

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 26
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	Effective Date:	11/23/94
	Organization:	Environmental Restoration

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ENVIRONMENTAL RESTORATION PROGRAM DIVISION
ADMINISTRATIVE PROCEDURES MANUAL**

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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 - 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
•94-DMR-002179	Extension of DCN 93.01	0	11/23/94
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
05.08	Forms Control	0	09/23/91
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
06.04	2-N93-ER-ADM-06.04 - Map Control	0	10/31/94
08.01	Control and Identification of Items, Samples, and Data	0	04/08/92

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

ADMINISTRATIVE

**ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE**

**ERPD ADMINISTRATIVE
PROCEDURES MANUAL
CATEGORY 1**

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(a.k.a. 3-21000-ADM)
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08.02	2-G32-ER-ADM-08.02 - 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 - Graded Validation	0	11/10/94
08.05	2-J76-ER-ADM-08.05 - 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 - 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 - 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

DOCUMENT MODIFICATION REQUEST (DMR)

Refer to 1-A01-PPG-001 for Processing Instructions.
Print or Type All Information (Except Signatures).

1. Date 11/17/94	25. <i>line 11/21/94</i> DMR No. 94-DMR-002179
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2. Existing Document Number/Revision 3-21000-ADM-05.03, Rev. 0 (aka 2-11000-ER-ADM)	3. New Document Number or Document Number if it is to be changed with this Revision N/A
4. Originator's Name/Phone/Pager/Location Lynn Ansley-Roberts/8720/080	5. Document Title RFI/RI Work Plan Development ONLY

6. Document Type <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Other	7. Document Modification Type (Check only one) <input type="checkbox"/> New <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Intent Change <input type="checkbox"/> Nonintent Change <input type="checkbox"/> Editorial Correction <input type="checkbox"/> Cancellation
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8. Item	9. Page	10. Step	11. Proposed Modifications
1	7	5.5	Modify the statement of paragraph 2 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	5.5	Add the following text after the last sentence in Paragraph 2: "Separate sections of the work plan also include Technical Memoranda, which change scope of the original work plan. The Technical Memorandum 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."

12. Justification (Reason for Modification, EJO #, TP #, etc.)
Extend DCN 93.01 which expired.

If modification is for a new procedure or a revision, list concurring disciplines in Block 13, and enter N/A in Blocks 14 and 15. If modification is for any type of change or a cancellation, organizations are listed in Block 13, then Concuror prints, and signs in Block 14, and dates in Block 15.

13. Organization	14. Print, Sign (if applicable)	15. Date (if applicable)
ED	Laura L. Tyler <i>Laura Tyler</i>	11-17-94
QA	R. S. Luker <i>R.S. Luker</i> For <i>R.S. Luker</i>	11-18-94

16. Originator's Supervisor (print/sign/date) L. L. Tyler <i>Laura Tyler</i> 11-17-94				
17. Assigned SME/Phone/Pager/Location <i>Lynn Ansley Roberts</i> 8720/080	18. Cost Center 0247	19. Charge Number (999) ERVADM	20. Requested Completion Date 11-21-94	21. Effective Date 11-23-94
22. Accelerated Review? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	23. ORC Review NOT REQUIRED	Date 11-17-94		
24. Responsible Manager (print/sign/date) K. Bentzen <i>K. Bentzen</i> 11-17-94				

RFI/RI WORK PLAN DEVELOPMENT

EG&G ROCKY FLATS PLANT
EM ADMINISTRATIVE MANUAL

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Category 1

4. Finished work plans will be submitted to the RPD QAPM for quality review at least 10 days prior to submission to DOE for review and QAA preparation.
5. All independent technical review comments shall be documented and resolved prior to submittal of the draft work plan to EPA and CDH.

5.4.2 Submittal of draft work plan to EPA and CDH

1. The draft work plans(s) for all OUs shall be submitted to EPA and CDH for review and comment as specified in Sections I.B.4 and I.B.9 of the IAG Statement of Work.
2. The draft work plan(s) shall then be revised to address all comments provided by EPA and CDH, and resubmitted for review and EPA and CDH written approval. No work or response action shall be commenced prior to receiving the appropriate approvals from EPA and CDH.

5.5 Document Control

1. Work plans and associated Technical Memoranda shall be considered controlled documents and shall be subject to the distribution and change control requirements of EM Department administrative procedure 3-21000-ADM, 06.01.
2. Each section of the work plan shall be approved and issued separately to allow individual sections to be revised, if necessary, without reissuing the entire work plan. Separate sections of the work plan also include *Technical Memoranda*, which change scope of the original work plan. The *Technical Memorandum* 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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