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CONTROLLED DOCUMENT
EG&G - ROCKY FLATS PLANT
ENVIRONMENTAL MANAGEMENT

This is a RED Stamp

ROCKY FLATS PLANT
EMD ADMINISTRATION
PROCEDURES MANUAL

CATEGORY 1

Manual No.: 3-21000-ADM
Procedure No.: Table of Contents, Rev 11
Page: 1 of 5
Effective Date: 03/08/93
Organization: Environmental Management

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ENVIRONMENTAL MANAGEMENT DEPARTMENT
ADMINISTRATIVE PROCEDURES MANUAL

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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		

ADMIN RECORD

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

A-SW-000560

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05.07	Preparation of Procedure Change Notices	1	09/23/91
DCN 92.01	Revision to DCN Expiration Date	1	09/08/92
DCN 93.01	Procedure Consistency	1	01/25/93
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
*DCN 93.01	Record Transmittal Form Modification	0	03/08/93
17.02	Administrative Records Screening and Processing	0	12/07/92
18.01	Audits		

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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		
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		

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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		
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		

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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 Evaluation		
RPD.20	Checklist for Preparing Project Management Plans		

This is a ^{#22}
CONTROLLED DOCUMENT ENVIRONMENTAL MANAGEMENT
 EG&G - ROCKY FLATS PLANT **DOCUMENT CHANGE NOTICE (DCN)**
 ENVIRONMENTAL MANAGEMENT
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Procedure Number 3-21000-ADM-17.01 Rev. 0

Title Quality Assurance Records Management	Date 3-8-93 <small>SRD</small>	DCN Number 93.01 <small>SRD</small>
Expires 3-8-94 <small>SRD</small>	Procedure Revision Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Scope Limitation <u>NONE</u>		

Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for Additional Space)
1.	12	Appendix 1	Replace existing EMD Record Transmittal Form with attached Record Transmittal form. NOTE: The new form is double-sided.
2	13	Appendix 1	Delete page 13 of 21
3			Insert "Instructions for Completing Records Transmittal Form" after item number 1.

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

Justification (Reason for Change – Provide Numbers To Reference Corresponding Items Above)

1. New form will comply with ERM Record Centers additional requirements.
3. Instructions will educate the division on properly completing the New Records Transmittal Form.

Concurrence	Organization	Req	Date	Concurrence	Organization	Req	Date
<i>R. G. Schmidt</i>	QAPM	X	3/8/93	<i>Paul Williams</i>	User	X	3/4/93
				<i>Mary P. ...</i>			3/5/93

Approval of Responsible Manager <i>Kevin ...</i>	Date 3/5/93	Is Posting Req'd? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, By What Date? Upon Receipt	Date Posted
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DCN Form 001
R. G. Benedetti 3/5/93

**INSTRUCTIONS FOR COMPLETING
RECORDS TRANSMITTAL FORM**

All documents submitted to the ERM Records Center must be accompanied by a Records Transmittal form, and meet the acceptance criteria specified in 3-21000-ADM-17.01, Appendix 2. Those submitting documents (Records Source and/or Records Coordinator) must complete all of the numbered entries specified on the sample form. Directions for completing each entry are given below:

<u>Entry Number</u>	<u>Directions</u>		
1	TO: Always enter "ERM Records Center"	11	Number of Pages: The total number of pages in the document (double sided pages should be considered 2 pages)
2	Records Source: The name of the EG&G subcontractor employee or the EG&G employee who originates the document	12	Record Date: The date the record is completed
3	Organization: The name of the Subcontractor organization or the EG&G Department and division	13	Vital to Safety: Leave blank
4	Extension: Records Source telephone number	14	Area: Operable Unit Number or building number
5	Contract Number: Subcontract number if applicable	15	Security Classification: (to be completed by the responsible EG&G authority) S=Secret C=Confidential U=Unclassified UCNI=Unclassified Nuclear Information EXEMPT=References exemption letter (contact Linda Williams, Ext. 8715)
6	Responsible EG&G Authority: The responsible EG&G manager who authenticates subcontractor submitted documents prior to their transmission to the ERM Records Center.		
7	Organization Code: Responsible EG&G Authority's organization code	16	Date: The date of transmittal to the ERM Records Center
8	Extension: Responsible EG&G Authority's telephone number	17	Records Source Signature: The signature of the person who originated the documents
9	Specific Record Identification: The record title or description	18	Authenticator Signature: Enter a signature on the line ONLY if the originator of the documents is an EG&G SUBCONTRACTOR. The signature should be that of the Responsible EG&G Authority who can attest that the document is correct and complete.
10	Records Categories: To be completed by the responsible EG&G authority AR = Administrative Record QA = Quality Assurance Record N = Non Quality Record	19	Records Coordinator Signature: The signature of the person who is actually transmitting the records.

NOTE: The Records Coordinator should make a copy of the Records Transmittal form prior to transmitting it to the ERM Records Center. When the Center accepts the records listed on the form, it shall send the Records Source an Acknowledgement Copy.

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