

ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE

Manual No.:

2-11000-ER-ADM

(a.k.a. 3-21000-ADM)

ERPD ADMINISTRATIVE
PROCEDURES MANUAL
CATEGORY 1

Procedure No.:

Table of Contents, Rev 23

Page:

1 of 2

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Environmental Restoration

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ENVIRONMENTAL RESTORATION PROGRAM DIVISION
ADMINISTRATIVE PROCEDURES MANUAL

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03.04	Control of QAA Development	0	09/23/91
04.01	Procurement Document Control	0	04/08/92
05.01	2-E95-ER-ADM-05.01 Procedure Development	1	06/01/94
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05.03	RFI/RI Work Plan Development	0	08/15/91
05.05	2-E02-ER-ADM-05.05 Document Review	1	06/01/94
05.07	2-E04-ER-ADM-05.07 Environmental Restoration Program Division (ERPD) Preparation and Use of Document Modification Requests	2	10/07/94
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05.10	2-G06-ER-ADM-05.10 Control of Scientific Notebook Systems	0	07/15/94
05.11	Preparation of Instructions	0	04/08/92
06.01	Document Control	0	08/02/91
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PROCEDURES MANUAL
CATEGORY 1****Procedure No.:****Table of Contents, Rev 23****Page:****2 of 2****Effective Date:****10/31/94****Organization:****Environmental Restoration**

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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
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•17.09	2-N96-ER-ADM-17.09 Records Identification, Preliminary Preparation, and Creation	0	10/31/94
18.02	Surveillance Activities	1	04/08/92
18.03	2-G21-ER-ADM-18.03 Readiness Assessments	1	08/24/94
18.05	2-G23-ER-ADM-18.05 Environmental Restoration Management Self Evaluation	0	07/15/94
AQD.08	Preparation of EPA Form R	1	10/10/91

Rocky Flats Environmental Technology Site

2-N93-ER-ADM-06.04

REVISION 0

MAP CONTROL

APPROVED BY: *Edna For* *I.S.G. Stiger* *1 9/30/94*
Director, Print Name Date
EG&G Environmental Restoration Program Division

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Quality Assurance Manager, Print Name Date
Data Management and Reporting Services

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CONCURRENCE BY THE FOLLOWING DISCIPLINES WILL BE DOCUMENTED IN THE PROCEDURE HISTORY FILE:

Data Management and Reporting Services
Environmental Operations Management
Group 1 Closures
Radiological Health and Engineering

Operable Unit 2 Closure
Operable Units 5, 6, 7 Closures
Industrial Area OU Closures/D&D Team
Solar Ponds Project

USE CATEGORY 3

ORC review not required

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1. PURPOSE

This procedure establishes the responsibilities and instructions for the creation, revision control, maintenance, and dissemination of Environmental Restoration Program Division (ERPD) Geographic Information Systems (GIS) data. These data provide current and accurate source information used to create maps and spatial model data to support Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) remediation activities.

2. SCOPE

This procedure applies to all ERPD Rocky Flats Environmental Technology Site employees and subcontractors performing ERPD project activities. This procedure applies to all data generated or used to define and control mapping activities affecting quality in accordance with the ERPD Quality Assurance Project Plan (QAPjP) for CERCLA Remedial Investigation/Feasibility Studies and Resource Conservation and Recovery Act (RCRA) Facility Investigation/Corrective Measures Study, Revision 0, Section 6.0, Document Control.

This procedure addresses the following topics concerning information contained in the GIS Data Dictionary:

- Identification, preparation, review, and approval of spatial data or coverage
- Requests for and distribution of spatial data and coverage information to originators
- Verification of spatial data and coverage
- Change or revision control
- Records

3. DEFINITIONS

Coverage. A convention of representation, spatial data.

Data Dictionary. A reference that provides all categories and revision histories of spatial data required to create hard-copy maps.

Data Tape. The means by which spatial data is disseminated to originators of maps.

Document Control Center GIS Index. A log (computerized or hard copy) maintained by the ERPD Document Control Center (DCC) that identifies all coverage information by:

- Unique identification number
- Title
- Current revision date
- Origination date

Geographic Information System. A system of computer hardware, software and procedures designed to store, analyze, and display spatial information.

3. DEFINITIONS (continued)

GIS Change Control. The administrative means of documenting approved changes or revisions to the GIS Data Dictionary.

GIS Controlled Data. All information (coverage) stored in the GIS Data Dictionary.

GIS Controlled Distribution List. A list prepared by the GIS organization and maintained by the ERPD DCC that identifies individuals or organizations designated to receive GIS Data Dictionary information and notices of change (NOC).

Map. A representation of the features of an area of ground, showing the correct forms, sizes, and relationships, according to some convention of representation.

Originator. The person or organization receiving spatial data from GIS to produce hard-copy maps.

Revision. Date-specific reference for changes in spatial data or coverage.

Spatial Information. Any information that can be mapped or referenced geographically.

User. The person or organization using hard-copy maps originated from GIS spatial data or coverage.

Working Maps. A current and approved map used to perform work.

4. RESPONSIBILITIES

4.1 **ERP Document Control Center**

Issues change notifications as requested by the GIS organization.

Maintains controlled distribution lists.

Maintains unique document numbers for coverage within the GIS Data Dictionary.

4.2 **ERP Project Manager**

Approves additions and revisions to coverage within the GIS Data Dictionary.

Obtains Quality Assurance (QA) approval for all additions and changes to spatial data.

Ensures that all personnel, including ERPD EG&G subcontractors, are appropriately trained and qualified to perform the duties, tasks, and responsibilities of their assigned jobs.

4. RESPONSIBILITIES (continued)**4.2 ERPD Project Manager (continued)**

Ensures that personnel training and qualification requirements for activities described in this procedure have been identified.

Ensures that ERPD-specific training and Performance-Based Training have been documented and verified.

4.3 GIS Organization

Provides all spatial data or coverage to originators for the origination of maps.

Controls revision and date of all spatial data or coverage within the GIS Data Dictionary.

Documents and publishes changes to spatial data or coverage within the GIS Data Dictionary.

Provides hard copies of all coverage and subsequent revisions to the PFC in accordance with 2-G18-ER-ADM-17.01, Records Capture and Transmittal.

Obtains approval for new coverage created within the GIS Data Dictionary.

Maintains the GIS Data Dictionary database.

Develops and maintains Mapping Standards in accordance with Appendix 1, GIS-Published Mapping Standards.

Obtains QA approval of mapping standards.

Provides controlled distribution list(s) to the ERPD DCC.

Assigns and provides spatial data or coverage identifiers and provides to the ERPD DCC for the GIS index.

4.4 Originator

Obtains the most recent spatial data or coverage from the ERPD GIS organization before the start of a project.

Communicates any changes of spatial data or coverage tables to the ERPD GIS organization.

Obtains approvals for changes made to spatial data or coverage.

4. RESPONSIBILITIES (continued)**4.4 Originator (continued)**

Ensures that the generated maps comply with GIS-published mapping standards as shown in Appendix 1.

Provide users with appropriate maps.

Transmits two copies of hard copy maps to the ERPD PFC.

Obtains Project Manager's signature and date on hard-copy original of stand alone working maps.

4.5 Quality Assurance (QA)

Provides documented approval for published mapping standards.

Provides documented approval for all additions and revisions to coverage and spatial data.

4.6 User

Ensures that the working map is the most current spatial data or coverage information from the GIS Data Dictionary before beginning work.

5. INSTRUCTIONS

Spatial data or coverage identifiers are assigned by the GIS organization and maintained by the ERPD DCC.

5.1 Identification, Preparation, Review, And Approval Of Spatial Data or Coverage**GIS Organization**

NOTE 1 *All documentation is acceptable in memo or letter form.*

- [1] Document the following information for the creation of a new spatial data or coverage:
 - Spatial data or coverage unique identifiers
 - Origination date
 - Description of new data
- [2] Obtain the Responsible Manager's signature.
- [3] Enter the data into the GIS Data Dictionary.
- [4] Prepare a NOC to all originators, detailing the addition of spatial data or coverage to the GIS Data Dictionary.

NOTE 2 *Only controlled spatial data and coverage will be used for maps contained in controlled documents.*

- [5] Prepare a controlled distribution list.
- [6] Submit the documentation of new data and controlled distribution list to the ERPD DCC for controlled distribution.

Originator

- [7] Ensure that a peer review of stand-alone working maps is conducted before map distribution.
- [8] Obtain the project manager's signature and date on hard-copy working maps.

ERPD DCC

- [9] Update the DCC index with information from the documentation letter.
- [10] Update the master controlled distribution list for spatial data or coverage.
- [11] Distribute a NOC documentation in accordance with the distribution list.

5.2 Request For Spatial Data or Coverage

Originator

- [1] Request in writing on Appendix 2, GIS Work Request Form, the latest revision of spatial data or coverage from the GIS organization, ensuring that the following information is included in the request:
 - Project or Operable Unit where the data will be used
 - Specific spatial data or coverage needed

Appendix 2 is available from the GIS organization.

GIS Organization

- [2] Download the requested spatial data or coverage from the GIS Data Dictionary database onto an individual data tape.
- [3] Deliver the data tape to the originator.

5.3 Verification of Spatial Data or Coverage

Originator

- [1] Contact the GIS organization, before starting work when using other than newly requested data, for verification that spatial data or coverage are the latest revision(s) available.

User

- [2] Contact the originator or the GIS organization, before starting work when using other than newly requested data, for verification that the map(s) is the latest revision(s) of spatial data or the coverage.

GIS Organization

- [3] Provide all users and originators with revision verification of spatial data or coverage.

5.4 Change or Revision Control

GIS Organization

- [1] Document and reference all changes to the spatial data or coverage in the GIS Data Dictionary.
- [2] Obtain written approval for all changes to spatial data from the Responsible Manager and Quality Assurance.
- [3] Prepare a NOC to all originators detailing the change.
- [4] Submit a NOC to the ERPD DCC for distribution.

5.4 Change or Revision Control (continued)

Originator

- [5] Ensure that a peer review of stand-alone working maps is conducted before map distribution.
- [6] Obtain the project manager's signature and date on hard-copy original of stand-alone working maps.
- [7] Submit the following information to the GIS organization for all NOCs to spatial data or coverage:
 - Project or Operable Unit
 - Specific spatial data or coverage being changed
 - Approval of Responsible Manager and QA

6. RECORDS

Management of all records is consistent with 1-77000-RM-001, Records Management Guidance for Records Sources.

All documentation generated as a result of this procedure is considered a quality record.

Submission of record copies to the ERPD Project File Center satisfies Administrative Record requirements.

Records Source

NOTE *The Records Source could be the Originator, the Requester, or personnel from the GIS organization.*

- [1] Ensure that the original and one copy of the following quality-related records, as appropriate, are transmitted to the ERPD PFC in accordance with 2-G18-ER-ADM-17.01, Records Capture and Transmittal:
 - Spatial Data or Coverage (new and revised)
 - Letters or memos for NOC
 - Letters or memos for request of spatial data or coverages
 - Hard copy of stand-alone working maps

7. REFERENCES

Rocky Flats Interagency Agreement, 01/22/91

ERP Quality Assurance Project Plan (QAPjP) for CERCLA Remedial Investigation/Feasibility Studies and Resource Conservation and Recovery Act (RCRA) Facility Investigation/Corrective Measures Study, Revision 0, Section 6.0, Document Control

1-77000-RM-001, Records Management Guidance for Records Sources

7. REFERENCES (continued)

2-G18-ER-ADM-17.01, Records Capture and Transmittal

APPENDIX 1**PAGE 1 of 2****GIS PUBLISHED MAPPING STANDARDS**

1. Purpose The purpose for developing computer mapping standards is to:
 - A) Establish conformity in computer-generated maps that are created by ERPD personnel and its subcontractors for Environmental Management projects.
 - B) Simplify map reproduction between ERPD personnel and its subcontractors.

2. Scope The mapping standards defined in this outline are to provide users with a minimal set of criteria for creating computer-generated maps. These standards will apply to all ERPD departments and management projects. The standards do not apply to computer-aided design (CAD) drawings.

3. Definitions Computer-Aided Design (CAD) - A process involving direct communication between a designer and a computer, generally by use of a video terminal.

Drawing - A portrayal in lines on a surface of a form or a figure and the spatial position relative to the earth's surface is unknown for example engineering drawings or blueprints.

Map - A representation, usually on a plane surface, of region of earth where spatial position is known.

4. Standards The standards for creating computer generated maps follow a presentation format consisting of three areas: A) Map Presentation Area, B) Border Presentation Area, and C) Legend Presentation Area.
 - 4.1 Map Presentation Area
The map presentation area is defined as the area containing the information that graphically represents the geographic description of the Rocky Flats project area.

 - 4.2 Border Presentation Area
The border presentation area is defined as the outer perimeter of the map area. Within the border area, the XY coordinate locations are posted for location reference. Optionally, the coordinate locations are posted at the four corners of the map. Posting the coordinates at the corners is recommended for ease of reproducing the exact area of the map.

APPENDIX 1**PAGE 2 of 2****4.3 Legend Presentation Area**

The legend presentation area is defined as the area associated with the map that minimally contains the following information:

4.3.1 Map Description Title(s)**4.3.2 North Arrow****4.3.3 Map Scale**

Scale that is defined by the use of a scalebar with the recommendation that text also be used.

4.3.4 Map Projection and Datum

Coordinate system and zone of map. Recommended projection is State Plane in the Colorado Central Zone, and the datum is North American Datum 1927 (NAD27).

4.3.5 Map Author or Client

"Prepared By: (company)" is used to identify the author of the map.
"Prepared For: (company or DOE)" is used to identify the client.

4.3.6 Map Date

Date map was generated.

4.3.7 Rocky Flats Environmental Technology Site Reference

Reference the facility - DOE Rocky Flats Environmental Technology Site.

4.3.8 Map Code

Unique code number that is project-specific. Code will be used for tracking purposes.

4.3.9 Data Source

The data element, the originator of the data element, and the date (year) of creation of the data element describe the data source within the legend. If space permits within the legend, all features are represented within the map area. If space is not available, only those main features are represented within the map area. For example: Hydrography - USGS, DLG; 1988

APPENDIX 2

PAGE 1 of 1

GIS WORK REQUEST FORM FOR ROCKY FLATS

GIS WORK REQUEST FORM FOR ROCKY FLATS

NAME: _____ CUBE# _____ BLDG: _____ PHONE# _____

PROJECT: _____ CHARGE# _____

DATE: _____ DATE DUE: _____ MAP SIZE: _____ SCALE: _____ # OF ITEMS: _____

MAP TITLE: _____

MAP COVERAGES:

Please select the desired coverages for your project

- Archaeological Site
- Buildings
- Contractor Yard
- Dirt Roads
- Fences (PA or Flats Boundary)
- Hydrography (Streams, Lakes or Ponds)
- IHSS (Individual Hazardous Substance Sites)
- Paved Roads and Surfaces
- Political Boundaries
- Potential Area(s) of Concern [PAC(s)]
- Public Land Survey System
- Railroads
- Soils
- 20 ft Contours
- Vegetation

- Surface Water Sample Locations
 - Location Text
 - Gaging Stations and Sampling Stations for Storm-Event Monitoring
 - NPDES Storm Water Permit Sampling Sites
 - Sediment Sampling Stations
 - Surface Water Sampling Stations
 - Routine Surveillance Surface Water Sampling Sites
 - NPDES or FFCA Permit Monitoring Sites
- Ground Water Wells
 - Location Text
- Boreholes
 - Location Text
- Air Sampling Stations
 - Location Text

- Other Requests
 - Data Management
 - Data Analysis
 - Report

Exact description of desired product:

Highlight project are needed on map - 2nd page

FOR GIS USE ONLY:

Date Delivered: _____

Total Hours to Complete: _____