

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 1 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

TITLE:  
DEVELOPMENT AND CONTROL OF  
ENVIRONMENTAL RESTORATION &  
WASTE MANAGEMENT PROCEDURES

Approved By

\_\_\_\_\_  
Associate General Manager,  
Envir. Restor. & Waste Mgmt

### 1.0 PURPOSE

This procedure contains the direction for the procedures system for Environmental Restoration and Waste Management (ER&WM).

This procedure prescribes the controls, responsibilities and authorities for the preparation, review, approval, revision, and control of procedures that are used to perform or support programs and activities within ER&WM's responsibilities.

### 2.0 SCOPE

This procedure applies to all ER&WM personnel and to contractors/subcontractors working directly to ER&WM procedures.

This procedure applies to all Waste Operations and Waste Programs procedures that are prepared or revised after the effective date of this procedure. It applies to all Environmental Restoration procedures that are prepared or revised after October 15, 1990. It specifically covers procedure levels 2, 3, and 4, and for level 5 procedures, it invokes 2-20000-ADM-05.02, Development and Control of ER&WM Level 5 Procedures.

### 3.0 TERMS/DEFINITIONS

3.1 **Controlled Copy Holder** - An individual or organizational entity assigned a procedure having controlled distribution.

3.2 **Controlled Distribution** - Distribution of a procedure to those listed as controlled copy holders that requires receipt acknowledgment.

3.3 **External Review** - Review of procedures by organizations outside of ER&WM who have supporting responsibilities, e.g., Independent Safety Review Group, Health and Safety, or who may otherwise provide pertinent input,

ADMIN RECORD

A-SW-000391

REVIEWED FOR CLASSIFICATION/ACM

By W. P. Dillinger (MNP)

Date 7/11/90

"REVIEWED FOR CLASSIFICATION

By W. Thomas (W)

Date 9-21-90

---

|                        |                 |             |
|------------------------|-----------------|-------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | 2-20000-ADM |
| ER&WM ADMINISTRATIVE   | Procedure No:   | 05.01 Rev 0 |
| PROCEDURES MANUAL      | Page:           | 2 of 34     |
| SAFETY RELATED         | Effective Date: | 09/17/90    |
| CATEGORY 1             | Organization:   | ER & WM     |

---

e.g., Facilities Engineering or Systems Quality Engineering.

- 3.4 **Internal Review** - Review of procedures by affected organizational entities within ER&WM.
- 3.5 **Master Procedures Index** - The controlled index maintained by the Procedures Group that contains the current status of all currently issued procedures and their unique numbers, titles, revision levels, and effectivity dates. This index also contains the status of new or revised procedures which are currently in process by the Procedures Group.
- 3.6 **Peer Review** - Review of a procedure by a member of Procedures Group other than the writer.
- 3.7 **Procedure** - A document that specifies or describes how an activity is to be performed. It may include methods to be employed, equipment or materials to be used, and sequence of operations.
- 3.8 **Procedure Approval Package** - A set of documentation consisting of the new or revised procedure ready for approval signature with the first page showing the appropriate revision level and effective date, with all subsequent pages showing the draft level that was concurred with, a copy of the Controlled Document Concurrence Form, and all associated Controlled Document Review Sheets having documented resolution of comments.
- 3.9 **Procedure Category** - The procedure category identifies how the procedure is to be used and the type of information contained in it. Three categories of procedures exist, as follows:
  1. **Category 1** - Procedures that provide administrative controls and direction for the performance of a program or activity. These procedures do not need to be in the immediate vicinity of the user provided the user knows where to locate the procedure and is knowledgeable of its contents.

---

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 3 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

---

2. Category 2 - Procedures that are used for gathering data or for the performance of routine operations that do not require step by step instructions and signatures or initials after the completion of specific steps. These procedures need not be immediately available to the user but must be in the immediate vicinity, such as the same general area.
  3. Category 3 - Procedures that provide step by step instructions for performance of an activity and require signature or initials after completion of the procedure, specified steps, or series of steps. These procedures must be in the possession of the user and available at the location of the activity.
- 3.10 **Procedure Level** - An assigned designator from 1 to 5 that specifies the procedure status in the procedural hierarchy.
1. Level 1 - A procedure that assigns authorities and defines responsibilities and interfaces on a plant wide basis. Level 1 procedures are approved by the General Manager, Rocky Flats Plant.
  2. Level 2 - A procedure that is applicable to two or more departments within a single Operational Management organization, e.g., an ER&WM procedure that applies to Environmental Restoration, Waste Programs, and Waste Operations Departments. A level 2 procedure can not assign responsibilities or duties outside the Operational Management organization.
  3. Level 3 - A procedure that is applicable to only one Department within an Operational Management organization. It assigns responsibilities and authorities for implementation of tasks defined in levels 1 and 2 documents. A level 3 procedure can not assign responsibilities or duties outside the Department of the approval authority.
  4. Level 4 - A procedure that is applicable only to one organizational entity within a Department. It assigns responsibilities and authorities for

---

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 4 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

---

implementation of tasks defined in levels 1, 2 and 3 procedures. A level 4 procedure can not assign responsibilities or duties outside the organizational level of the approval authority.

5. Level 5 - Procedures that are equipment or process control related procedures. Approval is governed by functional authority as defined in 2-20000-ADM-05.02.
- 3.12 Procedure Requirements Matrix - A cross-reference between source requirements and the procedures that provide the tracking necessary to demonstrate that requirements are procedurally addressed.
- 3.11 Procedure Review Package - A set of documentation consisting of the draft procedure to be reviewed, Controlled Document Review Sheets, the Controlled Document Concurrence Form, and a copy of the associated, approved Controlled Document Revision Request.
- 3.12 Procedure Sponsor - The ER&WM organization requesting the procedure.
- 3.13 Procedures Index - The index(es) issued by the Procedures Group. These indexes are updated on a controlled basis to reflect the currently issued procedures and their unique numbers, titles, revision levels, and effectivity dates.
- 3.14 Procedures Manual - A numbered binder having a designed cover and containing a set of procedures where the set is based on the commonality of procedure level and nature of content.
- 3.15 Validation - A process of assessing the usability of a procedure by having a qualified user simulate the performance of the procedure in the presence of an evaluator; the preferred simulation method is by walk-through, but the table-top review method can be used.
- 3.16 Verification - A structured review of a procedure to determine that the procedure is technically accurate and correctly written.

---

|                        |                 |             |
|------------------------|-----------------|-------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | 2-20000-ADM |
| ER&WM ADMINISTRATIVE   | Procedure No:   | 05.01 Rev 0 |
| PROCEDURES MANUAL      | Page:           | 5 of 34     |
| SAFETY RELATED         | Effective Date: | 09/17/90    |
| CATEGORY 1             | Organization:   | ER & WM     |

---

#### 4.0 RESPONSIBILITIES

Responsibilities for the ER&WM procedures system are as follows. Unless prohibited by other requirements, responsibilities stated herein may be delegated in writing to other individuals or organizations. However, responsibility for the adequacy and effectiveness of the activities remains the responsibility as stated herein.

##### 4.1 The Associate General Manager (AGM), ER&WM, is responsible for the following:

1. Ensuring that ER&WM procedures are developed to provide necessary controls to implement the requirements of statutes, regulations, orders, commitments, and higher tier requirements that are applicable to ER&WM.
2. Ensuring that ER&WM procedures are technically adequate.
3. Approving Level 2 ER&WM procedures.
4. Recommending Level 1 policies and procedures.

##### 4.2 ER&WM Department Directors are responsible for:

1. Recommending development of Level 2 procedures and for ensuring that Levels 3, 4 and 5 procedures are developed to provide necessary controls to implement requirements and commitments unique to the Department.
2. Approving Level 3 procedures and approving or delegating the approval of Level 4 procedures.
3. Ensuring the technical adequacy of procedures.
4. Providing subject matter experts to assist in the drafting phase of procedure development.
5. Providing to the Procedures Group the intra-departmental organizational positions that serve as the focal points for interfacing with the Procedures Group.

---

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 6 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

---

4.3 The Procedures Group shall provide the following services to ER&WM with respect to ER&WM procedures:

1. Drafting of new and revised procedures, including initial walkdowns.
2. Coordinating the reviews of procedures and documenting resolution of comments.
3. Performing independent verification and validation of procedures, where required.
4. Tracking the status of procedures from request to final action and including each draft.
5. Providing controlled issue of approved new and revised procedures and maintaining the associated procedures index.
6. Maintaining history files for each procedure.
7. Maintaining the procedures requirements matrix.

4.4 Controlled Copy Holders are responsible for incorporating new and revised procedures into their procedures manual, returning signed receipt acknowledgements, and if copies of manual contents are made, marking each copy For Information.

4.5 Each person within ER&WM is responsible for complying with approved, governing procedures and for initiating a procedure revision request when the need for revision is recognized.

#### 5.0 PROCEDURE

Procedure levels 2, 3 and 4 shall be developed and controlled per the following procedure. Level 5 procedures shall be developed and controlled per procedure 2-20000-ADM-05.02.

---

|                        |                 |             |
|------------------------|-----------------|-------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | 2-20000-ADM |
| ER&WM ADMINISTRATIVE   | Procedure No:   | 05.01 Rev 0 |
| PROCEDURES MANUAL      | Page:           | 7 of 34     |
| SAFETY RELATED         | Effective Date: | 09/17/90    |
| CATEGORY 1             | Organization:   | ER & WM     |

---

## 5.1 Initial Procedure Indexes and Procedure Manuals

5.1.1 ER&WM Directors and the Procedures Group shall jointly prepare the initial index of ER&WM procedures. This index shall:

1. Include existing procedures and procedures currently under development.
2. Be arranged into sets of procedures by level and functional type.
3. For each set, provide the name and number of the procedures manual that will contain that set of procedures.

### NOTE

The numbering scheme for procedures and procedure manuals is given in Attachment 3.

5.1.2 The initial procedure index shall be approved by the approval authority that matches the level of approval for the procedures represented.

5.1.3 After approval of the initial procedures index, the Procedures Group shall:

1. Maintain the index in accordance with this procedure.
2. Develop the manual cover, binding, and if used, index tabs.
3. Prepare the Table of Contents for each procedures manual.
4. Prepare schedules by department for finalizing initial procedures manuals consisting of existing procedures and those currently under development and obtain approval of this schedule by the cognizant Department Director.

## 5.2 TABLE OF CONTENTS

5.2.1 The Table of Contents for each procedures manual shall be prepared and maintained by the Procedures

---

|                        |                 |             |
|------------------------|-----------------|-------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | 2-20000-ADM |
| ER&WM ADMINISTRATIVE   | Procedure No:   | 05.01 Rev 0 |
| PROCEDURES MANUAL      | Page:           | 8 of 34     |
| SAFETY RELATED         | Effective Date: | 09/17/90    |
| CATEGORY 1             | Organization:   | ER & WM     |

---

Group. It shall serve as the controlled index for contents of the manual and shall identify each procedure by unique number, title, revision level, and effectivity date.

- 5.2.2 A cancelled procedure shall continue to be listed in the Table of Contents, with Cancelled and the date of cancellation in parentheses following the title.
- 5.2.3 The Table of Contents shall be revised and reissued each time a procedure is issued. Revision level of the Table of Contents shall be by issue date.

### 5.3 New Procedures

- 5.3.1 For those new procedures scheduled per 5.1.3 above, the organization identified by the schedule shall draft the procedure.
- 5.3.2 Any person within ER&WM who identifies a need for a new procedure shall submit a Controlled Document Revision Request (CDRR) (Attachment 1) via supervision to the cognizant Department Director. The CDRR shall as a minimum indicate the proposed purpose and scope of the requested procedure.
- 5.3.3 If the Department Director approves the CDRR, the original is forwarded to the Procedures Group for preparation of the procedure. However, if desired, the cognizant department may prepare the initial draft and submit it with the CDRR to the Procedures Group for processing.
- 5.3.4 If the Department Director does not approve the CDRR, a copy shall be returned to the requester, through supervision, indicating the reason for disapproval. The original CDRR with reason for disapproval shall be forwarded to the Procedures Group for retention in the History File.
- 5.3.5 As necessary, the Manager, Procedures Group shall coordinate with other ER&WM managers to validate the need for the proposed procedure, avoid duplication with other requests, ensure assignment of the appropriate level and category, or ensure adequate procedural coverage of requirements.

---

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 9 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

---

- 5.3.6 If the Manager, Procedures Group determines that the proposed procedure is not required, a copy of the request shall be returned through appropriate supervision to the originator, with an explanation for the action. The CDRR and the explanation shall be maintained by the Procedures Group in the applicable History File.
- 5.3.7 For approved requests for new procedures, the Manager, Procedures Group, shall assign a writer to prepare the procedure or edit the furnished draft.
- 5.3.8 The Procedures Group shall track the status of procedures during the preparation, review, approval, and issue process.
- 5.3.9 The assigned writer shall coordinate with the sponsor to obtain technical input and to arrange for interfacing with sponsor personnel, as necessary to produce an accurate draft.
- 5.3.10 The format, content and headers shall be in accordance with the guidance contained in Attachments 3 and 4 to this procedure. The assigned level shall be consistent with the logic given in Attachment 5.
- 5.3.11 The writer shall draft (or edit) the proposed procedure in accordance with this procedure and the supplemental guidance of the ER&WM Procedure Writers Guide, ensuring assignment of the appropriate number, level and category, update of the master index, review by authorized classifier, and submittal of the draft for peer review.
- 5.3.12 The writer resolves comments received from peer review.
- 5.3.13 Upon resolving peer review comments, the writer submits via supervision the procedure review package for internal review, normally allowing two weeks for the review cycle.
- 5.3.14 The writer follows up as necessary to obtain internal review responses and resolves comments. Resolution of comments shall be documented on the

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 10 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

Controlled Document Review Sheets (Attachment 6) and a new draft shall be produced.

- 5.3.15 The writer shall consult with the Manager, Procedures Group to determine if an additional internal review cycle is required, and if so, repeat steps 5.3.13 and 5.3.14.
- 5.3.16 After resolving internal review comments, the writer shall submit the upgraded procedure review package via supervision to external review, as required by the listings maintained by the Manager, Procedures Group.
- 5.3.17 If external review is required, the writer shall follow up as necessary to obtain external review responses, resolve external review comments, document the resolution of comments on the Controlled Document Review Sheets, and prepare the procedure approval package.
- 5.3.18 The writer shall transmit the procedure approval package via supervision to designated organizations for concurrence signatures.
- 5.3.19 After the Controlled Document Concurrence Form (Attachment 7) is completed, the Manager, Procedures Group shall ensure that the following actions are completed.
1. The first page of the procedure shall be replaced with the original signature page. All other pages shall still be indicated as draft.
  2. The need for review by the Independent Safety Review Group (ISRG) shall be determined by completing the Independent Safety Review Screening Criteria (Attachment 8).
  3. If ISRG review is required, the procedure shall be submitted to ISRG for review. If the requirement for ISRG review involves (1) a proposed modification to nuclear facilities and equipment having safety significance, and safety analyses thereof, or (2) proposed experiments and operations having safety significance, the

SEE PCN 91-01  
ITEM 1

---

|                        |                 |             |
|------------------------|-----------------|-------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | 2-20000-ADM |
| ER&WM ADMINISTRATIVE   | Procedure No:   | 05.01 Rev 0 |
| PROCEDURES MANUAL      | Page:           | 11 of 34    |
| SAFETY RELATED         | Effective Date: | 09/17/90    |
| CATEGORY 1             | Organization:   | ER & WM     |

---

ISRG review shall be obtained prior to approval of the procedure.

4. The package shall be forwarded to the designated approval authority for signature and date. Unless prohibited by 3. above, approval can occur prior to ISRG review.

5.3.20 After approval, the Procedure Approval Package shall be forwarded to the Procedures Group for distribution of the approved procedure and retention of the package in the History File.

#### 5.4 Procedure Issue

5.4.1 The Procedures Group shall revise the Table of Contents to reflect the procedure(s) to be issued and assemble it with the applicable procedure(s) to create a revision package. The Manager, Procedures Group, shall approve the Table of Contents. This approval shall be authorization to issue the package.

5.4.2 The Procedures Group shall reproduce and transmit the revision package to controlled copy holders using the transmittal form illustrated in Attachment 9.

5.4.3 Controlled copy holders shall enter the revision in the manual and sign and return the transmittal form, indicating receipt and entry of the revision.

5.4.4 If receipts are not returned within two weeks of issue of a revision package, the Procedures Group shall notify the recipient of the delinquency. If the receipt is not returned within four weeks of original issue, the Manager, Procedures Group, shall ensure that the cause is determined and that appropriate corrective action is taken by applicable management.

5.4.5 If a procedures manual is no longer needed, the controlled copy holder shall either return the manual to the Procedures Group or assign it in writing to another person. The assignment to another person shall contain signatures of both

---

|                        |                 |             |
|------------------------|-----------------|-------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | 2-20000-ADM |
| ER&WM ADMINISTRATIVE   | Procedure No:   | 05.01 Rev 0 |
| PROCEDURES MANUAL      | Page:           | 12 of 34    |
| SAFETY RELATED         | Effective Date: | 09/17/90    |
| CATEGORY 1             | Organization:   | ER & WM     |

---

parties and a copy of the documentation shall be forwarded to the Procedures Group.

## 5.5 Procedure Revisions

Revisions to procedures are processed in accordance with this subsection. Urgent changes to procedures are processed in accordance with subsection 5.6.

- 5.5.1 For those procedures scheduled for revision per 5.1.3 above, the organization identified by the schedule shall draft the revision.
- 5.5.2 Any person within ER&WM who identifies the need for a procedure revision shall document the need for revision on a Controlled Document Revision Request (CDRR) (Attachment 1) and submit the CDRR to their supervisor for concurrence. As a minimum, the purpose and nature of the revision shall be entered on the CDRR.
- 5.5.3 The supervisor shall forward the CDRR to the management level responsible for approval of the procedure that is requested to be revised.
- 5.5.4 The responsible manager either approves the CDRR and forwards it to the Procedures Group or disapproves the CDRR and returns it to the requester with reason for disapproval. A copy of disapproved CDRRs shall be sent to the Procedures Group.
- 5.5.5 Upon receipt of an approved CDRR, the Procedures Group assigns a unique number to the CDRR, which shall consist of the procedure number and the last two digits of the year plus a sequential number (e.g., 90-1).
- 5.5.6 The Procedures Group prepares and processes the revision in the same manner as for a new procedure, e.g., per 5.3.7 through 5.4.4.
- 5.5.7 Revised areas of the procedure shall be identified by a vertical bar in the left margin. If the revision is a major rewrite, the Manager, Procedures Group, may authorize the omission of the revision bars and placement of (Major Revision) in the upper

---

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 13 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

---

right corner of the title page, just below the heading.

5.5.8 Procedure revisions shall be issued as whole procedures and not as individual pages to a procedure.

### 5.6 Urgent Procedure Changes

If a change to a procedure is promptly needed to correct technical or safety-related deficiencies in a procedure which could cause an unsafe condition, a Procedure Change Notice may be processed in accordance with this subsection.

5.6.1 The individual identifying the need for an urgent procedure change shall prepare a Procedure Change Notice (PCN) (Attachment 2) and submit it to supervision.

5.6.2 If the urgent procedure change is needed, the responsible supervisor shall process the PCN as follows:

1. Number the PCN using the procedure number, last two digits of the calendar year, and a sequential number. A PCN number shall not be reused.
2. Assign an expiration date to the PCN not to exceed 90 days from date of its initiation.
3. Ensure the changes are written in suitable detail to permit uniform implementation; revise the PCN as necessary.
4. Obtain concurrence with the change from the Quality Assurance and Health & Safety organizations as a minimum, and obtain concurrence from any other organization whose responsibilities are affected by the change. If these concurrences are by oral communication, written concurrences shall be obtained within one normal working day.
5. Obtain approval of the PCN by the Responsible Manager.

---

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 14 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

---

6. Ensure attachment of the PCN to the front of each controlled copy of the procedure within the sponsor's organization, and ensure that the affected steps are marked to refer to the PCN.
  7. Forward a copy of the approved PCN to the Procedures Group within one normal working day.
- 5.6.3 If the urgent procedure change is not needed, the responsible supervisor shall return the PCN to the initiator with an explanation of why the change is not needed.
- 5.6.4 The Procedures Group shall distribute approved PCNs to controlled copy holders and shall revise procedures in accordance with 5.3.7 through 5.3.20 to incorporate approved PCNs prior to their expiration dates.

#### 5.7 Procedure Cancellation

- 5.7.1 If it is determined that a procedure shall no longer be required, a Controlled Document Revision Request for cancellation shall be processed in the same manner as any other revision request.
- 5.7.2 When the cancellation is approved, the Procedures Group shall reissue the procedure Title Sheet, incremented to the next revision number, and include the notation CANCELLED with a statement describing the reason for the cancellation. If the procedure is superseded by another procedure(s), the new procedure number shall be noted on the cancelled title sheet.
- 5.7.3 A cancelled procedure number shall not be re-used.

#### 5.8 Periodic Review

- 5.8.1 The Manager, Procedures Group, shall provide for tracking and notification to sponsors of procedures within one month of the specified review cycle for the procedure.
- 5.8.2 If a procedure has not been revised for a period of two years from its effective date, or more

---

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 15 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

---

frequently if required by established commitments, the sponsor shall ensure that it is reviewed to ensure that it is current and meets specified requirements.

5.8.3 If a revision is required as a result of the review, the revision request shall include a statement that the revision is a result of the periodic review.

5.8.4 If no revision is required as a result of the review, the Procedures Group shall place documentation to that effect in the procedure history file for the current procedure revision.

#### 5.9 Procedure History File

5.9.1 A procedure history file shall be maintained by the Procedures Group for each procedure, which contains at least the following for each revision of each procedure:

1. Initial request for procedure development or request for change.
2. Copy of each draft revision.
3. Review comments and their disposition.
4. Concurrence Sheets
5. Approval Sheets
6. Copy of each issued approved procedure

5.9.2 The history file shall be maintained for a period of six years.

#### 5.10 Records

A copy of each approved and issued procedure and procedure revision shall be submitted to Records Services for retention as a permanent record.

#### 6.0 REFERENCES

3-10120-PWG, ER&WM Procedure Writers Guide

---

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 16 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

---

7.0 ATTACHMENTS

Attachment 1, Controlled Document Revision Request

Attachment 2, Procedure Change Notice

Attachment 3, Format and Content for Procedures

Attachment 4, Page Headings

Attachment 5, Procedure Level Decision Tree

Attachment 6, Controlled Document Review Sheet and  
Continuation Sheet

Attachment 7, Controlled Document Concurrence Form

Attachment 8, Independent Safety Review Screening Criteria

Attachment 9, Procedure Transmittal/Receipt

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

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

2-20000-ADM  
05.01 Rev 0  
17 of 34  
09/17/90  
ER & WM

ATTACHMENT 1

CONTROLLED DOCUMENT REVISION REQUEST

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

CDRR No \_\_\_\_\_

|  |                    |               |
|--|--------------------|---------------|
| Requested by<br>(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  |                    |               |
| _____<br>(Print Name)  | _____<br>Signature | _____<br>Date |
| <input type="checkbox"/> Approved                                      |                    |               |
| <input type="checkbox"/> Disapproved, reason _____                     |                    |               |
| Management Review  |                    |               |
| _____<br>(Print Name)  | _____<br>Signature | _____<br>Date |
| <input type="checkbox"/> Approved                                      |                    |               |
| <input type="checkbox"/> Disapproved, reason _____                     |                    |               |
| Received by PA Procedures Group<br>(Print name)                        | Signature          | Date          |

EG&G ROCKY FLATS PLANT  
 ER&WM ADMINISTRATIVE  
 PROCEDURES MANUAL  
 SAFETY RELATED  
 CATEGORY 1

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

2-20000-ADM  
 05.01 Rev 0  
 18 of 34  
 09/17/90  
 ER & WM

ATTACHMENT 2

PROCEDURE CHANGE NOTICE

**ENVIRONMENTAL RESTORATION & WASTE MANAGEMENT  
 PROCEDURE CHANGE NOTICE (PCN)**

*PRESS FIRMLY AND PRINT LEGIBLY OR TYPE PROPOSED CHANGES TO INSURE DUPLICATE IS MADE ON ALL COPIES.*

Procedure Number \_\_\_\_\_

Page 1 of \_\_\_\_\_

| Title   |      |                   | Date   | PCN Number |                                   |  |                         |
|---|------|-------------------|--|------------|-----------------------------------|--|-------------------------|
| URGENT Expires _____  |      |                   |  |            |                                   |  |                         |
| TEMPORARY Expires _____   |      |                   |  |            |                                   |  |                         |
| Item Number   | Page | Step or Paragraph | Changes<br>(Use PCN CONTINUATION SHEET for additional space) |            |                                   |  |                         |
|   |      |                   |  |            |                                   |  |                         |
| Justification (Reason for change - Provide numbers to reference corresponding items above ) |      |                   |  |            |                                   |  |                         |
| Concurrence   |      | Organization      | Req  | Date       | Concurrence                       |  | Date                    |
|   |      | WOCS              | X  |            | User                              |  |                         |
|   |      | H&S Eng           |  |            | P&C                               |  |                         |
|   |      | Waste Cert.       |  |            | ES & TS                           |  |                         |
|   |      | Traffic           |  |            | Other _____                       |  |                         |
| 13 Approval of Responsible manager  |      |                   | 14 Date  |            | 15 Is Posting required?<br>Yes No |  | 16 If Yes, by what date |
|   |      |                   |  |            |                                   |  | 17 Date posted          |

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 19 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

ATTACHMENT 2, (cont)

PROCEDURE CHANGE NOTICE CONTINUATION SHEET

**PROCEDURE CHANGE NOTICE (PCN)**  
(Continuation Sheet)

*PRESS FIRMLY AND PRINT LEGIBLY OR TYPE PROPOSED CHANGES TO INSURE DUPLICATE IS MADE ON ALL COPIES.*

Page \_\_\_\_ of \_\_\_\_  
PCN no \_\_\_\_\_

| Procedure no  |      | Title             |  |
|---|------|-------------------|--|
| Item Number   | Page | Step or Paragraph | Changes<br>(Use PCN CONTINUATION SHEET for additional space) |
|   |      |                   |  |
| Justification (Reason for change - Provide numbers to reference corresponding items above ) |      |                   |  |

---

|                        |                 |             |
|------------------------|-----------------|-------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | 2-20000-ADM |
| ER&WM ADMINISTRATIVE   | Procedure No:   | 05.01 Rev 0 |
| PROCEDURES MANUAL      | Page:           | 20 of 34    |
| SAFETY RELATED         | Effective Date: | 09/17/90    |
| CATEGORY 1             | Organization:   | ER & WM     |

---

### ATTACHMENT 3

#### FORMAT AND CONTENT FOR PROCEDURES

##### 1.0 GENERAL

The format and content of Levels 2, 3, and 4 procedures shall comply with the requirements of this Attachment. For Level 5 procedures, 2-20000-ADM-05.02 covers the format and content. The format and content for general guidance documents such as the ER&WM Procedure Writers Guide shall be approved by the Manager, Procedures Group.

##### 2.0 MANUAL AND PROCEDURE NUMBERING

Procedure Manuals are numbering using the scheme A-BBBBB-CCC where:

- A Represents the procedure level, e.g., 1, 2, 3, 4.
- BBBBB Represents the sponsoring organization number, as assigned in the Rocky Flats Organizational Manual, corresponding to the approval level for the procedure, e.g., 20000 is the organizational number for the Assistant General Manager, Environmental Restoration & Waste Management.
- CCC Represents the procedure/manual type designator, for examples; ADM, WOP, etc. A three digit designator is normally used, but one to four digits may be used.

Individual procedures are numbered with the manual number followed by a unique number using the scheme DD.EE, where:

- DD.EE Is the unique procedure number identifier. It is issued and controlled by the Procedures Group with concurrence of the sponsoring organization. A record of issued unique identifiers is maintained by the Procedures Group in the applicable procedure index. This number may contain two through six digits, and it may contain alpha characters.

---

|                        |                 |             |
|------------------------|-----------------|-------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | 2-20000-ADM |
| ER&WM ADMINISTRATIVE   | Procedure No:   | 05.01 Rev 0 |
| PROCEDURES MANUAL      | Page:           | 21 of 34    |
| SAFETY RELATED         | Effective Date: | 09/17/90    |
| CATEGORY 1             | Organization:   | ER & WM     |

---

ATTACHMENT 3 (Cont'd)

Procedure numbers shall not be reused once cancelled.

3.0 LEVELS 2, 3, AND 4 PROCEDURES FORMAT AND CONTENTS

3.1 Major Headings and Content

Category 1, Levels 1-4 procedures shall contain the following headings and content. Each major heading shall be included in each Category 1 procedure. If a major section is not required for a particular procedure, the heading shall be entered and a term similar to None or Not Required shall be entered. Category 2, Levels 1-4 procedures shall use these headings only as applicable to the purpose of the procedure.

1.0 PURPOSE

State the overall purpose and/or major objectives of the procedure.

2.0 SCOPE

Indicate the range of responsibilities, applicability, and requirements addressed by the procedure.

3.0 TERMS/DEFINITIONS

Identify key terms and definitions used in the procedure which ensure uniform interpretation and use.

4.0 RESPONSIBILITIES

Indicate the major responsibilities and assigned organizations for the program, project, and activities governed by the procedure. Do not detail the responsibilities outlined in section 5.0, PROCEDURE.

5.0 PROCEDURE or MAIN BODY

Write the procedure steps in clear, concise, action statements. Follow the general sequence

---

|                        |                 |             |
|------------------------|-----------------|-------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | 2-20000-ADM |
| ER&WM ADMINISTRATIVE   | Procedure No:   | 05.01 Rev 0 |
| PROCEDURES MANUAL      | Page:           | 22 of 34    |
| SAFETY RELATED         | Effective Date: | 09/17/90    |
| CATEGORY 1             | Organization:   | ER & WM     |

---

### ATTACHMENT 3 (Cont'd)

in which steps will be performed. Procedure subgroups may be identified (e.g., unnumbered headings) to logically divide the section. This section shall detail when the activity is to be accomplished and shall contain provisions to document the verification of the activity, if applicable.

In the last part of the Procedure section, define the documents that are to be retained as records resulting from the implementation of the procedure; the organization retaining the records; the retention period (or reference to it); and the appropriate records schedule by which retention periods are established.

#### 6.0 REFERENCES

List documents referenced in preceding sections or applicable to implementing the procedure.

#### 7.0 ATTACHMENTS

Forms, charts, or other supplementary information required to effectively implement the procedure. Attachments shall be numbered consecutively (e.g., 1, 2, 3). Forms included as attachments (completed or blank) shall be for information only and shall be identified as SAMPLE or similar notation so that they may not be reproduced and utilized.

### 3.2 Headings and Indentations

The headings and indentations within procedures shall be as follows:

#### 3.2.1 Major Headings

Major headings shall use all upper-case characters and shall commence at the left-hand margin.

---

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

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

2-20000-ADM  
05.01 Rev 0  
23 of 34  
09/17/90  
ER & WM

---

### ATTACHMENT 3 (Cont'd)

#### 3.2.2 Section Headings and First Level Indentation.

If a heading is used for sections within major headings, each major word in the heading will start with an upper case character, and the heading shall be underlined and shall commence at the left-hand margin.

Text following headings shall be indented to align with the first character of the heading.

The heading or where a heading is not used, the first level indentation shall be identified by a decimal number keyed to the major heading under which it falls (e.g., 2.2).

#### 3.2.3 Second Level Indentation.

The second level indentation shall be identified by a decimal number keyed to the section number under which it falls (e.g., 2.2.1). If a heading is used, each major word in the heading shall start with an upper case character.

#### 3.2.4 Third and Fourth Level Indentation

If needed, the third level indentation should be identified by sequential numbers, e.g., 1., 2., 3., etc. Fourth level indentations should be avoided, but if used, should be identified by sequential, lower-case letters, e.g., a., b., c., etc.

### 3.3 Warnings, Cautions and Notes

If needed in Levels 2-4 procedures, warnings, cautions, and notes shall be formatted per this section.

3.3.1 Warnings refer to possible personal injury or to potential violation of environmental standards. Warnings shall:

1. Precede and be on the same page as the step to which they apply.

---

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 24 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

---

ATTACHMENT 3 (Cont'd)

2. Consist of the word **WARNING** in all capitals, centered, and bolded.
  3. Contain warning statement(s) that are bolded, single-line spaced, and indented to the step or action to which it applies.
  4. Not contain an action statement.
- 3.3.2 Cautions refer to possible equipment damage. Cautions shall be formatted the same as Warnings except the word **CAUTION** replaces the word **WARNING**.
- 3.3.3 Notes contain supplemental information. Notes shall:
1. Precede the step or action to which they apply, unless the note is more applicable to the results of the step or action, in which case, the note may be after the step or action. In either case, the note shall be on the same page as the step or action to which it applies.
  2. Consist of the word **NOTE** in all capitals, centered, and bolded.
  3. Contain information statement(s) that are single-lined spaced, bolded, and indented to the step to which it applies.
  4. Not include an action statement.

3.4 Listing of Items

For a listing of items, (e.g., listing the contents of a record package), each item shall be identified by a number or letter.

3.5 Page Headings

- 3.5.1 Page headings for each page of the procedure shall contain the following information and shall conform to the example depicted in Attachment 3.
  - a. EG&G ROCKY FLATS PLANT in upper-case characters.

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 25 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

ATTACHMENT 3 (Cont'd)

- b. The name of the parent procedure manual in upper-case characters.
- c. The procedure safety classification of either SAFETY RELATED or NOT SAFETY RELATED.

NOTE

Safety related classification applies whenever the procedure governs an activity that directly or indirectly affects the quality of an item classified as Safety Class 1, 2, or 3.

- d. The procedure category.
- e. The manual number.
- f. The unique procedure number and revision. The revision identification shall be numeric and shall be incremented by one each time the procedure is approved and issued. The first revision of a procedure shall start with Rev. 0.
- g. Page number. The format shall be Page X of Y, where Y is the total number of pages in the procedure, including attachments.
- h. Effective Date. This is the date by which compliance to the new or revised procedure will be subject to verification, and is established by Procedures Group, based on input from applicable affected organizations management. When establishing this date, sufficient time shall be allowed for reproduction, issue, and training prior to the effective date.
- i. Organization title applicability. Examples: ER&WM, Environmental Restoration Department, Waste Operations Department.

- 3.5.2 In addition to the elements described for page headings above, Title Pages shall contain the procedure title and the dated signature of the approving authority for the procedure. Title Pages

SEE PCN 91-01  
ITEM 2

---

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 26 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

---

ATTACHMENT 3 (Cont'd)

shall conform to the example depicted in Attachment 3.

- 3.5.3 If graphics or need for fold-out pages make use of a full header physically impractical, a reduced header giving procedure, revision, and page numbers may be used for the affected page only.
- 3.5.4 Page headings for drafts of new procedures and revisions (including Title Pages) shall contain the information described above, which shall be modified as follows. An example is contained in Attachment 3.
1. The space for the effective date shall contain the word Proposed, followed by the anticipated effective date. If a proposed effective date cannot be established during the early draft stages, the word later may be entered. However, the draft submitted for concurrence signatures shall have a proposed effective date.
  2. Drafts of new or revised procedures shall identify the next revision number and the draft level. Draft levels shall be alphabetical and shall be incremented by one for each subsequent draft of the same revision. For example, Rev. 0, Draft A for the first draft of a new procedure. Another example, Rev. 2, Draft C for the third draft of a proposed revision 2.
  3. The word DRAFT prominently displayed in the header.
- 3.5.5 Page headers for the table of contents for a procedures manual shall be identical to that for procedures except that the Procedure Number field shall state Table of Contents and the Effective Date field shall be changed to Date and the date of issue entered.

PCN ATTACHMENT 1  
PCN # 91-01

---

|                        |                 |             |
|------------------------|-----------------|-------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | 2-20000-ADM |
| ER&WM ADMINISTRATIVE   | Procedure No:   | 05.01 Rev 0 |
| PROCEDURES MANUAL      | Page:           | 27 of 34    |
| SAFETY RELATED         | Effective Date: | 09/17/90    |
| CATEGORY 1             | Organization:   | ER & WM     |

---

ATTACHMENT 4  
PAGE HEADINGS

TITLE PAGE HEADING

---

|                        |                 |                    |
|------------------------|-----------------|--------------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | A-BBBBB-CCC        |
| NAME OF THE PARENT     | Procedure No.   | DD.EE Rev. 0       |
| PROCEDURE MANUAL       | Page:           | 1 of Y             |
| WHETHER SAFETY RELATED | Effective Date: | XX/XX/XX           |
| CATEGORY X             | Organization:   | Resp. Organization |

---

TITLE:  
THE TITLE OF THE PROCEDURE

Approved By

\_\_\_\_\_ / /  
Approving Mgr Title

Concurred With By

(If Applicable)

\_\_\_\_\_ / /  
Waste Quality Engineering

(If Applicable)

\_\_\_\_\_ / /  
Traffic

---

CONTINUATION PAGE HEADING

---

|                        |                 |                    |
|------------------------|-----------------|--------------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | A-BBBBB-CCC        |
| NAME OF THE PARENT     | Procedure No.   | DD.EE, Rev. 0      |
| PROCEDURE MANUAL       | Page:           | X of Y             |
| WHETHER SAFETY RELATED | Effective Date: | XX/XX/XX           |
| CATEGORY X             | Organization:   | Resp. Organization |

---

DRAFT PAGE HEADING

---

|                        |                 |                                  |
|------------------------|-----------------|----------------------------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | A-BBBBB-CCC                      |
| NAME OF THE PARENT     | Procedure No.   | DD.EE, Rev 0 Draft A             |
| PROCEDURE MANUAL       | Page:           | X of Y                           |
| WHETHER SAFETY RELATED | Effective Date: | Proposed XX/XX/XX                |
| CATEGORY X             | <u>DRAFT</u>    | Organization: Resp. Organization |

---

|                        |                 |             |
|------------------------|-----------------|-------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | 2-20000-ADM |
| ER&WM ADMINISTRATIVE   | Procedure No:   | 05.01 Rev 0 |
| PROCEDURES MANUAL      | Page:           | 27 of 34    |
| SAFETY RELATED         | Effective Date: | 09/17/90    |
| CATEGORY 1             | Organization:   | ER & WM     |

ATTACHMENT 4  
PAGE HEADINGS

TITLE PAGE HEADING

|                        |                 |                    |
|------------------------|-----------------|--------------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | A-BBBBB-CCC        |
| NAME OF THE PARENT     | Procedure No.   | DD.EE Rev. 0       |
| PROCEDURE MANUAL       | Page:           | 1 of Y             |
| WHETHER SAFETY RELATED | Effective Date: | XX/XX/XX           |
| CATEGORY X             | Organization:   | Resp. Organization |

TITLE:  
THE TITLE OF THE PROCEDURE

Approved By

\_\_\_\_\_ / / /  
Approving Mgr. Title

CONTINUATION PAGE HEADING

|                        |                 |                    |
|------------------------|-----------------|--------------------|
| EG&G ROCKY FLATS PLANT | Manual Number:  | A-BBBBB-CCC        |
| NAME OF THE PARENT     | Procedure No.   | DD.EE, Rev. 0      |
| PROCEDURE MANUAL       | Page:           | X of Y             |
| WHETHER SAFETY RELATED | Effective Date: | XX/XX/XX           |
| CATEGORY X             | Organization:   | Resp. Organization |

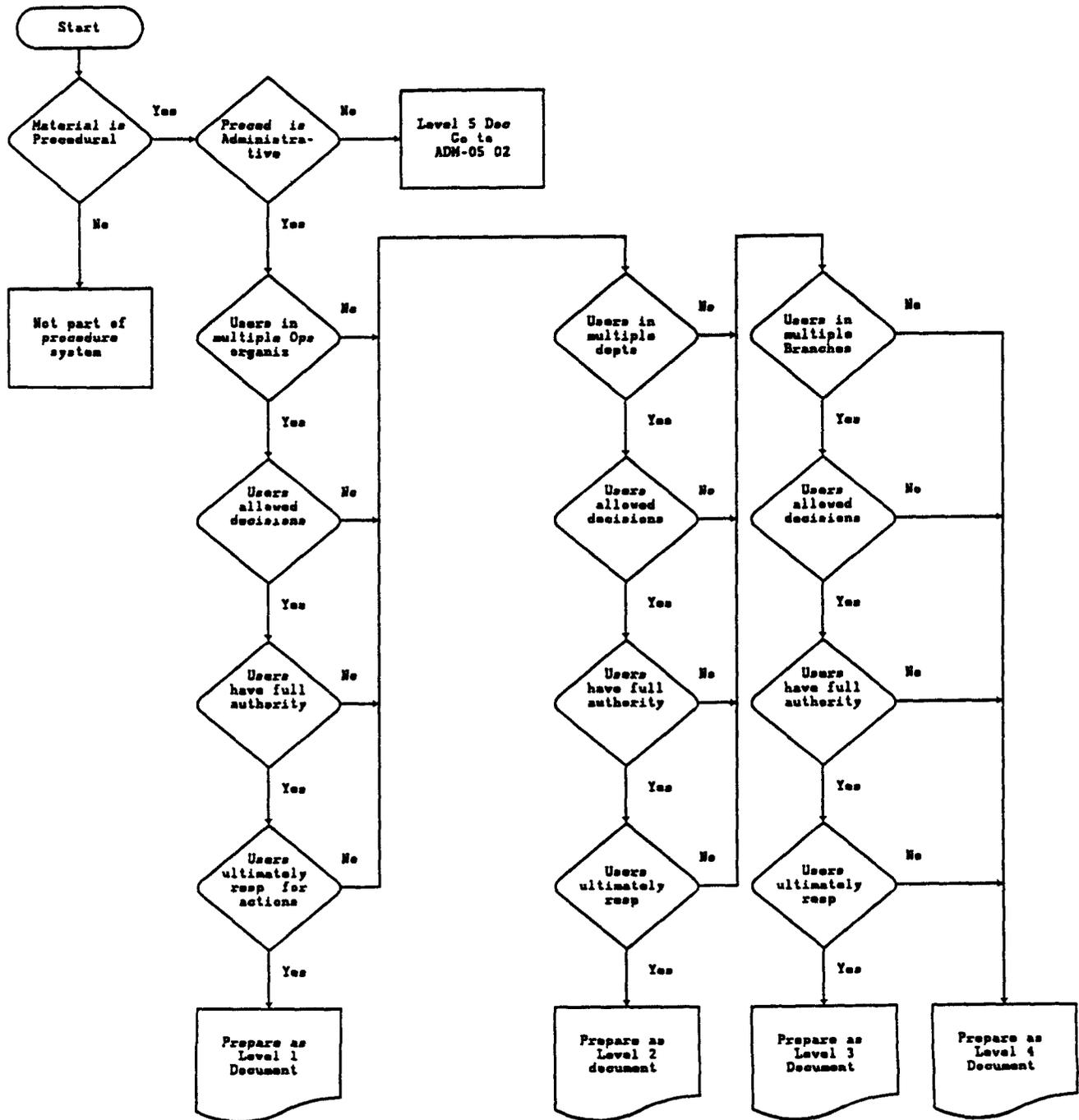
DRAFT PAGE HEADING

|                         |                 |                      |
|-------------------------|-----------------|----------------------|
| EG&G ROCKY FLATS PLANT  | Manual Number:  | A-BBBBB-CCC          |
| NAME OF THE PARENT      | Procedure No.   | DD.EE, Rev 0 Draft A |
| PROCEDURE MANUAL        | Page:           | X of Y               |
| WHETHER SAFETY RELATED  | Effective Date: | Proposed XX/XX/XX    |
| CATEGORY X <u>DRAFT</u> | Organization:   | Resp. Organization   |

SEE PCN 91-01  
ITEM 3

ATTACHMENT 5

PROCEDURE LEVEL DECISION TREE



EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 29 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

ATTACHMENT 6

ER&WM CONTROLLED DOCUMENT REVIEW SHEET

| ER&WM CONTROLLED DOCUMENT REVIEW SHEET  |         | Page ___ of ___ |                  |
|---|---------|-----------------|------------------|
| PLEASE REVIEW THE ATTACHED PROCEDURE, PROC. NO. _____   |         | REV _____       |                  |
| TITLE _____   |         |                 |                  |
| COMPLETE THE FOLLOWING AND RETURN THIS FORM TO: _____ BY ___/___/___  |         |                 |                  |
| <input type="checkbox"/> NO COMMENT<br><input type="checkbox"/> COMMENTS HAVE BEEN ANNOTATED IN THE PROCEDURE FOR CONSIDERATION PRIOR TO APPROVAL<br><input type="checkbox"/> COMMENTS SHOWN BELOW ARE TO BE DISPOSITIONED BEFORE THE PROCEDURE IS SUBMITTED FOR APPROVAL |         |                 |                  |
| SECTION OR PARAGRAPH  | COMMENT | DISPOSITION     |                  |
|   |         |                 |                  |
| SIGNATURE OF REVIEWER _____   |         | PHONE NO. _____ | DATE ___/___/___ |
|   |         |                 | DEPT _____       |

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

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

2-20000-ADM  
05.01 Rev 0  
30 of 34  
09/17/90  
ER & WM

ATTACHMENT 6 (Cont.)

ER&WM CONTROLLED DOCUMENT REVIEW CONTINUATION SHEET

| ER&WM CONTROLLED DOCUMENT REVIEW CONTINUATION SHEET |         |     |             | Page ___ of ___ |  |
|---|---------|-----|-------------|-----------------|--|
| PROCEDURE NO.                                       |         | REV |             |                 |  |
| SECTION OR PARAGRAPH                                | COMMENT |     | DISPOSITION |                 |  |
|   |         |     |             |                 |  |

|                             |                 |                  |             |
|-----------------------------|-----------------|------------------|-------------|
| SIGNATURE OF REVIEWER _____ | PHONE NO. _____ | DATE ___/___/___ | DEPT. _____ |
|-----------------------------|-----------------|------------------|-------------|



EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

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

2-20000-ADM  
05.01 Rev 0  
32 of 34  
09/17/90  
ER & WM

ATTACHMENT 8

INDEPENDENT SAFETY REVIEW SCREENING CRITERIA

1 These criteria apply to the following activities:

- a. New facilities.
- b. Proposed modifications to facilities, systems, equipment, and components.
- c. Proposed experiments and operations.
- d. Procedures and changes thereto (Operating and Administrative, normal and abnormal includes maintenance, repair, testing, and quality assurance procedures.)

2. Does the activity involve a nuclear facility?

Yes      No  
—      —

As defined in DOE Order 5480.5, a nuclear facility is a facility whose operations involve radioactive materials in such form and quantity that a significant nuclear hazard potentially exists to the employees or the general public. Included are facilities that (1) produce, process, or store radioactive liquid or solid waste, fissionable materials, or tritium; (2) conduct separations operations; (3) conduct irradiated materials inspection, fuel fabrication, decontamination, or recovery operations; or (4) conduct fuel enrichment operations. Incidental use of radioactive materials in a facility operation (e.g., check sources, radioactive sources, and X ray machines) does not necessarily require the facility to be included in this definition. Accelerators and reactors and their operations are not included.

ISRG interprets a significant nuclear hazard to mean that internal controls (design or operational) are necessary to achieve compliance with DOE 5400.5, Radiation Protection for the Public and Environment, and with DOE 5480 11, Radiation Protection for Occupational Workers.

If the answer is Yes, continue with the screening. If No, Independent Safety Review is not required.

3 Does the activity involve any of the following:

- a. A new nuclear facility or a modification to a nuclear facility or equipment, components, or system therein? — —
- b. An experiment, test, or an operation not covered by existing operating procedures? — —
- c. Is the activity a Safety Analysis Report, a safety analysis of a proposed modification to facilities or equipment having safety significance a Standard, a Nuclear Criticality Safety Limit, or an Operational Safety Requirement? — —
- d. A training program? — —

If the answer is Yes, go to #4 below. If No, skip #4 and go to #5 below.

4 Does the activity involve a substantive change to those in (3) above; that is, a change which affects, for example, the scope, intent, method of accomplishment, sequence of operations, prerequisites, or acceptance criteria, but not editorial or format changes or correction of typographical errors? — —

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

Manual Number: 2-20000-ADM  
Procedure No: 05.01 Rev 0  
Page: 33 of 34  
Effective Date: 09/17/90  
Organization: ER & WM

If the answer is Yes, Independent Safety Review is required. If No, stop; Independent Safety Review is not required.

- 5 If the proposed activity is a procedure, is it derived without substantive change (see (3) above) from an existing procedure which has been previously subjected to an Independent Safety Review?

If the answer is Yes, stop; Independent Safety Review is not required. If No, continue with the screening.

6. If the proposed activity is a procedure, does it:
- a. Refer to or implement an OSR or FSAR?
  - b. Apply to a structure, system, or equipment described in the Final Safety Analysis Report?
  - c. Apply to structures, systems, or equipment which are required for operability of those in (b) above?
  - d. Describe or implement radiological controls?
  - e. Include abnormal or emergency operating procedures required for facility safety?
  - f. Describe, implement, or impact administrative controls as required by an OSR or a DOE Order?

If the answer to any of the above is Yes, Independent Safety Review is required. If No, continue with the screening.

7. Is the activity a repair or maintenance item for work in a nuclear facility that is an A level work package that includes modifications to the plant, or repair, replacement, modification and/or installation work orders where radionuclide contamination exists and/or the containment is breached?

If the answer is Yes, Independent Safety Review is required. If No, continue with the screening.

- 8 Could the activity affect safety in any way other than those listed above?

If the answer is Yes, Independent Safety Review is required. If the answer is No, stop; Independent Safety Review is not required.

Reviewer: \_\_\_\_\_  
Print Name

Disposition: ISRG review  required;  not required.

Signature & Date: \_\_\_\_\_

EG&G ROCKY FLATS PLANT  
ER&WM ADMINISTRATIVE  
PROCEDURES MANUAL  
SAFETY RELATED  
CATEGORY 1

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

2-20000-ADM  
05.01 Rev 0  
34 of 34  
09/17/90  
ER & WM

ATTACHMENT 9

DOCUMENT TRANSMITTAL FORM

| ER&WM DOCUMENT TRANSMITTAL FORM  |        |                  |
|--|--------|------------------|
| To:  | From:  |                  |
| Loc:   | Loc:   |                  |
| Tel:   | Tel:   |                  |
| The following controlled documents are being transmitted to you for your use and updating the associated procedures manual. Signed receipt acknowledgement must be returned to the sender within two weeks of the transmittal date.<br>DATE OF TRANSMITTAL ___/___/___ |        |                  |
| Manual #   | Insert | Remove           |
|  |        |                  |
|  |        |                  |
|  |        |                  |
|  |        |                  |
|  |        |                  |
|  |        |                  |
|  |        |                  |
|  |        |                  |
|  |        |                  |
|  |        |                  |
| The above documents have been updated as indicated, all superseded documents have been returned or destroyed.  |        |                  |
| Signature _____  |        | Date ___/___/___ |