

ROCKY FLATS PLANT
EMD ADMINISTRATION
MANUAL

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ADMIN RECORD

REVIEWED FOR CLASSIFICATION/UCON
By [Signature]
Date 11/21/91

A-SW-001033

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PREPARATION OF DOCUMENT CHANGE NOTICE

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- 3.6 QAA - A QAA is an amendment to the QAPjP which is applicable to the specific work plan activities it addresses.
- 3.7 QAPM - EMD Quality Assurance Program Manager
- 3.7 **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.
- 3.8 RFP - Rocky Flats Plant
- 3.9 **Work Instruction Document** - A quality affecting document which controls work activities.
- 3.10 **Work plan (WP)** - A document describing the requirements and methods for completion of an EMD activity. These workplans are prepared per 3-21000-ADM-05.03, RFI/RI Work Plan Development or 3-21000-ADM-05.09, EMD Work Plan Development.

4.0 RESPONSIBILITIES

- 4.1 The DCN originator prepares the draft DCN in accordance with this procedure.
- 4.2 The Responsible Manager reviews and approves valid DCNs.
- 4.3 EMD QAPM is responsible for review and concurrence with the DCN generated in accordance with this procedure.
- 4.4 The document control organization, as appropriate, has responsibility for distribution of the DCN.

5.0 PROCEDURE

5.1 DCNs For Procedures

- 5.1.1 The originator prepares a DCN (see Attachments 1 and 2) containing the following the steps listed below:

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1. Record the procedure name, number, revision, effective date, the current date, and the page number on the DCN forms.

2. Document DCN revision type and expiration date.
 - a. If this is a temporary change, the date the change expires is recorded on the form. The date shall be within 90 days of the issuance date and must be recorded on the "Expires" line. Periods greater than 90 days for temporary procedures require authorization of the QAPM. Typically this extend period applies to limited scope DCNs.

Check the block indicating that a procedure revision is not required.

 - b. If this is not a temporary change, record the date 90 days from the current date on the "Expires Line."

Check the block indicating that a procedure revision is required.

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- c. Indicate any scope limitations. (e.g. This DCN applies to well X-15 of OU-3 only.) If there is no scope limitations indicate "NA". It is typically helpful to highlight (by underlining and/or bolding) the actual location in the scope limitation. (Scope limitations shall be specified on all pages of the DCN.)
 3. Record on the form, the Item number (a sequential numbering of the changes), the procedure page number on which the change is to be made, the step or paragraph number, and a clear description of each change. The description shall state the revision in a clear concise manner, directed towards use of the procedure.
 4. Document the justification at the bottom of the form.
 5. Record the total number of pages on each page of the DCN.
 6. Call the document control organization for the DCN number on the form. The DCN number is the procedure number, the last 2 digits of the year, and then a sequential number, separated by dashes (e.g., 3-21000-ADM-05.07-91-01). (If there are no DCNs issued for this procedure the sequential number is "1", otherwise it is the next DCN number.)
 7. Record the DCN number on the form.
- 5.1.2 Initial and date the form in the line labelled "User".

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- 5.1.3 Arrange for review of the DCN by the Responsible Manager, the QAPM, and any others designated by the Responsible Manager.

NOTE

This review may be in writing, by verbal communication, or other expeditious means.

- 5.1.4 Comment disputes may be resolved by the Responsible Manager.
- 5.1.5 Obtain concurrence with this DCN from individuals specified by the Responsible Manager, and have them document their concurrence by initialing as "Others" on the DCN. This may be done verbally, if required, and documented as such.
- 5.1.6 Obtain concurrence of QAPM or designee with this DCN, by having the QAPM or designee initial and date the DCN. This may be done verbally, if required, and documented. If done verbally, identify individual who provided the QAPM concurrence, specify concurrence was verbal, then sign and date in the concurrence block.
- 5.1.7 Obtain the Responsible Manager's approval of this DCN by having the Responsible Manager or designee sign and date the DCN.

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- 5.1.8 If the DCN is disapproved as a result of this process, record the reasons why in the justification section of the form and send the original to the EMD record system, with copies to PA and the originator.
- 5.1.9 If the DCN is not approved, terminate this procedure.
- 5.1.10 If immediate action is needed, attach a temporary copy of the DCN to your controlled procedure. Label it clearly as "TEMPORARY EXPIRES" then write the date seven days after approval date of this DCN. This DCN may now be used for seven days while awaiting Controlled Distribution of the DCN.

NOTE

Users/controlled copy holders may elect to annotate their copy of the document. As long as this annotation references the DCN number, this is an acceptable method of implementing the DCN. The DCN shall still be attached at the beginning of the procedure.

- 5.1.11 Forward the DCN to the QAPM for distribution through the appropriate document control organization. A transmittal letter is not required.
- 5.1.12 Upon receipt of the controlled copy of the DCN, remove the Temporary Copy attached in step 5.1.10 and destroy it.
- 5.1.13 Place the controlled copy of the DCN at the beginning of the procedure.

5.2 Work Plans, QAAs, and other Work Instruction Documents

- 5.2.1 The process for issuance of a DCN for a WP or QAA is the same as for a procedure specified in Section 5.1, without the involvement of PA.

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5.2.2 The required reviewers for this DCN include the responsible manager, QAPM, and other effected organizations.

6.0 REFERENCES

- 6.1 E&WM Administrative Procedures Manual, Procedures 2-20000-ADM-05.01 and 2-20000-ADM-05.02
- 6.2 EMD Administrative Procedures Manual, 3-21000-ADM-06.01, Document Control procedure
- 6.3 EMD Administrative Procedures Manual, 3-21000-ADM-17.01, Records Management procedure
- 6.4 EMD Administrative Procedures Manual, 3-21000-ADM-05.06, QAPM Management Procedure Review Process
- 6.5 EMD Administrative Procedures Manual, 3-21000-ADM-05.03, RFI/RI Work Plan Development
- 6.6 EMD Administrative Procedures Manual, 3-21000-ADM-05.09, EMD Work Plan Development

7.0 ATTACHMENTS

- 1. Document Change Notice (DCN)
- 2. EM Document Change Notice Continuation Sheet

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**ATTACHMENT 1
Document Change Notice (DCN)**

**ENVIRONMENTAL MANAGEMENT
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Procedure Number _____

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Title		Date	DCN Number				
Expires _____		Procedure Revision Required <input type="checkbox"/> Yes <input type="checkbox"/> No					
Scope Limitation: _____							
Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for additional space)				
Justification (Reason for change - Provide numbers to reference corresponding items above.)							
Concurrence	Organization	Req.	Date	Concurrence	Organization	Req.	Date
	QAPM	X			User		
Approval of Responsible manager		Date	Is Posting required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, by what date		Date posted	

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**ATTACHMENT 2
EM Document Change Notice Continuation Sheet**

**DOCUMENT CHANGE NOTICE (DCN)
(Continuation Sheet)**

Page ___ of ___
DCN no. _____

Procedure no.		Title	
Scope Limitation: _____			
Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for additional space)
Justification (Reason for change - Provide numbers to reference corresponding items above.)			