

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.:

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Effective Date:

11/16/94

Organization:

Environmental Restoration

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ENVIRONMENTAL RESTORATION PROGRAM DIVISION  
ADMINISTRATIVE PROCEDURES MANUAL

| <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              |
| 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                | 2-E95-ER-ADM-05.01<br>Procedure Development                                                                                         | 1               | 06/01/94              |
| 94-DMR-001227        | Appendix Replacement                                                                                                                | 1               | 07/05/94              |
| 05.03                | RFI/RI Work Plan Development                                                                                                        | 0               | 08/15/91              |
| 05.05                | 2-E02-ER-ADM-05.05<br>Document Review                                                                                               | 1               | 06/01/94              |
| 05.07                | 2-E04-ER-ADM-05.07<br>Environmental Restoration Program Division (ERPD)<br>Preparation and Use of Document Modification<br>Requests | 2               | 10/07/94              |
| 05.08                | Forms Control                                                                                                                       | 0               | 09/23/91              |
| 05.10                | 2-G06-ER-ADM-05.10<br>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              |
| 06.04                | 2-N93-ER-ADM-06.04<br>Map Control                                                                                                   | 0               | 10/31/94              |

ADMINISTRATIVE

DOCUMENT CLASSIFICATION  
REVIEW WAIVER PER  
CLASSIFICATION OFFICE

**ROCKY FLATS ENVIRONMENTAL  
TECHNOLOGY SITE**

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**2-11000-ER-ADM**

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**11/16/94**

**Environmental Restoration**

| <u>Procedure No.</u> | <u>Title</u>                                                                           | <u>Rev. No.</u> | <u>Effective Date</u> |
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| 08.01                | Control and Identification of Items, Samples, and Data                                 | 0               | 04/08/92              |
| 08.02                | 2-G32-ER-ADM-08.02<br>Evaluation of ERM Data for Usability in Final Reports            | 0               | 10/21/94              |
| 94-DMR-001986        | Laboratory Detection Limit                                                             | 0               | 10/21/94              |
| •08.03               | 2-J77-ER-ADM-08.03<br>Graded Validation                                                | 0               | 11/10/94              |
| •08.05               | 2-J76-ER-ADM-08.05<br>Contract Compliance Screening                                    | 0               | 11/10/94              |
| 10.01                | Inspections                                                                            | 0               | 04/08/92              |
| 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                | 2-G18-ER-ADM-17.01<br>Records Capture and Transmittal                                  | 0*              | 10/31/94              |
|                      | *This revision supersedes procedure 3-21000-ADM-17.01 Revision 0.                      |                 |                       |
| 17.02                | Administrative Records Screening and Processing                                        | 0               | 12/07/92              |
| 17.09                | 2-N96-ER-ADM-17.09<br>Records Identification, Preliminary Preparation, and<br>Creation | 0               | 10/31/94              |
| 18.02                | Surveillance Activities                                                                | 1               | 04/08/92              |
| 18.03                | 2-G21-ER-ADM-18.03<br>Readiness Assessments                                            | 1               | 08/24/94              |
| 18.05                | 2-G23-ER-ADM-18.05<br>Environmental Restoration Management<br>Self Evaluation          | 0               | 07/15/94              |
| AQD.08               | Preparation of EPA Form R                                                              | 1               | 10/10/91              |

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# Rocky Flats Environmental Technology Site

## 2-J76-ER-ADM-08.05

### REVISION 0

## DATA COMPLETENESS CHECK AND CONTRACT-COMPLIANCE SCREENING

APPROVED BY: *S.G. Stiger* *S.G. Stiger* *11-28-94*  
Director, Print Name Date  
EG&G Environmental Restoration Program Division

~~*[Signature]* *[Signature]* *11-27-94*  
Quality Assurance Program Manager Print Name Date  
Data Management and Reporting Services~~

DOE RFFO/ER Concurrence on file:  Yes  No  N/A

Environmental Protection Agency Approval Required:  Yes  No  N/A

Responsible Organization: Environmental Restoration Program Division

Effective Date: 11-10-94

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

Data Management and Reporting Services  
Geoscience Core  
Performance Assurance

### USE CATEGORY 3

ORC review not required

The following have been incorporated in this revision:  
94-DMR-000453

Periodic review frequency: 1 year from the effective date

**LIST OF EFFECTIVE PAGES**

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