

<b>ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE</b>	<b>Manual No.:</b>	<b>2-11000-ER-ADM (a.k.a. 3-21000-ADM)</b>
<b>ERP ADMINISTRATIVE PROCEDURES MANUAL CATEGORY 1</b>	<b>Procedure No.:</b>	<b>Table of Contents, Rev 27</b>
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	<b>Organization:</b>	<b>Environmental Restoration</b>

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**ROCKY FLATS ENVIRONMENTAL  
TECHNOLOGY SITE**

**ERPD ADMINISTRATIVE  
PROCEDURES MANUAL  
CATEGORY 1**

**Manual No.:**

**Procedure No.:**

**Page:**

**Effective Date:**

**Organization:**

**2-11000-ER-ADM  
(a.k.a. 3-21000-ADM)**

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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
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# Rocky Flats Environmental Technology Site

## 2-F94-ER-ADM-02.01

### REVISION 1

### TRAINING

APPROVED BY: *[Signature]* 1 S.G. Stiger 1 11-5-94  
 Director, Environmental Restoration Program Division      Print Name      Date

*[Signature]* 1 M.C. Brooks 1 11-4-94  
 Quality Assurance Program Manager, Data Management and Reporting Services      Print Name      Date

DOE RFFO/ER Concurrence on file:  Yes  No  NA

Environmental Protection Agency Approval Received:  Yes  No  NA

Responsible Organization: Environmental Restoration Program Division      Effective Date: 12-01-94 *dgb*

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

- Data Management & Reporting Services
- Records Management
- Environmental Operations Management
- Group 1 OU Closure
- OU 2 Closure
- Solar Ponds Project
- OU 5,6,7 Closures
- Industrial Area OU Closure

### USE CATEGORY 4

ORC review not required

This procedure supersedes procedure 3-21000-ADM-02.01, Revision 0

Periodic review frequency: 1 year from the effective date

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1. PURPOSE

This procedure establishes the policy, requirements, and responsibilities for the departmental indoctrination and training of Rocky Flats Environmental Technology Site Environmental Restoration Program Division (ERPD) employees and subcontractor personnel.

2. SCOPE

This procedure governs training specific to the ERPD and includes, but is not limited to, selected ERPD procedures and indoctrination programs. Requirements for Rocky Flats core training are beyond the scope of this procedure. This procedure supplements the procedures contained in the 1-10000-TUM, Training User's Manual, and applies to all personnel performing or managing ERPD quality-affecting activities.

3. DEFINITIONS

3.1 Training Categories: Training requirements are defined in three categories:

3.1.1 Initial (I): Training which must be completed prior to independent performance of a specific job or task.

3.1.2 Management Determined (M): Training which is not required by the division but may be determined by management to be necessary for some employees due to the nature of their job assignments. This type of training, though not required on a division-wide basis, is recorded.

3.2 Training Methods:

3.2.1 Directed Training (DT): Training which is led by an instructor or presented through computer facilitation. Directed Training has active trainee participation and includes classroom training, computer-facilitated training (CFT), demonstrations, discussions, briefings, and step-by-step reviews of procedures, e.g., task qualification.

3.2.2 Computer-facilitated Training (CFT): Training which is delivered through utilization of specially developed computerized presentations and which provides a valid alternative to classroom training.

3.2.3 Required Reading (RR): Reading determined by the responsible manager and assigned by the Training Compliance Coordinator to be completed by an established date.

### 3.3 Quality-affecting Activities

Activities that affect or could affect the health and safety of workers, the public, and the environment that affect the quality or validity of environmental data, that result in significant cost or schedule impacts on a required program, and/or that affect the demonstration of compliance with applicable laws, regulations, orders, permits, and other requirements.

Other relevant terms are provided in the Rocky Flats Dictionary and the 1-10000-TUM, Training User's Manual.

## 4. POLICY

- 4.1 Sufficient training shall be conducted to ensure that all ERPD Rocky Flats and subcontractor personnel are trained in pertinent requirements and procedures before performing any quality-affecting activities. These include selected ERPD procedures and indoctrination programs. Training guidelines are included in the 1-10000-TUM, Training User's Manual.
- 4.2 Accurate and complete documentation of training shall be maintained on electronic media by the ERPD Training and Qualification (T&Q) group and in hard copy form in the ERPD Project File. This documentation is supplemental to the plantwide training records system.
- 4.3 The ERPD Quality Assurance Program Manager shall provide information for the Quality Assurance (QA) indoctrination of ERPD Rocky Flats and subcontracted personnel performing quality-affecting activities to ensure suitable proficiency prior to the performance of such activities.
- 4.4 Training shall be provided to users before issuance of new or revised procedures.

## 5. RESPONSIBILITIES

- 5.1 The ERPD Director retains overall responsibility for the quality of training within the Directorate.

- 5.2 The Data Management and Reporting Services Program Manager has responsibility for the implementation of the ERPD QA program to include training of personnel.
- 5.3 The ERPD Project Services Manager is responsible to the Director and Data Management and Reporting Services Program Manager for the content of this procedure and administration of the ERPD training program.
- 5.4 The ERPD T&Q Lead will assist the Project Services Manager in the day-to-day supervision of personnel and the facilitation of the ERPD training program as well as the management of training records and submission of periodic, required reports.
- 5.5 The ERPD QA Manager is responsible for supporting development and maintenance of a quality indoctrination program for personnel performing activities affecting quality. The QA Manager establishes training requirements for all QA personnel.
- 5.6 ERPD Program/Operations Managers are responsible for ensuring that personnel within their departments are appropriately trained to perform their tasks.
- 5.7 The Training Compliance Coordinator is responsible for monitoring training compliance of ERPD Rocky Flats and subcontractor personnel, assisting project managers in development of required training matrices, facilitating the Required Reading process, functioning as liaison with department Training Coordinators, and functioning as the training and qualification Subject-matter Expert (SME) in the Readiness Assessment process.
- 5.8 The Training Database Administrator is responsible for scheduling courses, tracking completion, documenting qualification, monitoring currency, maintaining the T&Q database, preparing monthly status reports, and submitting hard copies of training records to the ERPD Project File.
- 5.9 The Department Training Coordinators are responsible for functioning as liaisons with the T&Q group, communicating unique training requirements to T&Q, providing documentation of personnel qualifications to T&Q, and identifying and reporting required training modifications to include subcontractor and Rocky Flats personnel changes to T&Q.

## 6. TRAINING

### 6.1 New ERPD Rocky Flats or Subcontractor Personnel

- 6.1.1 The Department Training Coordinator, with the guidance of the responsible manager of employees or subcontractors new to ERPD, will complete Appendix 1, "Notification of New Rocky Flats Personnel," or Appendix 2, "Notification of New Subcontractor Personnel," and provide the information to the T&Q Training Compliance Coordinator.
- 6.1.2 The Training Compliance Coordinator will provide the new employee's/ subcontractor's Manager a list of the required initial training for the new employee/subcontractor, typically within one week of the new personnel notification.
- 6.1.3 The new employee's/subcontractor's Manager will ensure that the initial training is completed and that appropriate documentation is returned to the Training Compliance Coordinator by the specified date.
- 6.1.4 The Project Services Manager will provide each new employee/ subcontractor an indoctrination to the ERPD QA program. This indoctrination shall be performed in accordance with Section 6.4, and will address:
  - 6.1.4.1 An understanding of the requirements and document hierarchy which define the QA program, including its implementation through ERPD procedural compliance.
  - 6.1.4.2 An overview of the requirements of each section of the ERPD Quality Assurance Program Description (QAPD).
  - 6.1.4.3 The role of the ERPD Division in executing the QA program.
  - 6.1.4.4 The role of the QA group in providing oversight and verifying compliance with the QA program.

## 6.2 Training for a New Procedure

- 6.2.1 When a new ERPD procedure is prepared, the preparer shall obtain concurrence from the SMEs during the review and approval process on the method of department training to be required. The preparer shall initiate a Document Modification Request (DMR).
- 6.2.2 Once approved, the "Training to New or Revised Procedure" section below is followed beginning at step 6.3.3.

## 6.3 Training to New or Revised Procedure

- 6.3.1 After the document is approved by the ERPD Director, Document Control will forward "Information Only" copies of the procedure to the Training Compliance Coordinator.
- 6.3.2 The Training Compliance Coordinator will, through distribution of a Department-specific matrix listing names of personnel, notify Department managers of the new procedure, request identification of those personnel requiring training, and if appropriate, the level of training available beyond Required Reading, and a target date for completion of required training. The Training Compliance Coordinator will notify Managers of training delinquencies.
- 6.3.3 Program/Operations Managers shall ensure that the training is accomplished and that the appropriate forms are returned to the Training Compliance Coordinator by the date specified in the memorandum.
- 6.3.4 The Database Administrator will ensure that the accomplishment of training is documented on electronic media and hard copies are submitted to the ERPD Project File.

#### 6.4 Classroom Training

- 6.4.1 The Project Services Manager will ensure that the content of the course material has been approved by the SME of the procedure.
- 6.4.2 The instructor is responsible for:
  - 6.4.2.1 Preparing training plans and outlines.
  - 6.4.2.2 Conducting the class.
  - 6.4.2.3 Administering tests, if appropriate.
  - 6.4.2.4 Transmitting completed Training Rosters or other training completion forms to the Training Database Administrator.

#### 6.5 Computer-Facilitated Training

- 6.5.1 The Project Services Manager will ensure that the content of the course material has been approved by the SME of the procedure.
- 6.5.2 The developer is responsible for:
  - 6.5.2.1 Preparing training plans and outlines.
  - 6.5.2.2 Maintaining course content, with the guidance and concurrence of the SME, in compliance with applicable laws and regulations.
- 6.5.3 The CFT Center Administrator is responsible for:
  - 6.5.3.1 Supervising and facilitating the CFT courses.
  - 6.5.3.2 Supervising administration of tests, if appropriate.
  - 6.5.3.3 Transmitting completed Training Rosters or other training completion forms to the ERPD Project File Center.

## 6.6 Testing

Testing will be administered according to 1-08T-TUM-2.08, Training User's Manual.

## 6.7 Training Records

6.7.1 The Training Database Administrator shall forward all original training records to the ERPD Project File Center.

6.7.2 Project File Center staff shall retain copies of training records and forward the originals to Plant Training Records, as appropriate.

## 6.8 Reports

The Training Database Administrator will provide monthly summary reports to the group Managers on the status of required training for their assigned employees.

## 6.9 Transferring or Terminating Employees

6.9.1 Managers shall ensure that the Training Compliance Coordinator is informed of an employee transfer or termination within ten days after the particular employee action.

6.9.2 Documentation of date of employee transfer or termination will be included in the T&Q Database.

## 7. RECORDS

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

7.2 ERPD Record Source will ensure that the original and one copy of the following quality-related records, as appropriate, are transmitted to the ERPD Project File Center in accordance with 2-G18-ER-ADM-17.01, Records Capture and Transmittal:

7.2.1 Attendance Rosters

7.2.3 Required Reading Assignment Completion Form

7.2.4 Test Results

7.3 The following nonquality records are generated as a result of this procedure:

7.3.1 Training Schedules

7.3.2 Monthly Summary Reports

7.4 Submission of record copies to the ERPD Project File Center satisfies Administrative Records requirements, as defined in 3-21000-ADM-17.02, Administrative Records Screening and Processing.

8. REFERENCES

8.1 ASME-NQA-1-1989, Quality Assurance Requirements for Nuclear Facilities

8.2 RFP/ER-MP-QAPD, Quality Assurance Program Description

8.3 1-10000-TUM, Training User's Manual

8.4 RFP/ER-MP-TQP, Training and Qualification Plan

8.5 2-G18-ER-ADM-17.01, Records Capture and Transmittal

8.6 2-N96-ER-ADM-17.09, Records Identification, Preliminary Preparation, and Creation

8.7 Quality Assurance Project Plan

Appendix 1

**NOTIFICATION OF NEW ROCKY FLATS PERSONNEL**

EMPLOYEE #	<input type="text"/>		
LAST NAME	<input type="text"/>	<input type="text"/>	<input type="text"/>
JOB TITLE	<input type="text"/>		
EXTENSION	<input type="text"/>	PAGER	<input type="text"/>
BUILDING	<input type="text"/>	ROOM	<input type="text"/>
OU AREA	<input type="text"/>	SUPERVISOR	<input type="text"/>
DIRECT REPORT	<input type="text"/>	PROJECT ORG. CODE	<input type="text"/>

Appendix 2

**NOTIFICATION OF NEW  
SUBCONTRACTOR PERSONNEL**

EMPLOYEE #	<input type="text"/>		
LAST NAME	<input type="text"/>	<input type="text"/>	<input type="text"/>
EXTENSION	<input type="text"/>	SUBCONTRACTOR	<input type="text"/>
BUILDING	<input type="text"/>	CONTRACT NO.	<input type="text"/>
OU AREA	<input type="text"/>	PROJECT MGR.	<input type="text"/>
DIRECT REPORT	<input type="text"/>	PROJECT ORG. CODE	<input type="text"/>