

<b>ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE</b>	<b>Manual No.:</b>	<b>2-11000-ER-ADM (a.k.a. 3-21000-ADM)</b>
<b>ERPD ADMINISTRATIVE PROCEDURES MANUAL CATEGORY 1</b>	<b>Procedure No.:</b>	<b>Table of Contents, Rev 27</b>
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	<b>Effective Date:</b>	<b>12/01/94</b>
	<b>Organization:</b>	<b>Environmental Restoration</b>

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ENVIRONMENTAL RESTORATION PROGRAM DIVISION  
ADMINISTRATIVE PROCEDURES MANUAL**

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**ROCKY FLATS ENVIRONMENTAL  
TECHNOLOGY SITE****ERPD ADMINISTRATIVE  
PROCEDURES MANUAL  
CATEGORY 1****Manual No.:****2-11000-ER-ADM  
(a.k.a. 3-21000-ADM)****Procedure No.:****Table of Contents, Rev 27****Page:****2 of 2****Effective Date:****12/01/94****Organization:****Environmental Restoration**

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06.04	2-N93-ER-ADM-06.04 - Map Control	0	10/31/94
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10.01	Inspections	0	04/08/92
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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
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

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TOTAL NUMBER OF PAGES: 64

# DOCUMENT MODIFICATION REQUEST (DMR)

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

1. Date <b>10/24/94</b>	25. <i>Doc 11/29/94</i> <b>DMR No. 94-DMR-002218</b>
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Existing Document Number/Revision <b>2-E02-ER-ADM-05.05</b>	3. New Document Number or Document Number if it is to be changed with this Revision <b>NA</b>
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4. Originator's Name/Phone/Pager/Location <b>Lisa Stevens/ 8671/080</b>	5. Document Title <b>ERM Document Review Process</b>
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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 type="checkbox"/> Intent Change <input checked="" 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	24	6.4[13]	Change the numbering at the end of the step to say "Step 6.4[18]."
2	24	6.4[14]	Delete this step.
3	24	6.4[14]	Make new step [14] as follows: [14] IF a response is <b>NOT</b> received within the required interval, <b>THEN</b> determine if late comments that enhance procedure but are <b>NOT</b> required for proper or safe operation can be deferred until the next revision.
4	24	6.4[15]	Make new step [15] as follows: [15] IF the late comment is <b>NOT</b> required for proper or safe operation, <b>THEN</b> defer until next procedure revision.

12. Justification (Reason for Modification, EJO #, TP #, etc.)

Allowing reasonable delays for late comments will facilitate adherence to deadlines for procedure issuance. Also, all involved parties will have more time to disposition comments by allowing further discussion of key issues. As long as late comments fall under the category of non-safety-related items, ERPD personnel will be able to issue documentation in time to meet internal and external commitments without jeopardizing safety.

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)
QS	<i>M. L. ... For RSL</i>	11/22/94
<del>EOM</del>	<i>Jim</i>	
<del>OU 2</del>	<i>Jim</i>	
<del>SPP</del>	<i>Jim</i>	
DM&RS	<i>D. G. Breen for K. Bentley</i>	
<del>OU 5, 6, 7</del>	<i>Jim</i>	
<del>IAOU</del>	<i>Jim</i>	
<del>Group 1</del>	<i>Jim</i>	
<del>SAA</del>	<i>Jim</i>	
SME	<i>L. Stevens</i>	11-22-94

16. Originator's Supervisor (print/sign/date) <b>Carla A. Newland</b> <i>Carla A. Newland</i> <b>Carla Newland</b> <b>11-1-94</b>	
17. Assigned SME/Phone/Pager/Location <b>Lisa Stevens/8671/080</b> <i>Lisa Stevens</i>	18. Cost Center <b>3116</b>
19. Charge Number	20. Requested Completion Date <b>11-2 12-01-94</b>
21. Effective Date <b>11-2 12-01-94</b>	
22. Accelerated Review? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	23. ORC Review <b>NOT REQUIRED</b>
24. Responsible Manager (print, sign, date) <b>Darlene G. Breen</b> <i>D. G. Breen</i> <b>10-24-94</b>	

DMR (continuation sheet)

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

25. DMR No. 94-DMR-002218 *Amc 11/29/94*

2. or 3. Document Number/Revision 2-E02-ER-ADM-05.05	5. Document Title ERM Document Review Process
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8. Item	9. Page	10. Step	11. Proposed Modifications
5	24	6.4[16]	Make new step [16] as follows: [16] <b>IF</b> the late comment is required for proper or safe operation and <b>CANNOT</b> be deferred, <b>THEN</b> contact the organization's Manager or Director to determine the status of the comments.
6	24	6.4[15]	Renumber current step 6.4[15] to 6.4[17], and continue throughout the rest of section 6.4 (end step should be [50]).

12. Justification (Reason for Modification)

**6.4 Documentation of Comments (continued)****Reviewers (continued)**

- [7] Make comments in a manner that proposes resolution, such as recommending specific replacement language.
- [8] Ensure that comment records (such as RCSs) include the following:
- Identity of the reviewer and the organization.
  - Date the comments were made.
  - Signature of the reviewer.
- [9] Submit comments to the Review Executor within the required schedule or arrange for a modification in this schedule by contacting the Review Executor.
- [10] **IF** all the reviews are completed interactively,  
**THEN** ensure that at least one reviewer provides an RCS documenting the review.
- [11] **IF** the reviewer has no comments,  
**THEN** submit an RCS to the Review Executor with the No Comment box checked [√] on the form.
- [12] Submit a written response on an RCS that documents comments or indicates no comments.

**Review Executor**

- [13] **IF** a response is received within the required review interval,  
**THEN** go to Step 6.4[18].
- [14] **IF** a response is **NOT** received within the required interval,  
**THEN** determine if late comments that enhance procedure but are **NOT** required for proper or safe operation can be deferred until the next revision.
- [15] **IF** the late comment is **NOT** required for proper or safe operation,  
**THEN** defer until next procedure revision.
- [16] **IF** the late comment is required for proper or safe operation and **CANNOT** be deferred,  
**THEN** contact the organization's Manager or Director to determine the status of the comments.
- [17] **IF** the Manager or Director indicates that more time is required for the review,  
**THEN** grant any reasonable request for an extension of response time.

94-NMR - 002218

**6.4 Documentation of Comments (continued)****Review Executor (continued)**

- [18] **IF** the Manager or Director indicates that the Reviewer(s) have no comment, **THEN** document the response for the Manager or Director on an RCS.

Documentation includes the printed name and signature of the Manager or Director and the date and time of the conversation.

- [19] Assemble all comments and provide the comments to the Writer and/or the SME for disposition.

**SME or Writer**

- [20] Resolve comments and consult the reviewer, as necessary, for clarification on the intended meaning of comments.

- [21] Document disposition of all comments on the RCS.

**NOTE** *Resolution, including Reviewer's concurrence, is required on the RCS. The only exception to the use of the RCS is when an alternative resolution method or process is specified in the resolution or in the document development procedure (for example, alteration of a specific, directed statement by the EPA). If DOE review is required, then this review may occur at any point after completion of the Internal Review process. DOE is responsible for obtaining any required agency reviews (such as EPA or CDH).*

- [22] Incorporate the comment resolutions into the document and return the document to the Review Executor.

- [23] Do **NOT** make changes, other than minor editorial corrections, to the document except to incorporate review comment dispositions.