



# Rocky Flats Environmental Technology Site

## 2-G18-ER-ADM-17.01

### REVISION 0

## RECORDS CAPTURE AND TRANSMITTAL

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Solar Ponds Project  
Records Management

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This procedure supersedes procedure 3-21000-ADM-17.01, Revision 0

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## 1. PURPOSE

This procedure establishes the requirements, and responsibilities for the capture of Environmental Restoration Program Division (ERPD) records and preparation of those records for transmittal to the ERPD Project File Center (PFC) for processing in accordance with:

- ERPD Quality Assurance Program Description (QAPD), Section 4.2, Quality Records
- EG&G Rocky Flats Sitewide Quality Assurance Project Plan (QAPjP) for Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) Remedial Investigations/Feasibility Studies and Resource Conservation and Recovery Act (RCRA) Facility Investigations/Corrective Measures Studies Activities, Section 17
- 1-77000-RM-001, Records Management Guidance for Records Sources

## 2. SCOPE

This procedure applies to ERPD Rocky Flats Environmental Technology Site personnel and subcontractors performing work for the ERPD.

This procedure applies to Quality Assurance (QA), non-QA, and Administrative Records (AR), including field records, generated for ERPD.

This procedure addresses the following topics:

- Capture of Project Records
- Review of Prepared Records
- Corrections to Records and Record Packages before Submittal
- Identification of Best Copy Available
- One-of-a-Kind and Special Processed Records
- Record Packages
- Supporting Materials
- Transmittal of Records and Record Packages to the ERPD PFC
- Review of Records for Acceptance at the PFC
- Corrections to Previously Processed Records and Record Packages
- Lost or Damaged Records

Records acceptance criteria for electronic and photographic media are not addressed in this procedure.

This procedure is a total rewrite and revision bars are omitted. This procedure supersedes 3-21000-ADM-17.01, Revision 0.

## 3. OVERVIEW

This procedure organizes the different aspects of capturing and transmitting records that document ERPD activities. The instructions contained in this procedure emphasize that all records generated as a result of ERPD activities are transmitted to the ERPD

3. **OVERVIEW (continued)**

PFC for processing. The result of this procedure is a document that is considered a valid record upon authentication, approval, and submittal to the ERPD PFC for processing.

4. **DEFINITIONS**

**Authentication.** The act of attesting that the information contained within a document is accurate, complete, and appropriate for the work accomplished. Authentication of both QA and non-QA records is accomplished by one of the following methods:

- Stamping, initialing or signing, and dating the document
- Attaching or adding a written statement to the document by the responsible individual or organization.
- Issuing a document that is clearly identified as a statement by the reporting individual or organization
- Signing a Records Transmittal Form

A document cannot become a QA record until it has been authenticated.

**ERPD Project File Center (PFC).** The ERPD facility where official active ERPD records are collected, processed, protected, and maintained.

**Administrative Record (AR).** The completed compilation of documents that the Department of Energy (DOE) considered or relied on in selecting a response action. The AR established under Section 113(k) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) serves two primary purposes. The first, stated by Section 113(j), the AR is documentation for the basis of the response selection set forth in the record. The AR is also the documentation used in judicial review of any issue concerning the adequacy of a response selection that is normally limited to the record. Second, Section 113(k), requires that the AR act as a vehicle for public participation in the selection of the response action.

**One-of-a-Kind Records.** Records that cannot be duplicated or microfilmed or lose their meaning when microfilmed, such as multicolored maps and map overlays.

**QA Record.** Those records demonstrating the quality of items or activities or providing evidence that the activity was accomplished in accordance with established ERPD requirements. QA records may be originals or reproduced copies. QA records may be identified and maintained as lifetime, permanent, or nonpermanent.

**Record.** Any written or pictorial information describing, defining, specifying, reporting, or certifying activities, requirements, procedures, or results of work. Records may be paper copies, laboratory notebooks, photographs, microfilm, radiographic film, or electronic or optical media. Any records generated as a result of ERPD activities, such as:

4. **DEFINITIONS (continued)**

**Record.** (continued)

- Contracts.
- Forms.
- Procedures.
- Records.
- Reports.
- Requests for Proposals and Contracts.
- Work plans.
- Other documents.

**Records Package.** A collection of records supporting one topic (subject) that is filed as a case file, such as a Quality Assurance (QA) audit file or a contract or procurement file.

**Records Source.** Any individual working for EG&G Rocky Flats, Inc. (EG&G) or an EG&G subcontractor who creates or receives Rocky Flats records from internal or external sources. Records sources also include any individual who creates or receives a record from internal or external sources which was generated as part of government or government sponsored activities related to the Rocky Flats Interagency Agreement (IAG). A Records Source may also be designated as a Records Custodian for an organization.

**Special Process Records.** Records that require special handling and must be maintained in a particular way, or that cannot be duplicated or microfilmed.

5. **RESPONSIBILITIES**

5.1 **ERPD Managers**

Authorize individuals within their area of responsibility to authenticate quality records.

Ensure that ERPD records (including subcontractors) are protected from deterioration, loss, larceny, or damage prior to turnover to the ERPD PFC.

Transmit completed records to the ERPD PFC in accordance with this procedure.

Ensure that the ERPD records that are transmitted are appropriately designated QA, non-QA, or AR in accordance with 2-N96-ER-ADM-17.09, Records Identification, Preparation, and Generation, and 3-21000-ADM-17.02, Administrative Records Screening and Processing.

Ensure that all personnel are appropriately trained and qualified to perform the duties, tasks, and responsibilities of their assigned jobs.

**5. RESPONSIBILITIES (continued)**

**5.2 ERP Project File Center Personnel (functional title)**

Ensure that ERP records received for processing, protection, and maintenance meet the records acceptance criteria in accordance with 3-J50-ER-ADM-17.07, Records Receipt, Indexing, Filing, and Retrieval.

Ensures that records documenting ERP activities are transmitted to the ERP PFC within 30 working days from the date of completion or receipt.

Ensures that records created are legible, accurate, and completed appropriate to the work accomplished, and are authenticated by authorized personnel.

Ensures that records are corrected as necessary in accordance with this procedure.

Ensures that groups of records transmitted to the ERP PFC are accompanied by a Records Transmittal Form.

**5.3 ERP Record Source (functional title)**

Ensures that records documenting ERP activities are transmitted to the ERP PFC within 30 working days from the date of completion or receipt.

Ensures that records created are legible, accurate, completed appropriate to the work accomplished, and are authenticated by authorized personnel.

Ensures that records are corrected as necessary in accordance with this procedure.

Ensures that groups of records transmitted to the ERP PFC are accompanied by a Records Transmittal Form.

## 6. INSTRUCTIONS

### 6.1 Review of Prepared Records

#### ERPD Records Source

- [1] Ensure that the unique identification number or document number is recorded on each page of the record.
- [2] Ensure that quality assurance records are properly authenticated by completing one of the following:
  - Stamping, initialing or signing, and dating the document
  - Attaching or adding a written statement by the responsible individual or organization to the document
  - Issuing a document which is clearly identified as a statement by the reporting individual or organization
  - Signing a Records Transmittal Form

Appendix 1 illustrates an example of a Records Transmittal Form.

- [3] Review records before transmittal to the ERPDPFC to ensure the criteria in Appendix 2, Record Review and Acceptance Criteria.

**NOTE** *QA and non-QA records generated prior to June 30, 1993 are not required to meet the records acceptance criteria identified in Appendix 2, Record Review and Acceptance Criteria.*

### 6.2 Corrections to Records and Record Packages before Submittal

#### ERPD Records Source

- [1] Make corrections to completed handwritten or typed records and record packages that have not been submitted to the PFC by completing the following steps:
  - [A] Do **NOT** use correction fluid, erasures, or correction tape of any type to correct information on records.
  - [B] Draw a single line through the incorrect information using an indelible medium, preferably black ink.
  - [C] Enter the correct information in close proximity to the text being changed.
  - [D] Date and initial or sign the correction.

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### 6.3 Identification of Best Copy Available

Some records can not meet all of the requirements identified in Appendix 2. In this case, the *Best Copy Available* is transmitted to the ERPD PFC.

#### **ERPD Records Source**

- [1] **IF** the document being submitted does **NOT** meet the criteria listed in Appendix 2, **THEN** perform the following:
  - [A] Submit a photocopy of the original when the original is torn or folded.
  - [B] Provide a written explanation for those records or record packages that are not technically complete, legible and adequate for their intended purpose, or cannot be replaced or regenerated.
  - [C] List those records or record packages individually on a Records Transmittal Form and indicate as *Best Available Copy (BAC)* of that record.
  - [D] Stamp *BCA* on the document.

### 6.4 One-of-a-Kind and Special Processed Records

#### **ERPD Records Source**

- [1] Ensure that one-of-a-kind records are transmitted to the PFC immediately upon completion of the record.
- [2] Transmit special processed records to the ERPD PFC in accordance with the following:
  - [A] Duplicate all special processed records that can be generated in duplicate (such as magnetic tapes and negatives).
  - [B] Submit the original and a duplicate of the special processed record to the ERPD PFC.
- [3] **IF** the cost or difficulty in generating duplicates is prohibitive, **THEN**:
  - [A] Identify those records on the Records Transmittal Form.
  - [B] Submit a single copy to the ERPD PFC.

## 6.5 Record Packages

### ERPD Records Source

- [1] Complete and attach Appendix 3, Records Package Table of Contents Form for each record package.

The Records Package Table of Contents Form lists the individual records or groups of records that constitute the record package.

- [2] Review the individual record package segments that constitute the record package to ensure records acceptance criteria in accordance with the requirements of this procedure.
- [3] Transmit the record package using the Records Transmittal form.

## 6.6 Supporting Materials

### ERPD Records Source

- [1] Ensure that supporting materials are clearly identified on the Records Transmittal Form as *supporting* or *backup* material.

Supporting documents are generated in the process of preparing a report, study, or other document, or are otherwise generated during any other activity that has been completed.

- [3] Submit the supporting materials to the ERPD PFC as part of the record package.

## 6.7 Transmittal of Records and Record Packages to the ERPD PFC

### ERPD Records Source

- [1] Submit two copies of all individual correspondence and communications to the ERPD PFC by including the PFC on the courtesy copy (cc) list. Examples include:
  - Interoffice correspondence
  - Memoranda
  - Memos of telephone conversations

**NOTE** *The Records Transmittal Form is completed for groups of individual records and/or whole records packages.*

- [2] Obtain the Records Transmittal Form from the PFC and complete using the instructions on the back of the form.
- [3] Transmit completed individual records or record packages to the ERPD PFC no later than 30 working days after date of completion or receipt.

**6.8 Receipt of Records by PFC**

**ERPD PFC Personnel**

- [1] Receive incoming records in accordance with 3-J50-ER-ADM-17.07, Records Receipt, Indexing, Filing, and Retrieval.

**6.9 Corrections to Previously Processed Records and Record Packages**

**ERPD Records Source**

- [1] Notify the ERPD PFC immediately of any errors in previously processed records or record packages.
- [2] Transmit the complete, corrected records or record packages to the ERPD PFC in accordance with Section 6.8.
- [3] **IF** new information is added to a record previously submitted to the ERPD PFC, **THEN** transmit the new information as a new and separate record in accordance with Section 6.8.

The original records or record packages remain in the system, but the database states that the new records or parts of a record package supersede the old records or parts of a record package.

**6.10 Lost or Damaged Records**

**ERPD Records Source**

- [1] **IF** records become lost or damaged, **THEN** notify the PFC in writing of the lost or damaged records.
- [2] Replace or repair the lost or damaged records, where possible, and use Best Available Copy.
- [3] **IF** restoration or replacement of such records is not possible, **THEN** document in writing and transmit to the PFC.

**ERPD PFC Personnel**

- [4] Process the records in accordance with 3-J50-ER-ADM-17.07.

## 7. RECORDS

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

### **ERPД Records Source/ERPД Manager**

[1] Ensure that the original and one copy of the following quality-related records, as appropriate, are transmitted to the ERPД PFC in accordance with this procedure:

- Records Transmittal Form
- Records Package Table of Contents Form
- Documentation of Lost or Damaged Records
- Documentation of Best Copy Available
- Documentation of Authenticity

Submission of record copies to the ERPД PFC satisfies AR requirements in accordance with 3-21000-ADM-17.02.

There are no nonquality records generated by this procedure.

## 8. REFERENCES

EG&G Rocky Flats Site-Wide Quality Assurance Project Plan (QAPjP) for CERCLA Remedial Investigations/Feasibility Studies and RCRA Facility Investigations/Corrective Measures Studies Activities, Section 17, Quality Records

ERPД Quality Assurance Plan Description, Section 4.2, Quality Records

1-77000-RM-001, Records Management Guidance for Records Sources

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

3-21000-ADM-17.02, Administrative Records Screening and Processing

3-J50-ER-ADM-17.07, Records Receipt, Indexing, Filing, and Retrieval



**APPENDIX 1**

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**INSTRUCTIONS FOR COMPLETING RECORDS TRANSMITTAL FORM**

Note: Instructions are found on the back of the form.

**INSTRUCTIONS FOR COMPLETING RECORDS TRANSMITTAL FORM**

All documents (other than correspondence) submitted to the ERPD Project File Center must be accompanied by a Records Transmittal form and meet the acceptance criteria specified in 2-G18-ER-ADM-17.01. Those submitting documents (Records Source and/or Coordinator) must complete all of the numbered entries specified on the form. Directions for completing each entry are given below:

<u>Entry Number</u>	<u>Directions</u>
1.	The name of the EG&G or Subcontractor employee who originated the document.
2.	The name of the Subcontractor organization or the EG&G Department and Division.
3.	Records Source telephone number.
4.	Subcontract number (if applicable).
5.	The responsible EG&G manager who authenticates subcontractor records prior to their transmission to the ERPD Project File Center.
6.	Responsible EG&G Authority's organization code.
7.	Responsible EG&G Authority's telephone number.
8.	Title/Subject. (Additional keywords or phrases should be added after the title/subject to aid in retrieval of the information.)
9.	The unique document identification number assigned to that document.
10.	Records categories to be completed by the responsible EG&G Authority QA = Quality Assurance Record N = Nonquality Record AR = Administrative Record
11.	The total number of pages in the document (double-sided pages should be considered 2 pages).
12.	The date the record is completed or approved.
13.	The applicable Operable Unit Number or Building Number.
14.	The date the transmittal form was forwarded to the ERPD Project File Center.
15.	The signature of the person who prepared the transmittal.
16.	The signature of the person who originated the documents. Signature on this line attests that the document is correct and complete and released to the Project File Center.
17.	The signature of the Project File Center employee who receives the records for processing.

**NOTE:** The Records Source should make a copy of the Records Transmittal form prior to transmitting it to the ERPD Project File Center. When the Project File Center accepts the records listed on the form, an acknowledgement copy of the completed form will be transmitted to the Records Source.

**APPENDIX 2**

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**RECORD REVIEW AND ACCEPTANCE CRITERIA**

- The record is complete and all of its attachments or enclosures are included

**NOTE** *Each section of a records package may be numbered separately. Documents printed on both sides of the paper are considered two pages.*

- The record is paginated, preferably as 1 of 5, 2 of 5, and so forth.
- Each page of the record contains the document number or unique identifier
- Attachments to records contain the same document number or unique identifier as the record.
- Handwritten and typed records are legible, reproducible, and microfilmable in accordance with the following:
  - A clear and distinct image of the characters or pictorial information on the recording medium (paper) is formed.
  - The record is printed with an indelible medium, preferably black ink, against a light background. Pencil is not an acceptable for recording information on a record that is to be submitted to the ERPD PFC.
  - The viewer is able to read the record without guessing or magnification.
  - The record does not contain correction fluid or correction tape of any type.

**NOTE** *A reproduced copy of the document may be used as long as the copy is legible.*

- If a photocopy of a record is to be submitted, the generation of the copy submitted for processing is as close to the original as possible and, preferably, not more than two generations from it (in other words, a copy of a copy of the original).
- No photo reductions of data are acceptable unless the image is very clear and easily legible. Letters and other characters are spaced so that the background areas between them are approximately equal. Words are clearly separated by space equal to the height of the lettering.
- The record does not have any information scratched out and obliterated or other extraneous information handwritten on the record with the exception of corrections made in accordance with Section 6.3.
- To the extent feasible, records do not contain stamps or other marks that intersect and obliterate the text.
- No portion of any page is missing due to tearing or folding of record edges that may obliterate recorded information.
- All blocks on records, including signature, are filled in or marked Not Applicable (NA).
- Oversized records, such as records with the minimum dimension greater than 14 in., are rolled for transmittal.
- The recording medium is not colored paper if possible. The contrast between the data recorded and the color of the paper is not distinct enough.

