

<b>ROCKY FLATS PLANT</b>	<b>Manual No.:</b>	<b>2-11000-ER-ADM</b> <b>(a.k.a. 3-21000-ADM)</b>
<b>ERM ADMINISTRATIVE PROCEDURES MANUAL</b>	<b>Procedure No.:</b>	<b>Table of Contents, Rev 14</b>
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	<b>Effective Date:</b>	<b>08/18/93</b>
<b>CATEGORY 1</b>	<b>Organization:</b>	<b>Environmental Restoration</b>

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FOR  
ENVIRONMENTAL RESTORATION MANAGEMENT  
ADMINISTRATIVE PROCEDURES MANUAL**

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<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
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
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
05.03	RFI/RI Work Plan Development	0	08/15/91
*DCN 93.01	Technical Memoranda	0	08/18/93
05.05	Document Review	0	08/02/91
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
DCN 93.01	Add Distribution of Working Copies	0	05/18/93
08.01	Control and Identification of Items, Samples, and Data	0	04/08/92

ADMINISTRATIVE

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

A-CW-001316

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(a.k.a. 3-21000-ADM)****ERM ADMINISTRATIVE  
PROCEDURES MANUAL****Procedure No.:****Table of Contents, Rev 14****Page:****2 of 2****Effective Date:****08/18/93****CATEGORY 1****Organization:****Environmental Restoration**

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<b><u>Procedure No.</u></b>	<b><u>Title</u></b>	<b><u>Rev. No.</u></b>	<b><u>Effective Date</u></b>
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
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
DCN 93.02	Modification of Records Acceptance and Access Control	0	06/07/93
17.02	Administrative Records Screening and Processing	0	12/07/92
18.02	Surveillance Activities	1	04/08/92
18.03	Readiness Review	0	08/02/91
AQD.08	Preparation of EPA Form R	1	10/10/91

**DOCUMENT CHANGE NOTICE (DCN)**

Procedure Number 3-21000-ADM-05.03\_Rev.0 (8/15/91) (2-11000-ER-ADM)

Title <u>RFI/RI Work Plan Development</u>	Date <u>8-18-93</u>	DCN Number <u>3-21000-ADM-05.03</u> <u>93.01</u>
Expires <u>8-18-94</u> Procedure Revision Required <input 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 pages)
1	7 of 14	5.5	Modify the statement of paragraph 1 to read "Work plans and associated Technical Memoranda shall be controlled documents and shall be subject to the distribution and change control requirements..."
2	7 of 14	5.5	Add the following text after the last sentence in Paragraph 2. "Separate sections of the work plan also include <i>Technical Memoranda</i> , which change scope of the original work plan. The <i>Technical Memorandum</i> title and date will be added to a revised Table of Contents of the original Work Plan. The tech memo and the revised table of contents will be distributed together as described in step 1, above.

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SUPERSEDED  
DOCUMENT

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

Original work plans remain intact as active, controlling documents for field work after technical memoranda are issued, even though several facets of the original work plan scope become obsolete upon issuance of the tech memo; such changes to the work plan scope must be reflected in the original work plan as long as it remains as an active controlling document - this DCN will implement traceability to such changes.

Concurrence	Organization	Req.	Date	Concurrence	Organization	Req.	Date
<i>Stacy Jada</i>	QAPM	X	8-11-93	<i>Emas</i>	User	x	8-12-93
				<i>Kaye Burtz</i>	Records and Documentation	x	8-11-93
Approval of Responsible manager <i>W.S. Burtz</i>		Date	<u>8/17/93</u>	Is Posting required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, by what date	Date posted	

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

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