

Document Modification Request

Print or Type All Information (Except Signatures). Process procedures in accordance with 1-A01-FROC DEV-400, Procedure Process

25 DMR. No.
96-DMR-AMES-0119

Originator

1. Name/Phone/Page/Location
Greg DiGregorio

2. Date
Nov 13, 1996

3. Existing Document Number/Revision
ER Administrative Procedures

4. Document Type Procedure Plan
 Other

5. Document Title
ER Administrative Procedures

6. Item	7. Page	8. Step	9. Proposed Modifications
1			Transfer the following Procedures to RMRS Document Control ADM-17.01, Rev.0 - Records Capture and Transmittal ADM-17.02, Rev.1 - Administrative Record Document Identification and Transmittal ADM-17.09, Rev.0 - Records Identification, Preliminary Preparation, and Creation ADM-6.01, Rev. 1 - Document Control

10. Item 10a. Justification (Reason for Modification, EJO#, TP#, etc.)

1 These Procedures are to be utilized company wide.

Originator's Supervisor

Jim Thru *Kenn Taylor* *11-13-96*

11. Process (print/sign/date)
 Do not Process (state reason in block 10a)

12. Process (Complete Blocks 13-22) (print/sign/date)
 Do not Process (state reason in block 10a)

13. New Document/ Rev. No. (if new or changed)
n/a

Complete either Section 14a. or 14b., as applicable

14a. Type of Complete Modification

New Revision
 One-Time-Use Cancellation *as ER Proc.*

For procedures, attach completed Procedure Modification worksheet from 1-A01-PROC DEV-400.

14b. Changes: (check all that apply.)

Intent Change Nonintent Change
 Editorial Correction Regular
 Interim Approval Requested - Needed for immediate Use (14 day limit for obtaining final approval)

Additional Attributes:
 Temporary
 One-Time-Use
 Limited Distribution

15. ERM Change Control Board Required: Yes No (Applicable only to new procedures, revisions, or intent changes.)

List the reviewing disciplines in Block 16. After concurrence has been obtained (in accordance with 1-A01-PROC DEV-400), enter the name of the reviewer followed by / s/ in block 17. If the reviewer indicates No Comments, the review signature constitutes concurrence. Enter the date concurrence is obtained in block 18.

16. Organization	17. Reviewer/Concuror	18. Date	16a. Organization	17a. Reviewer/Concuror	18a. Date
QA	Greg DiGregorio <i>Greg DiGregorio</i>	11-13-96			

19. Assigned SME/Phone/Page/Location
Greg DiGregorio/5688/1732/T893B

20. Cost Center
1392

21. Charge Number
CB03400

22. Requested Completion Date
Nov 26, 1996

23. Prescreen/Screen/USDQ Number
NA

24. Independent Safety Review Meeting and Date
NA

26. After obtaining ALL required signatures: Responsible Manager's Approval (print/sign/date) (Not Required for New procedures or Revisions)

McBroussard *11-13-96*

27. Effective Date
12-6-96

28. Expiration Date (if applicable)
NA

**TABLE OF CONTENTS FOR
ENVIRONMENTAL RESTORATION PROGRAM DIVISION
ADMINISTRATIVE PROCEDURES MANUAL**

Procedure No.	Title	Rev. No.	Effective Date
•2-F94-ER-ADM-02.01	Training		Canceled
02.02	Personnel Qualifications	0	08/15/91
•03.04	Control of QAA Development		Canceled
•04.01	Procurement Document Control		Canceled
•2-E95-ER-ADM-05.01	Procedure Development		Canceled
05.03	RFI/RI Work Plan Development	0	08/15/91
94-DMR-002179	Extension of DCN 93.01	0	11/23/94
•2-E02-ER-ADM-05.05	Document Review		Canceled
•2-E04-ER-ADM-05.07	ER Program Division Preparation & Use of Document Modification Requests		Canceled
•05.08	Forms Control		Canceled
2-G06-ER-ADM-05.10	Control of Scientific Notebook Systems		Rescinded
•05.11	Preparation of Instructions		Canceled
2-S47-ER-ADM-05.14	Use of Field Logbooks and Forms	0	06/05/95
2-G01-ER-ADM-06.01	Document Control		Transferred
•2-G10-ER-ADM-06.02	Drawing Control		Canceled
2-N93-ER-ADM-06.04	Map Control	1	06/01/95
08.01	Cancellation of Control & Identification of Items, Samples, & Data		Canceled
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
2-J77-ER-ADM-08.03	95-DMR-000735 - Cancellation of Graded Validation (Replaced by procedure L-8002-A)		Canceled

**ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE
ERPD ADMINISTRATIVE
PROCEDURES MANUAL
CATEGORY 1**

**Manual No.: 3-21000-ADM
Section No.: Table of Contents, Rev 47
Page: 2 of 2
Effective Date: 12/6/96
Organization: Environmental Restoration**

2-J76-ER-ADM-08.05	Contract Compliance Screening		Rescinded
•10.01	Inspections		Canceled
2-G16-ER-ADM-12.01	Control of Measuring and Test Equipment	1	05/12/95
•15.01	Control of Nonconforming Items and Activities		Canceled
•16.01	Corrective Action		Canceled
2-G18-ER-ADM-17.01	Records Capture and Transmittal		Transferred
2-S65-ER-ADM-17.02	Administrative Record Document Identification and Transmittal		Transferred
2-N96-ER-ADM-17.09	Records Identification, Preliminary Preparation, and Creation		Transferred
•18.02	Surveillance Activities		Canceled
2-G21-ER-ADM-18.03	Readiness Assessments	1	08/24/94
94-DMR-002243	Training & Records Corrections and Editorial Changes	1	12/16/94
94-DMR-002293	Clarification of Category 3 Assessment	1	12/16/94
96-DMR-RMRS-0103	Add text to step 5	1	10/25/96
•2-G23-ER-ADM-18.05	Environmental Restoration Management Self Evaluation		Canceled
•2-F73-ER-ADM-21.01	ERPD Commitment Tracking		Canceled
AQD.08	Preparation of EPA Form R	1	10/10/91
96-DMR-RMRS-0110	Transferred to Plantsite Document Control	1	12/02/96