

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: 1 of 2 Effective Date: 12/01/94 Organization: Environmental Restoration
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ENVIRONMENTAL RESTORATION PROGRAM DIVISION
ADMINISTRATIVE PROCEDURES MANUAL**

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01.01	ER Organization		
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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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**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
08.01	Control and Identification of Items, Samples, and Data	0	04/08/92
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

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64A	12/01/94	94-DMR-002108

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 11/21/94	25. DMR No. <u>94-DMR-002219</u>
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Existing Document Number/Revision 20E04-ER-ADM-05.07/Rev. 2	3. New Document Number or Document Number if it is to be changed with this Revision. N/A
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4. Originator's Name/Phone/Pager/Location Lisa Stevens/8671/080	5. Document Title Preparation and Use of Document Modification Requests
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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	17	6.4[18]	Following this step, add "NOTE In addition to concurors, Training and Qualification appears in Block 13 for the purpose of acknowledging training needs, not to establish concurrence."
2	17	6.4[23]	Add new step [24] after step [23], "T&Q personnel will acknowledge "yes" or "no" in Block 14 to indicate whether training will be developed or changes to existing training content will be incorporated." Then renumber current steps [24] through [27].
3	20	6.5[19]	Following this step, add "NOTE In addition to concurors, Training and Qualification appears in Block 13 for the purpose of acknowledging training needs, not to establish concurrence."

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

Change to this procedure will facilitate the ERPD training process.

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 Concurrer prints, and signs in Block 14, and dates in Block 15.

13. Organization	14. Print, Sign (if applicable)	15. Date (if applicable)
QS	R. Stephen Luker <i>Mike E. Breen for</i>	11-22-94
DM&RS	Kaye Bentzen <i>D.G. Breen for Kaye Bentzen</i>	
SME	Valerie E. White <i>Valerie E. White</i>	11/21/94

16. Originator's Supervisor (print/sign/date)
D. G. Breen *D.G. Breen*

17. Assigned SME/Phone/Pager/Location Valerie E. White/8620/080	18. Cost Center 3116	19. Charge Number	20. Requested Completion Date	21. Effective Date 12/01/94 <i>DM</i>
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22. Accelerated Review? Yes No 23. ORC Review
N/A

24. Responsible Manager (print, sign, date)
K. Bentzen *D.G. Breen for Kaye Bentzen*

DMR (continuation sheet)

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

25. DMR No. 94-AMR-0022A

3. Document Number/Revision 2-E04-ER-ADM-05.07	5. Document Title Preparation and Use of Document Modification Requests
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8. Item	9. Page	10. Step	11. Proposed Modifications
4	20	6.5[21]	Add new step [22], "T&Q personnel will acknowledge "yes" or "no" in Block 14 to indicate whether training will be developed or changes to existing training content will be incorporated." Then renumber current steps [22] through [27].
5	25	6.8	Before the Responsible Manager section, add "NOTE <i>In addition to concurors, Training and Qualification appears in Block 13 for the purpose of acknowledging training needs, not to establish concurrence."</i>
6	26	6.8[14]	Add new step [15], "T&Q personnel will acknowledge "yes" or "no" in Block 14 to indicate whether training will be canceled." Then renumber current steps [15] through [21].

12. Justification (Reason for Modification)

LIST OF EFFECTIVE PAGES

<u>Pages</u>	<u>Effective Date</u>	<u>Change Number</u>
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17-18, 20-21, 25-27	12/01/94	94-DMR-002219

TOTAL NUMBER OF PAGES: 52

6.4 Nonintent Change (continued)

Responsible Manager (continued)

[15] Complete Block 20.

NOTE *The balance of the review (Table 3 of Appendix 3) is to be completed, and the interim approved DMR is to be replaced with the approved version.*

[16] Submit the DMR to DCC with notification that this is a interim approved DMR issuance.

DCC

[17] Record the effective date in Block 21.

The effective date never predates the approval date in Block 24.

[18] Issue the DMR on yellow paper with appropriate label(s) in Block 11 as an Interim Approved DMR with an expiration date 14-days after the interim approval.

NOTE *In addition to concurors, Training and Qualification appears in Block 13 for the purpose of acknowledging training needs, not to establish concurrence.*

Responsible Manager

[19] Submit the DMR to the organizations in Block 13 that have not concurred with the DMR.

[20] **IF** all signatures are **NOT** received within the 14-day period
THEN:

[A] Evaluate the need for and initiate, as necessary, a Nonconformance Report (NCR) or a Deficiency Report (DR) to address any activities or data completed while an interim approved DMR is in use.

[B] Reject the DMR in accordance with Subsection 6.2 .

[21] Prepare modified pages for the procedure and List of Effective Pages.

[22] Obtain documentation of reviewers' concurrences in Blocks 14 and 15.

Concurrors

[23] **IF** the organization concurs with the DMR,
THEN sign and date Blocks 14 and 15 for the respective organization.

[24] T&Q personnel will acknowledge "yes" or "no" in Block 14 to indicate whether training will be developed or changes to existing training content will be incorporated.

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Responsible Manager

- [25] IF comments are received on the DMR,
THEN resolve comments in accordance with 2-E02-ER-ADM-05.05, ERM Document
Review Process.

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6.4 **Nonintent Change (continued)**

Responsible Manager (continued)

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- [26] Document resolution of any comments in accordance with 2-E02-ER-ADM-05.05.
 - [27] Return a copy of the final comment resolution and concurrence to the reviewer.
 - [28] Approve the DMR by signing and dating the DMR in Block 24, unless completed in Step 6.4[14].
 - [29] Go to 6.3[11].

6.5 **Intent Change**

NOTE *Steps 6.5[1] to 6.5[24] for the Responsible Manager may be completed in any order.*

Responsible Manager

- [1] **IF ANY** of the following exists:
 - The changes affect the Limitations and Precautions section, the Prerequisite Actions section, a Warning, or a Caution,
 - The changes add a new activity,
 - The changes have an identified or recognized safety impact,
 - A reviewer or concurror requests health and safety review and concurrence,**THEN** obtain the review and concurrence of any changes to an OPS procedure from RE, IH, and OS, as appropriate.
- [2] Ensure that the required concurrors for the DMR are identified in Block 13.
- [3] Review and correct the DMR, as necessary.

Table 2-1 of Appendix 2 contains a description of the appropriate information.

- [4] Obtain and record on the DMR the information in Table 2-2, DMR Responsible Manager Information of Appendix 2, DMR Responsible Manager Information.

NOTE *The information marked with an asterisk is completed before DMR number, which is recorded in Block 25, is obtained. The other data are normally completed or obtained after the DMR number is obtained.*

- [5] **WHEN** information marked with an asterisk in Table 2-2 of Appendix 2 has been obtained,
THEN submit the DMR to the DCC to obtain a DMR number in Block 25.

6.5 Intent Change (continued)

Work Package Manager (continued)

- [16] Prepare modified pages and List of Effective Pages.

Disk copies of most documents may be obtained by contacting DCC.

NOTE *Throughout this procedure, the review, revision, and concurrence process may occur as necessary to obtain a complete product. Initialing the DMR for concurrence indicates that any comments have been resolved.*

Concurrenors

- [17] Submit any comments on a Comment Review Sheet.

Responsible Manager

- [18] Revise the DMR, as needed, to resolve any comments.

- [19] Document resolution of any comments in accordance with 2-E02-ER-ADM-05.05.

NOTE *In addition to concurrenors, Training and Qualification appears in Block 13 for the purpose of acknowledging training needs, not to establish concurrence.*

- [20] Obtain documentation of reviewers' concurrences in Blocks 14 and 15.

Concurrenors

- [21] **IF** the organization concurs with the DMR,
THEN sign and date blocks 14 and 15 for the respective organization.

- [22] T&Q personnel will acknowledge "yes" or "no" in Block 14 to indicate whether training will be developed or changes to existing training content will be incorporated.

Responsible Manager

- [23] **IF** comments are received on the DMR,
THEN resolve comments through utilization of the same process specified in 2-E02-ER-ADM-05.05.

- [24] Return a copy of the final comment resolution and concurrence to the reviewer.

- [25] **IF** the document being modified had DOE concurrence,
THEN at the Responsible Manager's discretion obtain DOE input on the DMR.

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94-AMA-002219

[26] **IF** an ORC review or Safety Screen is required based on a review of:

- The document History File,
- The changes being made,
- 1-52000-ADM-02.01, Operations Review Committee
- 1-91000-NSM-04.03, Safety Evaluation Screens
- The procedures referenced below or Appendix 6, ORC Review Determination

THEN complete the following, as applicable:

6.5 Intent Change (continued)

Responsible Manager (continued)

[A] Arrange for the completion of the Safety Screen requirements in accordance with 1-91000-NSM-04.03, Safety Evaluation Screens, as necessary.

[B] Arrange ORC review in accordance with 1-52000-ADM-02.01, Operations Review Committee.

Assistance in implementing this requirement can be obtained from the QAPM.

[27] Approve the DMR by signing and dating the DMR in Block 24.

[28] Go to Step 6.3[11].

6.6 Work Plan Intent Changes Based on a TM

This section addresses the incorporation of TMs into work plans through utilization of the DMR process. This section is used only if the TM is already approved. TMs are prepared in accordance with the applicable sections of 2-E20-ER-ADM-05.09, Work Plan Development.

Responsible Manager

[1] IF a TM has NOT been reviewed and approved by the required agencies, THEN go to Step 6.4[16].

[2] Obtain any review and concurrence of any document directly controlling work from IH, RE, and OS.

[3] Obtain review and concurrence from the QAPM (in other words, from EQS Division of ERM).

QAPM

[4] Verify the adequacy of the memorandum format so that it is consistent with the balance of the work plan as described in 2-E20-ER-ADM-05.09.

[5] Correct the TM format, as necessary.

Responsible Manager

[6] Obtain the concurrence from the QAPM.

[7] Record EPA and CDH Approved TM (or equivalent information) in Block 14.

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6.7 Document Development or Revision (continued)

SME (continued)

- [20] Review and approve the document in accordance with 2-E02-ER-ADM-05.05.
- [21] Ensure that the DMR authorizing initiation of the document is included in the History File.
- [22] Exit this procedure.

6.8 Document Cancellation

NOTE *In addition to concurors, Training and Qualification appears in Block 13 for the purpose of acknowledging training needs, not to establish concurrence.*

Responsible Manager

- [1] Ensure that the required concurors for the DMR are identified in Block 13.
- [2] **IF** the DMR is rejected,
THEN reject the DMR as described in Subsection 6.2.
- [3] Review and correct the DMR, as necessary.

Table 2-1 of Appendix 2 contains a description of the appropriate information.

- [4] Obtain and record on the DMR the information in Table 2-2, DMR Responsible Manager Information of Appendix 2, DMR Responsible Manager Information.

NOTE *The information marked with an asterisk is completed before obtaining the DMR number, which is recorded in Block 25. The other data are normally completed or obtained after the DMR number is obtained.*

- [5] **WHEN** information marked with an asterisk in Table 2-2 of Appendix 2 has been obtained,
THEN submit the DMR to the DCC to obtain a DMR number in Block 25

DCC

- [6] Review the DMR and have any inadequacies corrected by the Responsible Manager.
- [7] **IF** the DMR is for a procedure,
THEN forward the DMR to DDS to obtain a DMR number for Block 25.

NOTE *For documents other than procedures, DCC establishes the DMR number.*

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- [8] **IF** Block 25 is **NOT** completed,
THEN record the DMR number in Block 25.

- [9] Return the DMR to the Responsible Manager.

6.8 Document Cancellation (continued)

Responsible Manager

[10] Submit DMR for concurrence.

Concurrors

[11] Submit any comments on a Comment Review Sheet.

Responsible Manager

[12] Revises the DMR, as needed, to resolve any comments in accordance with 2-E02-ER-ADM-05.05.

[13] Obtain documentation of reviewers' concurrences in Blocks 14 and 15.

Concurrors

[14] **IF** the organization concurs with the DMR,
THEN sign and date Blocks 14 and 15 for their respective organization.

[15] T&Q personnel will acknowledge "yes" or "no" in Block 14 to indicate whether existing training will be canceled.

Responsible Manager

[16] **IF** an ORC review or Safety Screen is required based on a review of the following:

- The document History File,
- The changes being made,
- 1-52000-ADM-02.01, Operations Review Committee
- 1-91000-NSM-04.03, Safety Evaluation Screens
- The procedures reference below or Appendixes 6 and 7,

THEN complete the following, if applicable:

[A] Arrange for completion of the Safety Screen requirements in accordance with 1-91000-NSM-04.03, Safety Evaluation Screens, as necessary.

[B] Arrange ORC review in accordance with 1-52000-ADM-02.01, Operations Review Committee.

[17] Approve the DMR by signing and dating the DMR in Block 24.

[18] Forward the DMR and any applicable History File to DCC.

DCC

[19] Record or revise the effective date in Block 21.

The effective date never predates the approval date recorded in Block 24.

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- [20] Distribute the DMR in accordance with 2-G01-ADM-06.01, Document Control.
- [21] Add any History File supplied with a DMR to the existing document's History File.

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6.8 **Document Cancellation (continued)**

DCC (continued)

[22] Close the History File and submit the History File to the ERM Records Center.

6.9 **DMR Use**

NOTE *The annotation for "TEMPORARY of LIMITED SCOPE" DMRs is a vertical bar in the left hand margin at the affected step(s) and a notation to the left of the bar in the form of 9X-DMR-00XXX MAY AFFECT THIS STEP.*

Controlled Document and Working Copy Holders

- [1] Place any TEMPORARY or LIMITED SCOPE DMR, including the affected pages, in front of the applicable procedure and annotate the affected steps indicating that a DMR (specify number) may affect this step.
- [2] Do NOT change the actual controlled or working copy of the procedure based on a TEMPORARY or LIMITED SCOPE DMR.
- [3] Remove and destroy the TEMPORARY DMR either upon the expiration or receipt of a DTAN directing its removal.
- [4] **WHEN** a TEMPORARY or LIMITED SCOPE DMR expires,
OR a DTAN directing its removal is received,
THEN draw a single line through the annotation from Step 6.9[1] and initial and date this correction.

NOTE *Interim Approval, "TEMPORARY," and "LIMITED SCOPE" DMRs are on yellow paper to assist in their identification.*

- [5] **WHEN** a controlled copy of the DMR is received,
THEN follow the instructions on the Document Transmittal Acknowledgement Notice (DTAN) in accordance with 2-G18-ER-ADM-17.01, Quality Assurance Records Management.

ERM Personnel and Subcontractors

- [6] Limit the use of the following to the area and time period allowed in the DMR:
 - Interim Approved DMRs
 - TEMPORARY DMRs
 - LIMITED SCOPE DMRs