

**Environmental Management
Administrative Procedures
Manual No.
3-21000-ADM**



ADMIN RECORD

REVIEWED FOR CLASSIFICATION/UCM

By K. P. DALLAS (initials)

Date 1/24/92

A-SW-000223

This is a
CONTROLLED DOCUMENT

EG&G - ROCKY FLATS PLANT
ENVIRONMENTAL MANAGEMENT SYSTEMS
EG&G ROCKY FLATS PLANT **Serial Number: 3-21000-ADM**
EMD ADMINISTRATIVE **Procedure No. Table of Contents, Rev 0**
PROCEDURES MANUAL **Page: 1 of 4**
ENVIRONMENTAL MANAGEMENT SYSTEMS **Effective Date: 8/02/91**
CATEGORY 1 **Organization: ENVIRONMENTAL MANAGEMENT**

TABLE OF CONTENTS

<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
01.01	ER Organization		
02.01	Indoctrination and Training		
02.02	Personnel Qualifications		
02.03	Qualification of Audit Personnel		
03.03	Risk Assessment		
03.04	Preparation of QAAs		
04.01	Procurement Document Control		
05.01	Procedure Development	0	8/2/91
05.02	Development and Control of ARARs		
05.03	Work Plan Development		
05.04	QAA Development		
05.05	Document Review	0	8/2/91
05.06	QAPM/PCC Procedure Review		
05.07	Preparation of Procedure Change Notices	0	8/2/91
06.01	Document Control	0	
07.01	Control of Purchased Items and Services		
08.01	Control and Identification of Items, Samples, and Data		
12.01	Control of Measuring and Test Equipment		

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual Number: 3-21000-ADM
Procedure No. Table of Contents, Rev 0
Page: 2 of 4
Effective Date: 8/02/91
Organization: ENVIRONMENTAL MANAGEMENT

CATEGORY 1

<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
13.01	Handling, Shipping, and Storage		
15.01	Nonconformance Reports (NCRs)		
16.01	Corrective Action Reports (CARs)		
17.01	Records Management		
18.01	Audits		
18.02	Surveillance Activities		
18.03	Readiness Review	0	8/2/91
20.01	Invoice Management		
CAERD.01	Response Plan for Denver Metro Air Pollution Episodes		
CAERD.02	Monthly Environmental Monitoring Report		
CAERD.04	Radiation Dose Assessment to the Public from Routine Operations		
CAERD.05	General Emergency Response		
CAERD.06	EIS/ODIS Report		
CWAD.01	Monthly Discharge Monitoring Reports for NPDES		
CWAD.02	Implementation of the Control and Disposition of Incidental Waters		
CWAD.20	Monitoring Audits		
NEPA.03	Completing a Checklist		
NEPA.04	ADM Development		

856D0436.003

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual Number: 3-21000-ADM
Procedure No. Table of Contents, Rev 0
Page: 3 of 4
Effective Date: 8/02/91
Organization: ENVIRONMENTAL MANAGEMENT

CATEGORY 1

<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
NEPA.05	ADM Review		
NEPA.06	Preparing Recommendations to DOE, RFO		
NEPA.07	Drafting Categorical Exclusions for DOE, RFO		
NEPA.08	Environmental Assessment Process		
NEPA.09	Preparation of an Environmental Assessment		
NEPA.10	Preparation of a Mitigation Plan		
NEPA.11	NEPA Records Maintenance		
NEPA.01	NEPA M&I Design Review		
NEPA.02	NEPA Compliance Committee		
RPD.01	Work Plan/Sampling Plan - When EPA Approval not Required		
RPD.02	Work Plan/Sampling Plan - When EPA Approval Required		
RPD.03	Documents to be Submitted to the Administrative Record		
RPD.04	How to Prepare Statements of Work		
RPD.05	Preparing, Processing, and Classification of Documents to be Distributed to Outside Agencies		
RPD.07	Preparations of Technical Evaluations		

**EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL**

**Manual Number: 3-21000-ADM
Procedure No. Table of Contents, Rev 0
Page: 4 of 4
Effective Date: 8/02/91
Organization: ENVIRONMENTAL MANAGEMENT**

CATEGORY 1

<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
RPD.08	How to Establish ARARs		
RPD.10	How to Prepare and Process Milestones		
RPD.11	Tracking Costs and Schedules		
RPD.12	Processing Procurement Documents		
RPD.13	Uniform Requirements for Submission of Plans and Documents by Contractors		
RPD.14	Coordination of Activities with Field Project Management (FPM) and Field Engineering (FE)		
RPD.15	Checklist for the Startup of New Projects		
RPD.16	Standardized Contractor Cost Reporting		
RPD.17	QA Guidelines for Treatability Studies		
RPD.18	QA Guidelines for Health and Safety Treatability Studies		
RPD.19	Cost Guidelines for Submission of Cost Evaluations and Technical Evaluations		
RPD.20	Checklist for Preparing Project Management Plans		
RPD.06	Preparation of Closure Plans		

This is a PERSONNEL QUALIFICATION
CONTROLLED DOCU

EG&G ROCKY FLATS PLANT Manual: 3-21000-ADM
EMD ADMINISTRATIVE FLATS PLAI Procedure No.: 02.02, Rev 0
MANUAL ENVIRONMENTAL MANAGEMENT DEP page: 1 of 9
Effective Date: Proposed: 08/15/91
Category 1 This is a RED Stamp Organization: Environmental Management

TITLE: PERSONNEL QUALIFICATION Approved By:

 8/14/91
Director, EMD

1.0 PURPOSE

The purpose of this procedure is to provide a systematic method for the qualification of Environmental Management Department (EMD) and subcontractor personnel performing or verifying quality affecting activities. The procedure defines the authorities, controls, and responsibilities for personnel selection and qualification, and verifies the development of minimum position descriptions to ensure that personnel selected to perform EMD activities have education, experience, and training commensurate with the minimum requirements specified in the position description.

The EMD Director has evaluated the activities conducted by the EMD in accordance with EM & WM Administrative Manual 2-20000-ADM, Procedure 02.02, TRAINING/QUALIFICATION, to determine the specific Qualification Standard/Qualification Cards required. EMD activities have been determined to fall outside the scope of the procedure and no Qualification Standards/Qualification Cards are necessary.

EMD personnel performing quality affecting activities shall be qualified per the applicable procedure and the qualification shall be documented per the requirements contained in this procedure.

2.0 SCOPE

The requirements in this procedure apply to EMD personnel and subcontractors performing or managing activities affecting quality. The procedure specifically covers EMD activities that require documentation of a systematic approach to training development and qualification. Training and indoctrination are addressed in 3-21000-ADM-02.01, Indoctrination And Training, rather than in this procedure.

The requirements for qualification of Auditors and Lead Auditors is specified in EMD administrative procedure 2.03, Qualification of Audit Personnel. Inspection and testing

PERSONNEL QUALIFICATION

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EMD ADMINISTRATIVE	Procedure No.:	02.02, Rev 0
MANUAL	Page:	2 of 9
	Effective Date:	Proposed: 08/15/91
Category 1	Organization:	Environmental Management

personnel performing non-destructive examination will be matrixed from outside the EMD if such services are required. Such personnel shall be qualified and certified in accordance with the requirements of the EG&G sitewide Quality Assurance (QA) Program.

3.0 TERMS/DEFINITIONS

- 3.1 **Qualification** - The characteristics or abilities gained through education, training, and/or experience, as measured against established requirements, such as standards or tests, that qualify an individual to perform a required function unsupervised.
- 3.2 **Position Description** - A documented description of the minimum education and experience requirements for each position involved in the performance of activities affecting quality.
- 3.3 **Verification of Qualification** - The confirmation, by an auditable record, of the experience, education, training, and testing pertinent to a staff member's specific job assignment and responsibilities.

4.0 RESPONSIBILITIES

Unless prohibited by other requirements, responsibilities stated here may be delegated in writing to other individuals within the organization. However, responsibility for the adequacy and effectiveness of the qualification that results remains as stated here.

- 4.1 The EMD Director, or designee, in coordination with the EM QAPM, is responsible for designating those activities that require qualified inspection and test personnel.

PERSONNEL QUALIFICATION

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
MANUAL

Manual: 3-21000-ADM
Procedure No.: 02.02, Rev 0
Page: 3 of 9
Effective Date: Proposed: 08/15/91
Organization: Environmental Management

Category 1

- 4.2 The EMD Division Managers are responsible for:
1. Ensuring and documenting the qualification of personnel within their Division that perform quality affecting activities.
 2. Insuring that the Position Information Questionnaires (PIQ) are appropriate for all Division personnel who are expected to perform quality affecting activities.
- 4.3 The EMD Quality Assurance Program Manager (QAPM) is responsible for:
1. Verifying the effectiveness of the qualification system through assessment, surveillance, or audit.
 2. Interfacing with Division Managers and Division Training Coordinators.
 3. Monitoring the implementation of this procedure.
- 4.4 The Division Training Coordinators, with input from the cognizant Division Managers are responsible for:
1. Preparing personnel Training Assignments in accordance with EMD administrative procedure 2.01, Indoctrination and Training, and coordinating the required indoctrination and training.
 2. Maintaining personnel qualification records in accordance with EMD administrative procedure 17.01, Records Management.
- 4.5 The EG&G Rocky Flats personnel organization is responsible for:
1. Verifying the individual's education, experience and training.
 2. Notifying the cognizant Division Manager of the results of the verification.
 3. Maintaining records of the verification.

PERSONNEL QUALIFICATION

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EMD ADMINISTRATIVE	Procedure No.:	02.02, Rev 0
MANUAL	Page:	4 of 9
	Effective Date:	Proposed: 08/15/91
Category 1	Organization:	Environmental Management

4.6 The EMD Staff Division QA Coordinator is responsible for ensuring the requirements for qualification of subcontractor personnel are consistent with those applicable to similar Rocky Flats personnel.

5.0 PROCEDURE

5.1 Position Description

Note: The form number recorded must be a unique number. If a number has not already been assigned, use "PDEM-" followed by the Division Acronym, then a dash, and then a consecutive number. If the number exists and this is a revision, use the original number, then "-R" followed by the number of the revision.

5.1.1 Division Managers shall review the applicable PIQ and verify the PIQ is appropriate to the applicable activities (see Attachment 1).

5.1.2 Subcontractors shall provide equivalent documentation (see Attachment 1) of position descriptions for their personnel who will be performing quality affecting activities to the responsible EMD Division Managers.

5.2 Verify Qualifications

5.2.1 The EG&G personnel shall verify the qualifications of proposed EMD personnel to ensure that they have education, training, and experience commensurate with the minimum requirements specified in the position description.

5.2.2. Following verification of personnel qualifications by the EG&G personnel, the organization shall forward the results to the cognizant Division Manager.

PERSONNEL QUALIFICATION

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EMD ADMINISTRATIVE	Procedure No.:	02.02, Rev 0
MANUAL	Page:	5 of 9
	Effective Date:	Proposed: 08/15/91
Category 1	Organization:	Environmental Management

5.3 Complete Qualification Record

Note: The form number recorded must be a unique number. If a number has not already been assigned, use "QREM-" followed by the Division Acronym, the position description number minus "PDEM" and the individual's initials, then a number, if required, to make the number unique. If this is a revision to an existing QREM, use the original number followed by "-R" then the revision number.

- 5.3.1 After receipt of the verification of personnel qualifications from the EG&G personnel and a completed Training Assignment, the Division Manager shall complete a Qualification Record (See Attachment 1) for each individual assigned to perform quality affecting activities.
- 5.3.2 The "ACTIVITIES" section of the Qualification Record specifies the activities for which the individual has been qualified to perform.
- 5.3.3 The "BASIS FOR QUALIFICATION" section includes the minimum education, experience, and training requirements specified in the Position Description established for the position (or those specified in Appendix B of the EMD Quality Assurance Program Description (QAPD) for personnel performing inspections and tests) and a comparison to the individual's actual education, experience, and licenses (received from the EG&G personnel). This information shall specifically reference the Position Description Form which was the basis for this determination. For inspection and test personnel the results of capability demonstration shall also be included.

PERSONNEL QUALIFICATION

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
MANUAL

Manual: 3-21000-ADM
Procedure No.: 02.02, Rev 0
Page: 6 of 9
Effective Date: Proposed: 08/15/91
Organization: Environmental Management

Category 1

- 5.3.4 The Qualification Record shall specify any restrictions or limitations, either physical or administrative, imposed on the individual (e.g., color blindness may preclude the performance of certain types of inspection).
- 5.3.5 The Division Manager shall sign and forward the Qualification Record to the Division Training Coordinator for each individual assigned to perform quality affecting activities.
- 5.3.6 The Division Training Coordinator shall forward a copy of the Qualification Record to the effected individual and the record copy of the personnel training and qualification records to the EMD records center in accordance with EMD administrative procedure 17.01, Records Management.

5.4 Annual Qualification Evaluation

Note: Manager may document verification on existing Qualification Record (see Attachment 1).

- 5.4.1 The cognizant Division Manager (and/or subcontractor manager) is responsible for ensuring that a documented qualification evaluation is performed at least annually following initial qualification for individuals assigned to perform quality affecting activities (see Attachment 1). The responsibility for performing qualification evaluations may be delegated to the managers or supervisors who have responsibility for the activities being performed.
- 5.4.2 The evaluation shall include:
1. Review of the individual's position description to verify its currentness.
 2. Assessment of the individual's assignment to determine if any changes have occurred since initial qualification that would

PERSONNEL QUALIFICATION

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
MANUAL

Manual: 3-21000-ADM
Procedure No.: 02.02, Rev 0
Page: 7 of 9
Effective Date: Proposed: 08/15/91
Organization: Environmental Management

Category 1

require additional qualification.

3. Review of procedures/activities for which the individual has been previously qualified to identify any that have been revised since the last qualification.

5.4.3 If the results of the annual qualification evaluation indicate that the individual's qualification has lapsed, the individuals assignment and responsibilities have changed, or if new procedures have been issued which the individual will be expected to implement, the qualification shall be brought up to date in accordance with the requirements of this procedure. Such personnel shall not be authorized to perform quality affecting activities for which their qualification has lapsed.

5.5 Subcontractor Personnel Qualification

Note: Form identification numbers should include an identification of the subcontractors name.

5.5.1 Subcontractor personnel indoctrination, training, and qualification shall be equivalent to that required for EG&G personnel. A certification of personnel qualification consistent with the requirements contained in this procedure shall be provided to EG&G prior to subcontractor personnel initiating quality affecting activities (see Attachment 1 and 2).

5.5.2 It is the responsibility of EMD personnel procuring subcontracted services to include necessary qualification requirements in procurement/contracting documents. If unsure about appropriate requirements, the EM department personnel procuring subcontracted services should consult the EM QAPM.

PERSONNEL QUALIFICATION

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EMD ADMINISTRATIVE	Procedure No.:	02.02, Rev 0
MANUAL	Page:	8 of 9
	Effective Date:	Proposed: 08/15/91
Category 1	Organization:	Environmental Management

5.6 Records

Position descriptions and Qualification Records (See Attachment 1) and any Subcontractor Position Descriptions (Attachment 2) shall be maintained as quality records by the Division Training Coordinators in accordance with EMD administrative procedure 17.01, Records Management.

6.0 REFERENCES

6.1 Superseded Documents: None.

6.2 References Cited:

1. ER & WM Administrative Procedure 2-20000-ADM 02.02, Training/ Qualification.
2. Administrative Procedure 3-21000-ADM 2.03, Qualification of Audit Personnel.
3. Administrative Procedure 3-21000-ADM 17.01, Records Management.
4. EMD Quality Assurance Program Description.

7.0 ATTACHMENTS

- 7.1 Attachment 1: Qualification Record
- 7.2 Attachment 2: Subcontractor Position Description

PERSONNEL QUALIFICATION

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
MANUAL

Manual:
Procedure No.:
Page:
Effective Date:
Organization:

3-21000-ADM
02.02, Rev 0
9 of 9
Proposed: 08/15/91
Environmental Management

Category 1

ATTACHMENT 1
QUALIFICATION RECORD

EG&G ROCKY FLATS Environmental Management Department QUALIFICATION RECORD # QREM - _____											
_____ Name (Last, First, Middle Initial)	_____ Employee Number										
_____ Division	_____ Job Title/Classification										
This document attests to the qualification of an individual to perform activities in the following areas:											
ACTIVITIES:											
BASIS FOR QUALIFICATION:											
POSITION DESCRIPTION FORM NUMBER: PDEM - _____											
RESTRICTIONS/LIMITATIONS:											
COMMENTS:											
Evaluated by: _____ Date: _____											
ANNUAL PROFICIENCY EVALUATION:											
Signature	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>Date</td><td> </td><td> </td><td> </td><td> </td></tr></table>						Date				
Date											

EXAMPLE

PERSONNEL QUALIFICATION

**EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
MANUAL**

**Manual:
Procedure No.:
Page:
Effective Date:
Organization:**

**3-21000-ADM
02.02, Rev 0
10 of 9
08/15/91
Environmental Management**

Category 1

**ATTACHMENT 2
SUBCONTRACTOR POSITION DESCRIPTION**

SUBCONTRACTOR POSITION DESCRIPTION (Continued)

Completion Instructions

This form shall be completed by the subcontractor's Project Manager or other management personnel at a level sufficient to account for supervision of all like positions.

Functionally different positions shall be assigned uniquely different titles for which a separate Position Description form shall be completed. A new form shall be completed when the requirements of the position change.

1. Company name of contractor.
2. Title of the quality-affecting position.
3. Immediate higher level position.
4. List the minimum degree(s) and subject for the position, or
5. List the minimum experience necessary; duration of experience shall be specific appropriate.
6. Describe in narrative the purpose of the position.
7. List the duties and necessary job requirements.
8. Approval of the Subcontractor Project appropriate EG&G manager.

SUBCONTRACTOR POSITION DESCRIPTION	
	#PDEM _____ <i>Completion instructions on back of form.</i>
1. Contractor (Company name):	
2. Position Title:	
3. Immediate Supervisory Position:	
4. Minimum Education Requirements for Position:	
5. Minimum Experience Requirements for Position:	
6. Position Purpose Summary:	
EXAMPLE	
7. Position Responsibilities and Required Capabilities:	
8. Approvals:	
EG&G Manager (Responsible for this position):	Contractor Project Manager:
Title _____	Name (print) _____
Name (print) _____	Signature _____ Date _____
Signature _____	Date _____

This is a
CONTROLLED DOCUMENT

EG&G — ROCKY FLATS PLANT
ENVIRONMENTAL MANAGEMENT DEPARTMENT
PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT Manual: 3-21000-ADM
EMD ADMINISTRATIVE Procedure No.: 05.01, Rev 0
PROCEDURES MANUAL Page: 1 of 6
Effective Date: 8/2/91
Category 1 Organization: Environmental Management

Title:
PROCEDURE DEVELOPMENT

Approved By:

Frank Evered
Director, Environmental Management

8/2/91
Date

1.0 PURPOSE

This procedure describes the procedure development process to be used for the preparation of all Environmental Management Department (EMD) procedures.

2.0 SCOPE

This procedure prescribes the steps for developing all procedures both Administrative as well as technical. The procedure will be used by both EMD staff as well as subcontractors.

3.0 TERMS/DEFINITIONS

- 3.1 **Controlled Document Revision Request (CDRR)** - A formal request for revision of a procedure, development of a procedure, or issuance of a manual. (Attachment 1)
- 3.2 **Document Review Package** - This is the file of various drafts of the document, any comment review sheets, and any other associated documents (as described in 3-21000-ADM-05.05, Step 5.8).
- 3.3 **E&WM** - Environmental and Waste Management
- 3.4 **EMD** - Environmental Management Department
- 3.5 **PAPG** - Performance Assurance Procedures Group
- 3.6 **Peer** - See the EMD Document Review Procedure.
- 3.7 **QAPD** - EMD Quality Assurance Program Description
- 3.8 **QAPM** - EMD Quality Assurance Program Manager

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EMD ADMINISTRATIVE	Procedure No.:	05.01, Rev 0
PROCEDURES MANUAL	Page:	2 of 6
Category 1	Effective Date:	8/2/91
	Organization:	Environmental Management

3.9 **Responsible Manager** - The responsible manager is the Division Manager or designee for Division-specific procedures. The EMD Manager is the responsible manager for Environmental Management Department level procedures.

3.10 **RFP** - Rocky Flats Plant

3.11 **QAC** - Quality Assurance Coordinator (QAC) is the Division designee who acts as Division representative in the implementation of the EMD Quality Assurance Program Description.

4.0 RESPONSIBILITIES

4.1 The responsible manager arranges for procedure development and approval.

4.2 The procedure author prepares the draft procedure in compliance with this procedure.

5.0 PROCEDURE

5.1 Procedures shall be developed or existing procedures revised, as necessary, to control activities that meet the applicability criterion of the QAPD.

5.2 A CDRR form shall be prepared when individuals identify the need for a procedure or a revision to a procedure. The form shall state the purpose and scope of the proposed procedure.

5.3 The individual supervisor and the responsible manager shall sign the CDRR. This has the effect of requesting the PAPG to:

1. Verify that no such procedure already exists, and
2. Approve a unique identifier for the procedure.
3. Concur in the designation of the recommended writer and reviewers.

5.4 The CDRR shall be submitted to Performance Assurance with copy to the QAPM by the responsible manager.

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 3 of 6
Effective Date: 8/2/91
Organization: Environmental Management

Category 1

- 5.5 The author shall draft the procedure using the same format as this procedure. Template files of this format are available from your QAC. The author is also encouraged to seek guidance on compliance with higher level procedures prior to circulating the procedure for review.
- 5.6 If the procedure is for control of an activity, a Level 5 procedure (i.e., not an administrative procedure), the writer should provide the following additional information in the procedure section of the procedure:
1. A list of conditions or activities which must be completed prior to initiating the procedure.
 2. A description of how the activity is performed. The description should include methods to be employed, equipment or materials to be used, and the sequence of operations.
 3. Specification of any limits that are implemented by this procedure or apply specifically to the activities addressed in this procedure, that would be helpful to the user.
 4. Identification of any precautions that are applicable to the entire procedure.

NOTE

The "Prerequisites" and "Limitations and Precautions" sections should precede the "Procedure" section.

- 5.7 Procedures shall specify the preparation of documentary evidence that activities controlled by the procedure have been conducted in compliance with the procedure. This is the evidence by which an auditor can verify compliance.

NOTE

Prior to distribution, the author shall obtain a security classification (including Unclassified Nuclear Information) for the procedure, from an authorized classifier.

- 5.8 The author shall invoke the EMD Document Review procedure (3-21000-ADM-05.05) to control a review cycle which solicits comments from:

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 4 of 6
Effective Date: 8/2/91
Organization: Environmental Management

Category 1

1. The QAPM,
2. At least one peer,
3. Each affected RFP organization,
4. Each affected subcontractor, at the discretion of the responsible manager.
5. Others designated by the Responsible Manager (e.g., Site QA, Health and Safety, Traffic)

NOTE

The internal review of Levels 1 and 2 procedures require reviews beyond those addressed in this procedure and procedure 3-21000-ADM-05.05, Document Review.

- 5.9 The QAPM or designee shall review the procedure for compliance with higher level procedures. This review shall verify that the procedure format is compliant with higher level documents.
- 5.10 Disposition of review comments shall be at the discretion of the responsible manager. Reviewer concurrence is not required unless the reviewer's organization is responsible for the activity/technical area at issue.
- 5.11 The author shall revise the procedure consistent with the resolutions of comments in the preceding step.
- 5.12 Upon completion of the document review procedure, the author shall forward a copy of the document review quality record package to the QAPM, which is a quality record.
- 5.13 The QAPM shall inspect the document review package for compliance with EMD Quality Assurance Program requirements, including this procedure.
 - 5.13.1 If compliant, the QAPM shall sign the procedure on the concurrence line and then submit the procedure to the Responsible Manager for department approval.
 - 5.13.2 The Responsible Manager may then approve the procedure. In either case the Responsible Manager returns the package to the QAPM.

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 5 of 6
Effective Date: 8/2/91
Organization: Environmental Management

Category 1

- 5.13.3 The QAPM shall submit the document review package to the PAPG for final processing.
- 5.13.4 If interim usage/distribution is authorized by the EMD Manager, the procedure may be issued for "Interim Use" under procedure 3-2100-ADM-06.01, "Document Control." If such a distribution is made the procedure shall be clearly labelled to indicate it is for interim use.
- 5.13.5 The QAPM shall submit a copy of the packages from step 5.14.3 to the EMD QA records system.

6.0 REFERENCES

- 6.1 E&WM Administrative Procedures Manual, Procedures 3-20000-ADM-05.01 and -05.02
- 6.2 EMD Administrative Procedures Manual, 3-21000-ADM-05.05, Document Review procedure
- 6.3 EMD Administrative Procedures Manual, 3-21000-ADM-06.01, Document Control procedure
- 6.4 EMD Administrative Procedures Manual, 3-21000-ADM-17.01, Records Management procedure
- 6.5 EMD Administrative Procedures Manual, 3-21000-ADM-05.06, QAPM Management Procedure Review Process

7.0 ATTACHMENTS

- 1. Controlled Document Revision Request (CDRR)

PROCEDURE DEVELOPMENT

**EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL**

**Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 6 of 6
Effective Date: 8/2/91
Organization: Environmental Management**

Category 1

ATTACHMENT 1

**ENVIRONMENTAL RESTORATION & WASTE MANAGEMENT
CONTROLLED DOCUMENT REVISION REQUEST (CDRR)**

CDRR No. _____

Requested by: (Print Name)	Signature	Date
Request:		
<input type="checkbox"/> New Manual, Brief description given below <input type="checkbox"/> New Procedure, initial draft attached <input type="checkbox"/> New Procedure, purpose and scope given below <input type="checkbox"/> Revise Procedure no. _____, draft attached <input type="checkbox"/> Revise Procedure no. _____, reason given below <input type="checkbox"/> Other _____		
Justification for Request:		
Supervisor Review:		
(Print Name)	Signature	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved, reason _____		
Management Review:		
(Print Name)	Signature	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved, reason _____		
Received by PA Procedures Group: (Print name)	Signature:	Date:

This is a
CONTROLLED DOCUMENT

EG&G — ROCKY FLATS PLANT
RFI/RI WORK PLAN DEVELOPMENT
ENVIRONMENTAL MANAGEMENT DEPARTMENT

EG&G ROCKY FLATS PLANT Manual: 3-21000-ADM
EM ADMINISTRATIVE MANUAL Procedure No.: 05.03, Rev. 0
Page: 1 of 14
Effective Date: 8/15/91
Category 1 Organization: Environmental Management

Approved By:

TITLE:

RFI/RI Work Plan Development

Eric Ebered 8/14/91
Director, EMD

1.0 PURPOSE

This procedure describes the process for preparing Environmental Management (EM) Department work plans for EM activities being performed in accordance with the Interagency Agreement (IAG). The procedure describes work plan format and content guidelines, review and approval requirements, and the relationship of the work plan(s) to the EM Department "Quality Assurance Project Plan (QAPjP) for CERCLA Remedial Investigation/Feasibility Studies (RI/FS) and RCRA Facility Investigations/Corrective Measures Studies (RFI/CMS)" and quality assurance addenda (QAAs) to the QAPjP.

2.0 SCOPE

This procedure applies to the preparation of CERCLA and RCRA Facility Investigation/Remedial Investigation (RFI/RI) work plans developed by the EM Department and contractor personnel as required by the IAG. As a minimum, RFI/RI work plans shall be prepared for each Operable Unit (OU) investigation and for each phase of the investigation (i.e., Phase I, Phase II, Phase III). Additional RFI/RI work plans may be necessary for complex sites or to address specific media within a site (e.g., Phase II RFI/RI Bedrock Investigation Work plan and Phase II Alluvium Investigation Work plan for a single OU). If required by the Environmental Protection Agency (EPA) and/or the Colorado Department of Health (CDH), Corrective Measures Studies/Feasibility Studies (CMS/FS) work plans shall also be prepared.

EG&G shall not commence any work or response activity prior to receiving the appropriate work plan approvals from the EPA and the CDH as specified in this procedure.

8560099.010

REVIEWED FOR CLASSIFICATION/UCM

By *George H. Setlock*
Date *8/16/91* *uvu*

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EM ADMINISTRATIVE MANUAL	Procedure No.:	05.03, Rev. 0
	Page:	2 of 14
	Effective Date:	8/15/91
Category 1	Organization:	Environmental Management

3.0 DEFINITIONS

Individual Hazardous Substance Site (IHSS) - Individual locations where hazardous substances have come to be located at a discrete area within the larger site.

Operable Unit (OU) - Groupings of individual hazardous substance sites into a single management area.

RCRA Facilities Investigation (RFI) - The RCRA term for an investigation to gather data to sufficiently characterize the nature, extent, and rate of migration of contamination from identified releases and to characterize the threat to human health and the environment.

Remedial Investigation (RI) - The CERCLA term for an investigation to gather data to sufficiently characterize the nature, extent, and rate of migration of contamination from identified releases.

Sampling and Analysis Plan (SAP) - The SAP is normally made up of (1) a quality assurance project plan (QAPjP) that describes the policy, organization, functional activities, and quality assurance and quality control protocols necessary to achieve Data Quality Objectives (DQOs) dictated by the intended use of the data; and (2) a field sampling plan (FSP) that provides guidance for all fieldwork by defining in detail the sampling and data-gathering methods to be used on a project. The FSP should include detailed standard operating procedures (OPSS) for all quality-affecting activities.

Site - The federal facility known as the Rocky Flats Plant, including the buffer zone and all areas that are contaminated by hazardous substances, pollutants, or contaminants.

Solid Waste Management Unit (SWMU) - Individual locations where hazardous substances have come to be located at a discrete area within the larger site.

RFI/RI Work plan - The work plan presents the initial evaluation of existing data and background information, performed during the scoping process for contaminated or

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EM ADMINISTRATIVE MANUAL	Procedure No.:	05.03, Rev. 0
	Page:	3 of 14
	Effective Date:	8/15/91
Category 1	Organization:	Environmental Management

potentially contaminated sites. It defines the scope and objectives of RFI/RI activities.

4.0 RESPONSIBILITIES

- 4.1 The DOE Associate General Manager for Environmental Restoration and Waste Management is responsible for approving the draft RFI/RI work plan prior to its submittal to EPA and CDH for review and comment and the final work plan prior to its issue and implementation.
- 4.2 The Remediation Programs Division (RPD) Manager, or designee, is responsible for assigning an OU manager to oversee RFI/RI work plan preparation in accordance with requirements established in the IAG and referenced guidance.
- 4.3 EM Division managers are responsible for assigning technically qualified personnel (e.g., statisticians, risk assessment specialists, hydrologists, geologists, etc.) to participate in Work plan Technical Support Teams and as independent technical reviewers as requested by the RPD Manager.
- 4.4 The RPD RFI/RI Operable Unit Manager is responsible for overseeing the preparation of the work plan in accordance with this procedure, interfacing with contractors providing work plan preparation support, ensuring that draft work plans undergo independent technical review prior to transmittal to EPA and CDH for review and comment, and coordinating the resolution of independent technical review and EPA/CDH comments.
- 4.5 The EM Department Quality Assurance Program Manager (QAPM) is responsible for participating in the independent technical review of the draft work plan for inclusion of applicable QA information and reference to the EM Department "CERCLA RI/FS and RCRA RFI/CMS QA Project Plan" and the corresponding OU-specific QAA.

The EM QAPM is also responsible for the preparation of the QAAs, which are companion documents to the work plans.

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EM ADMINISTRATIVE MANUAL	Procedure No.:	05.03, Rev. 0
	Page:	4 of 14
	Effective Date:	8/15/91
Category 1	Organization:	Environmental Management

4.6 The EM Department Document Custodian is responsible for applying document control requirements to the approved work plan in accordance with EMD administrative procedure 3-21000-ADM-06.01.

4.7 Independent Technical Reviewers are responsible for reviewing draft work plans for the topics within their area(s) of expertise and documenting the comments in accordance with EMD administrative procedure 3-21000-ADM- 05.05.

5.0 PROCEDURE

5.1 General

For EM Department RFI/RI activities, the QAPjP consists of two elements listed below.

5.1.1 The EM Department "Quality Assurance Project Plan for CERCLA Remedial Investigation/Feasibility Studies and RCRA Facility Investigations/ Corrective Measures Studies," which describes RFI/RI QA requirements common to RFI/RI investigations at all Site OUs.

5.1.2 A QAA will be written for each specific RFI/RI work plan and submitted along with the work plan for EPA/CDH approval. EM Administrative Procedure Manual 3-21000-ADM 05.04 describes the preparation of OU and RFI/RI phase-specific QAAs. Section 10 of the work plan shall include the standard statement specified for Section 10 in Attachment 4. Both the EM Department QAPjP for CERCLA RI/FS and RCRA RFI/CMS and the corresponding QAA should be referenced in the work plan.

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EM ADMINISTRATIVE MANUAL	Procedure No.:	05.03, Rev. 0
	Page:	5 of 14
	Effective Date:	8/15/91
Category 1	Organization:	Environmental Management

5.2 Work plan Technical Support Team

An RFI/RI Work plan Technical Support Team shall be appointed by the RPD Manager or designee to provide regular, ongoing technical input and guidance to the author preparing the work plan. The team should be established as early as possible. Establishment of such a team to interface with the author during work plan preparation will serve to prevent gross inadequacies or deficiencies from being identified during the independent technical review of the draft work plan.

5.3 Work plan Content and Format

5.3.1 Work plan Content

The work plan presents the initial evaluation of existing data and background information performed during the scoping process. It defines the scope and objectives of the RFI/RI activities. The scope and detailed sampling strategy of the RFI/RI site characterization should be documented in the work plan. The contents of a RFI/RI work plan shall address appropriate elements specified in the following documents:

Federal Facility Agreement and Consent Order (IAG), Attachment 2, Statement of Work, Section VI;

EPA/530/SW-89-031, RCRA Facility Investigation (RFI) Guidance, Development of an RFI Work Plan and General Considerations for RCRA Facility Investigations, Volume I of IV;

EPA/540/G-89/004, Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA, Interim Final, Section 2.3.1.

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EM ADMINISTRATIVE MANUAL	Procedure No.:	05.03, Rev. 0
	Page:	6 of 14
	Effective Date:	8/15/91
Category 1	Organization:	Environmental Management

5.3.2 Work plan Format

The header shown in Attachment 1 shall be used on the first page of each work plan section. The header shown in Attachment 2 shall then be used for each remaining page in the section. Each section in the work plan shall be assigned a section title, section number, and section revision number.

The format for the work plan cover sheet is shown in Attachment 3.

Work plans shall be supplied to the RPD OU manager in hardcopy format and on floppy disk in Wordperfect format, using 10-point Helvetica font. All exhibits, figures, tables, or diagrams should immediately following their first text reference occurs.

A generic Table of Contents for work plans is shown in Attachment 4, based on the RCRA and CERCLA requirements. Each work plan should follow this Table of Contents example.

5.4 Review and Approval

5.4.1 Internal EG&G Review and Approval

1. The responsible OU manager shall determine those technical topics requiring independent technical review and communicate his support needs to the RPD Manager.
2. The RPD Manager solicits technical review support for those technical areas falling outside the RPD.
3. Draft work plans shall be formally reviewed by the responsible RFI/RI manager, QAPM, affected EMAD groups, and technically qualified independent reviewers in accordance with procedure 3-21000-ADM-05.05.

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EM ADMINISTRATIVE MANUAL	Procedure No.:	05.03, Rev. 0
	Page:	7 of 14
	Effective Date:	8/15/91
Category 1	Organization:	Environmental Management

4. Finished work plans will be submitted to the RPD QAPM for quality review at least 10 days prior to submission to DOE for review and QAA preparation.

5. All independent technical review comments shall be documented and resolved prior to submittal of the draft work plan to EPA and CDH.

5.4.2 Submittal of draft work plan to EPA and CDH

1. The draft work plans(s) for all OUs shall be submitted to EPA and CDH for review and comment as specified in Sections I.B.4 and I.B.9 of the IAG Statement of Work.

2. The draft work plan(s) shall then be revised to address all comments provided by EPA and CDH, and resubmitted for review and EPA and CDH written approval. No work or response action shall be commenced prior to receiving the appropriate approvals from EPA and CDH.

5.5 Document Control

1. Work plans shall be considered controlled documents and shall be subject to the distribution and change control requirements of EM Department administrative procedure 3-21000-ADM, 06.01.

2. Each section of the work plan shall be approved and issued separately to allow individual sections to be revised, if necessary, without reissuing the entire work plan.

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EM ADMINISTRATIVE MANUAL	Procedure No.:	05.03, Rev. 0
	Page:	8 of 14
	Effective Date:	8/15/91
Category 1	Organization:	Environmental Management

5.6 Records

1. Records generated as a result of implementing this procedure include
 - a. independent technical review comments generated in accordance with EM Department administrative procedure 3-21000-ADM, 05.01;
 - b. work plan distribution lists, receipt acknowledgements, and change control information (see procedure 3-21000-ADM-06.01); and
 - c. archival copies of all approved work plans and revisions thereto.
2. These records shall be collected, maintained, and archived in accordance with the requirements of EM Department administrative procedure 3-21000-ADM, 17.01.

6.0 REFERENCES

- 6.1 EPA/530/SW-89-031, RCRA Facility Investigation (RFI) Guidance, Development of an RFI Work Plan and General Considerations for RCRA Facility Investigations, Volume I of IV, (OSWER Directive 9502.00-6D) U.S. Environmental Protection Agency, Waste Management Division, Office of Solid Waste, May 1989.
- 6.2 Federal Facility Agreement and Consent Order (IAG).
- 6.3 EPA/540/G-89/004, Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA, Interim Final, (OSWER Directive 9355.3-01) U.S. Environmental Protection Agency, Office of Emergency and Remedial Response, October 1988.
- 6.4 EM Department "Quality Assurance Project Plan for CERCLA Remedial Investigation/Feasibility Studies and RCRA Facility Investigations/Corrective Measures Studies,"

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EM ADMINISTRATIVE MANUAL	Procedure No.:	05.03, Rev. 0
	Page:	9 of 14
	Effective Date:	8/15/91
Category 1	Organization:	Environmental Management

- 6.5 EM Department Administrative Procedures Manual, 3-21000-ADM-05.05, Document Review.
- 6.6 EM Department Administrative Manual 3-21000-ADM-05.04. QAA Development.
- 6.7 EM Department Administrative Procedures Manual, 3-21000-ADM-06.01, Document Control.
- 6.8 EM Department Administrative Procedures Manual, 3-21000-ADM-17.01, Records Management.
- 6.9 3-21000-ADM-05.04, Control of QAA Development.
- 6.10 3-21000-ADM-05.05, Docuemnt Review.

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT Manual: 3-21000-ADM
EM ADMINISTRATIVE MANUAL Procedure No.: 05.03, Rev. 0
Page: 10 of 14
Effective Date: 8/15/91
Category 1 Organization: Environmental Management

ATTACHMENT 1. HEADER FOR FIRST PAGE OF EACH SECTION

EG&G ROCKY FLATS PLANT Manual: _____
[NAME OF MANUAL] Section: (Section #) (Rev. #)
Page: _____ of _____
Effective Date: _____
Category Organization: _____ RPD

Approved By:

TITLE:
(Title of Procedure)

_____/____/____
Name (Date)

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EM ADMINISTRATIVE MANUAL	Procedure No.:	05.03, Rev. 0
	Page:	11 of 14
	Effective Date:	8/15/91
Category 1	Organization:	Environmental Management

ATTACHMENT 2. HEADER FOR REMAINING PAGES OF SECTION

EG&G ROCKY FLATS PLANT	Manual:	
[NAME OF MANUAL]	Section:	(Section #) (Rev. #)
	Page:	_____ of _____
Effective Date:		
Category	Organization:	RPD

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EM ADMINISTRATIVE MANUAL	Procedure No.:	05.03, Rev. 0
	Page:	12 of 14
	Effective Date:	8/15/91
Category 1	Organization:	Environmental Management

ATTACHMENT 3. Work plan COVERSHEET

DRAFT FINAL

PHASE III RI/FS WORK PLAN

**ROCKY FLATS PLANT
881 HILLSIDE AREA
(OPERABLE UNIT NO. 1)**

**U.S. DEPARTMENT OF ENERGY
Rocky Flats Plant
Golden, Colorado**

ENVIRONMENTAL RESTORATION PROGRAM

JUNE, 1990

Volume I - Text

Rocky Flats Plant

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EM ADMINISTRATIVE MANUAL	Procedure No.:	05.03, Rev. 0
	Page:	13 of 14
	Effective Date:	8/15/91
Category 1	Organization:	Environmental Management

ATTACHMENT 4. Work plan TABLE OF CONTENTS
FOR RCRA AND CERCLA WORK PLANS

<u>Section</u>	<u>Page</u>
EXECUTIVE SUMMARY	
1.0 INTRODUCTION	
1.1 ENVIRONMENTAL RESTORATION PROGRAM	
1.2 WORK PLAN SCOPE	
1.3 REGIONAL AND PLANT SITE BACKGROUND INFORMATION	
2.0 SITE CHARACTERIZATION (The following can be provided for the entire OU area, each IHSS, or groups of IHSSs within the OU area.) (This should be based on existing historical data.)	
2.1 SITE CHARACTERISTICS	
2.2 NATURE OF CONTAMINATION AND PREVIOUS INVESTIGATIONS	
2.3 CONCEPTUAL MODEL	
3.0 APPLICABLE OR RELEVANT AND APPROPRIATE REQUIREMENTS	
3.1 THE ARAR BASIS	
3.2 THE ARAR PROCESS	
4.0 RCRA FACILITY INVESTIGATION/REMEDIAL INVESTIGATION TASKS (The following tasks should be described, as appropriate)	
4.1 TASK 1 - PROJECT PLANNING	
4.2 TASK 2 - COMMUNITY RELATIONS	
4.3 TASK 3 - FIELD INVESTIGATION	
4.4 TASK 4 - SAMPLE ANALYSIS AND DATA VALIDATION	
4.5 TASK 5 - DATA EVALUATION	
4.6 TASK 6 - RISK ASSESSMENT	
4.7 TASK 7 - DEVELOPMENT AND SCREENING OF REMEDIAL ALTERNATIVES	
4.8 TASK 8 - TREATABILITY STUDIES	
4.9 TASK 9 - REMEDIAL INVESTIGATION REPORT	
5.0 DATA NEEDS AND DATA QUALITY OBJECTIVES (See Appendix A of the QAPjP for the DQO process.)	

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT	Manual:	3-21000-ADM
EM ADMINISTRATIVE MANUAL	Procedure No.:	05.03, Rev. 0
	Page:	14 of 14
	Effective Date:	8/15/91
Category 1	Organization:	Environmental Management

6.0 FIELD SAMPLING PLAN

- 6.1 BACKGROUND AND SAMPLING RATIONALE
(Specify any modifications to the IAG, as appropriate.)
- 6.2 SAMPLING PROGRAM
(Reference appropriate standard operating procedures.)
- 6.3 SAMPLE ANALYSIS
- 6.4 FIELD QC PROCEDURES

7.0 SCHEDULE

8.0 HUMAN HEALTH RISK ASSESSMENT PLAN

- 8.1 OVERVIEW
- 8.2 IDENTIFICATION OF CHEMICALS OF CONCERN
- 8.3 EXPOSURE ASSESSMENT
- 8.4 TOXICITY ASSESSMENT
- 8.5 RISK CHARACTERIZATION
- 8.6 UNCERTAINTIES AND LIMITATIONS

9.0 ENVIRONMENTAL EVALUATION PLAN

- 9.1 INTRODUCTION
- 9.2 ENVIRONMENTAL EVALUATION TASKS
- 9.3 FIELD SAMPLING PLAN
- 9.4 SCHEDULE
- 9.5 REFERENCES

10. QUALITY ASSURANCE ADDENDUM

(Standard Statement) The QAA for OU_____ amends the QAPjP and will be submitted to EPA and CDH along with this work plan. The QAA will establish specific QA controls applicable to the field investigations for OU_____ as described in this work plan.

11.0 STANDARD OPERATION PROCEDURES AND PROCEDURE CHANGE NOTICES (Any procedures required for sampling that are not covered by the existing operating procedures.)

12.0 REFERENCES

This is a
CONTROLLED DOCUMENT

**EG&G — ROCKY FLATS PLANT
ENVIRONMENTAL MANAGEMENT DEPARTMENT
DOCUMENT REVIEW**

EG&G ROCKY FLATS PLANT *This is a RED Stamp*
EMD ADMINISTRATIVE
PROCEDURES MANUAL
Category 1

Manual: 3-21000-ADM
Procedure No.: 05.05, Rev 0
Page: 1 of 7
Effective Date: 8/2/91
Organization: Environmental Management

Title:
DOCUMENT REVIEW

Approved By:

Paul Evers

Director, Environmental Management

8/2/91
Date

1.0 PURPOSE

The purpose of this procedure is to specify a general method for quality related document reviews, prior to their release for use in implementing quality related activities or release to general distribution outside of EMD.

2.0 SCOPE

This procedure covers the selection of reviewers, and the performance and documentation of reviews. These reviews cover the technical and quality aspects of documents. Reviews of all plans and procedures produced within the EMD shall be conducted under the control of this procedure. Other documents shall be reviewed per this procedure, if so specified by the Responsible Manager.

This procedure applies to reviews required by the EMD Quality Assurance Program Description (QAPD) and implementing plans and procedures. The requirements of this procedure apply to the extent specified:

1. In a procedure which invokes this procedure,
2. By the review executor, and
3. By the QAPM.

3.0 TERMS/DEFINITIONS

3.1 **EMD** - Environmental Management Department

3.2 **Independent Reviewer** - An independent reviewer is one whose division manager is not responsible for the work being performed.