

EG&G 11/12/93 This is a #22  
**CONTROLLED DOCUMENT**  
EG&G - ROCKY FLATS PLANT  
ENVIRONMENTAL MANAGEMENT

~~This is a RED Stamp~~

**ROCKY FLATS PLANT  
EMD ADMINISTRATION  
PROCEDURES MANUAL**

**Manual No.: 3-21000-ADM  
Procedure No.: Table of Contents, Rev 9  
Page: 1 of 5  
Effective Date: 01/11/93  
Organization: Environmental Management**

**CATEGORY 1**

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FOR  
ENVIRONMENTAL MANAGEMENT DEPARTMENT  
ADMINISTRATIVE PROCEDURES MANUAL**

<b>Procedure No.</b>	<b>Title</b>	<b>Rev. No.</b>	<b>Effective Date</b>
01.01	ER Organization		
02.01	Training	0	06/19/92
DCN 93.01	Provide Consistency	0	01/05/93
02.02	Personnel Qualifications	0	08/15/91
02.03	Qualification of Audit Personnel		
03.03	Risk Assessment		
03.04	Control of QAA Development	0	09/23/91
04.01	Procurement Document Control	0	04/08/92
05.01	Procedure Development	0	08/02/91
05.02	Development and Control of ARARs		
05.03	RFI/RI Work Plan Development	0	08/15/91
05.04	QAA Development		
05.05	Document Review	0	08/02/91
05.06	QAPM/PCC Procedure Review		
05.07	Preparation of Procedure Change Notices	1	09/23/91
DCN 92.01	Revision to DCN Expiration Date	1	09/08/92

**DOCUMENT CLASSIFICATION REVIEW WAIVER  
PER R.B. HOFFMAN, CLASSIFICATION OFFICE  
JUNE 11, 1991**

**ADMIN RECORD**

A-SW-000513

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05.08	Forms Control	0	09/23/91
05.11	Preparation of Instructions	0	04/08/92
06.01	Document Control	0	08/02/91
07.01	Control of Purchased Items and Services		
08.01	Control and Identification of Items, Samples, and Data	0	04/08/92
10.01	Inspections	0	04/08/92
DCN 92.01	Revision to Inspection Reporting Format	0	12/08/92
*DCN 93.01	Checklist Approval Revision, Section 5.1.12	0	01/07/93
12.01	Control of Measuring and Test Equipment	0	04/08/92
13.01	Handling, Shipping and Storage		
15.01	Control of Nonconforming Items and Activities	1	10/12/92
16.01	Corrective Action	0	04/08/92
17.01	Quality Assurance Records Management	0	02/28/92
18.01	Audits		
18.02	Surveillance Activities	1	04/08/92
18.03	Readiness Review	0	08/02/91
20.01	Invoice Management		
AQD.01	Response Plan for Denver Metro Air Pollution Episodes		
AQD.02	Monthly Environmental Monitoring Report		

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AQD.04	Radiation Dose Assessment to the Public from Routine Operations		
AQD.05	General Emergency Response		
AQD.06	EIS/ODIS Report		
AQD.08	Preparation of EPA Form R	1	10/10/91
SWD.01	Monthly Discharge Monitoring Reports for NPDES		
SWD.02	Implementation of the Control and Disposition of Incidental Waters		
SWD.20	Monitoring Audits		
NEPA.01	NEPA M&I Design Review		
NEPA.02	NEPA Compliance Committee		
NEPA.03	Completing a Checklist		
NEPA.04	ADM Development		
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		

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NEPA.11	NEPA Records Maintenance		
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.06	Preparation of Closure Plans		
RPD.07	Preparation of Technical Evaluations		
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		

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<b>Procedure No.</b>	<b>Title</b>	<b>Rev. No.</b>	<b>Effective Date</b>
RPD.18	QA Guidelines for Health and Safety Treatability Studies		
RPD.19	Cost Guidelines for Submission of Cost Evaluations and Technical Evaluation		
RPD.20	Checklist for Preparing Project Management Plans		

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**ENVIRONMENTAL MANAGEMENT  
DOCUMENT CHANGE NOTICE (DCN)**

**CONTROLLED DOCUMENT**

EG&G - ROCKY FLATS PLANT

ENVIRONMENTAL MANAGEMENT

Procedure Number **3-21000-ADM-10.01, Rev. 0**

Title Inspections	Date <del>12/17/92</del> 1/7/93	DCN Number 3-21000-ADM-10.01, <del>92-02</del>
Expires <del>12/17/92</del> 1-7-94 EMB		Procedure Revision Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Scope Limitation: none		

93.01 es 1/1/93

Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for additional space)
1	4 of 7	5.1.12	Add the following to the end of the section:  Checklists for QA and Technical Inspections which require revisions in response to document change notices will not require formal review as described in 3-21000-ADM-05.05, Document Review. These revised checklists shall be modified and documented on the Document Concurrence Form (in 3-21000-ADM-05.08, Forms Control) by the QAPM or designee.
2	6 of 7	7.0	Remove "Part I" from sentence.

Justification (Reason for change - Provide numbers to reference corresponding items above.)

- To provide a rapid turnaround time for updating checklists in order to include approved changes (i.e., DCNs) in the checklists.
- The revised EM Inspection Report, issued as DCN 92-01 to this procedure, is no longer designated as Part I of the EM Inspection Report.

Concurrence	Organization	Req.	Date	Concurrence	Organization	Req.	Date
<i>[Signature]</i>	QAPM	X	1/4/93	<i>[Signature]</i>	User	X	12/17/92
<i>[Signature]</i>	QSSA		12/17/92				

Approval of Responsible Manager <i>[Signature]</i>	Date 1/11/93	Is Posting required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, by what date? upon receipt	Date posted
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**DOCUMENT CLASSIFICATION REVIEW WAIVER  
PER R.B. HOFFMAN, CLASSIFICATION OFFICE JAN 8 - 1993**