Authenticate the transmission form by:
  - 1. Printing your name,
  - 2. signing, and
  - 3. recording the date.at the bottom of the transmission form.
- 6.5.13 Document the transmission of the QA records, the FQT number, and the means of transmission in the field office's log.

- 6.6 Transmit the transmission form and attachments to the EMD records center (per 3-21000-ADM-17.01, Records Management) with copy to the Project Manager.

**NOTE**

The EM Department Document Custodian will sign the FQT upon receipt and return a copy of the first page of the signed FQT to the sender.

- 6.7 Upon receipt of a FQT signed by the Document Custodian, document this in the field office log; include the date signed and the FQT numbers.

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**7.0 AUTHENTICATION**

Authentication of completion of this procedure is documented by signing the Field Data Transmission Form as described in step 6.5.12.



