

Rocky Flats Environmental Technology Site

2-S47-ER-ADM-05.14

REVISION 0

USE OF FIELD LOGBOOKS AND FORMS

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- Environmental Operations Management
- Sample Management
- Solar Pond Projects
- Environmental Documentation

USE CATEGORY 4

ORC review not required

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1. PURPOSE

The purpose of this procedure is to provide instructions for the identification, use, and control of Field Logbooks and Field Forms for Environmental Restoration activities at the Rocky Flats Environmental Technology Site (Site).

2. SCOPE

This procedure applies to all Rocky Flats employees and subcontractors who are engaged in environmental restoration at the various operable units.

This procedure addresses the following topics:

- Use of Field Logbook(s)
- Field Logbook Closeout

This procedure also covers the use of Field Forms when the forms are not associated or controlled by another procedure.

3. DEFINITIONS

Field Forms. Forms that are generated for a field activity that are not associated with or controlled by an approved procedure.

Field Logbook. The primary record for field activities that is intended to provide sufficient data and observations to enable field personnel to reconstruct events that occurred. All entries are considered complete after the author has dated and signed.

Individual Hazardous Substance Site (IHSS). Individual locations where a suspected incident of contamination occurred where the putative contaminant(s) are identified as hazardous under Resource Conservation and Recovery Act/Comprehensive Environmental Response, Compensation and Liability Act (RCRA/CERCLA). Perceived IHSS boundaries and properties may evolve as sampling, research, and interpretation progress at a site.

Operable Unit (OU). Groups of individual hazardous substance sites (IHSS).

4. RESPONSIBILITIES

4.1 **Responsible Manager**

Ensure that at least one Field Logbook is maintained for each project.

Ensure that all of the core and Environmental Restoration Program Division (ERPD) specific training has been completed and documented and that copies of all the documentation have been forwarded to the ERPD training files.

Ensure that completed Field Logbooks and/or Field Forms are properly dispositioned in accordance with 2-G18-ER-ADM-17.01, Records Capture and Transmittal.

4.1 Responsible Manager (continued)

Ensure that the Field Logbook and/or the Field Forms receive a peer review.

Ensure that data from the completed Field Form are entered in the database.

4.2 Field Logbook User

Receive the appropriate Field Logbook from the Responsible Manager.

Obtain a unique number from Technical Publications (Document Control).

Ensure that entries made in the Field Logbook are complete, concise, and contain all data, activities, references to procedures and forms, and observation necessary to reconstruct the activity being recorded.

4.3 Field Logbook Peer Reviewer

Perform an independent review to ensure that the entries made in the Field Logbook are complete, concise, and contain all data, activities, and references to procedures and forms.

Ensure that the Field Logbook is bound and that pages are numbered sequentially.

4.4 Field Form User

Ensure that entries made in the Field Form are complete, concise, and contain all data related to the form.

Enter data from the completed Field Form in the database.

4.5 Field Form Peer Reviewer

Perform an independent review to ensure that entries made in the Field Form are completed properly.

NOTE *Technical Publications will be referred to as a functional title of Document Control throughout the remainder of this procedure.*

4.6 Document Control

Assign a unique identification number to each Field Logbook for traceability and control purposes.

Ensures that the unique number assigned to the Field Logbook is closed out.

5. **INSTRUCTIONS**

5.1 **Field Logbook**

Responsible Manager

- [1] Ensure that at least one Field Logbook is maintained for each project.

Field Logbook User

- [2] Notify Document Control, and request a unique number for the Field Logbook.
- [3] Print the project name clearly on the front outside cover of the Field Logbook.
- [4] Print the project name and the unique number clearly on the title page of the Field Logbook.
- [5] Print the name clearly of the individual responsible for the Field Logbook.
- [6] **WHEN** the work starts,
THEN begin the daily record keeping in the Field Logbook.
- [7] Record the following information at the top of each page:
- Unique number
 - Page number(s)
 - Initial and Date
- [8] Ensure that all applicable information is documented in the Field Logbook as outlined in Appendix 1, Examples of Entries for Environmental Restoration Field Logbook.
- [9] Use nonsmearable, waterproof black ink.
- [10] Protect the Field Logbook against damage, deterioration, or loss.
- [11] **WHEN** work is completed for the day,
THEN:
- [A] Line-out the remaining lines of the page that have **NO** entry.
- [B] Include the comment "End of Day."
- [C] Sign and date the page.

5.1 Field Logbook (continued)

NOTE 1 *Only the person who made an entry is authorized to correct the entry.*

NOTE 2 *The original entry is to be readable through the lined-out entry.*

[12] **WHEN** errors are found in an entry in the Field Logbook,
THEN:

[A] Draw a single line through the entry.

[B] Initial and date the lined-out entry.

Field Logbook Peer Reviewer

[13] Periodically review the Field Logbook to ensure that all entries are made correctly and completely.

[A] Document in the Field Logbook that a review was performed.

[B] Initial and date the entry.

[C] Ensure that the Field Logbook is bound and that pages are numbered sequentially.

Field Logbook User

[14] **IF** a project is complete and the Field Logbook is still being maintained for additional projects,
THEN:

[A] Make an entry in the Field Logbook indicating that the project is complete.

[B] Periodically submit completed copies of sections of the Field Logbook to the Project File Center (PFC).

5.2 Field Logbook Closeout

Field Logbook User

[1] Make an entry in the Field Logbook indicating that the Field Logbook has been completed.

[2] Draw a single line through any blank space remaining throughout the Field Logbook pages to indicate when entries are complete.

[3] Submit the completed Field Logbook to the Peer Reviewer for review.

5.2 Field Logbook Closeout (continued)

Field Logbook Peer Reviewer

- [4] Review the Field Logbook to ensure the following activities were completed properly:
- Field Logbook paginated
 - Black ink used for log keeping (no pencils)
 - Calibration data for field instruments (if not controlled by a Field Form)
 - No entries entered on the pages that are lined-out
 - Control number, initials, and date entered on top of each page
 - All corrections lined-out, initialed, and dated
 - Peer review performed
- [5] Document in the Field Logbook that a review was performed.
- [6] Initial and date the entry.

Responsible Manager

- [7] Ensure that the Field Logbook receives a peer review.

Field Logbook User or Responsible Manager

- [8] Ensure that any deficiencies that are found are corrected prior to submittal to Technical Publications.
- [9] Submit the completed Field Logbook to Document Control.

Document Control

- [10] Ensure that the unique number assigned to the Field Logbook is closed out.
- [11] Submit the completed Field Logbook to the Environmental Documentation PFC in accordance with 2-G18-ER-ADM-17.01.

6. INSTRUCTIONS

6.1 Field Forms

Field Form User

- [1] Print the project name clearly on the Field Form.
- [2] Ensure that all applicable information is documented on the Field Form.
- [3] Write "N/A" through the blanks on the Field Form where information is not applicable to the activity or project.
- [4] **IF** errors are found in an entry on the Field Form,
THEN:
 - [A] Draw a single line through the entry.
 - [B] Initial and date the lined-out entry.
- [5] Sign and date the Field Form when completed.

Field Form Peer Reviewer

- [6] Review the Field Form to ensure that all entries are made correctly and completely.
- [7] Write "QC by," initial, and date the Field Form.
- [8] Review the Field Form to ensure the following was completed properly:
 - Black ink used (no pencils)
 - All corrections are lined-out, initialed, and dated
- [9] Ensure that any deficiencies are corrected prior to entering them in the database and submittal to the ERPD PFC.

Field Form User

- [10] Enter the data from the Field Form in the database in accordance with 4-B29-ER-OPS-FO.14, Field Data Management.

Responsible Manager

- [11] Ensure that the Field Form received a peer review and that data were entered in the database.

Field Form User or Responsible Manager

- [12] Submit the reviewed and completed Field Form to the ERPD PFC in accordance with 2-G18-ER-ADM-17.01.

7. RECORDS

- [1] Management of all records is consistent with 1-77000-RM-001, Records Management Guidance for Record Sources.
- [2] Ensure that the original and one copy as required of the following quality assurance (QA) records, as appropriate, are transmitted to the ERPD PFC in accordance with 2-G18-ER-ADM-17.01, Records Capture and Transmittal:
- Field Forms
 - Field Logbooks

Submission of records copies to the ERPD PFC is in accordance with Administrative Record requirements of 2-S65-ER-ADM-17.02, Administrative Record Document Identification and Transmittal.

There are no nonquality records generated by this procedure.

8. REFERENCES

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

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

2-S65-ER-ADM-17.02, Administrative Record Document Identification and Transmittal

4-B29-ER-OPS-FO.14, Field Data Management

APPENDIX 1

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**EXAMPLES OF ENTRIES FOR ENVIRONMENTAL
RESTORATION FIELD LOGBOOK**

Record the following information when applicable:

- Activity location
- Depth or depth interval
- Field personnel or team members involved in the activities
- Procedure number and revision
- Field Forms not associated with any procedure
- Types and numbers of samples collected
- Collection method
- Time and date of sample collection
- Type and preparation of sample bottles
- Preservation of samples
- Field measurement data
- Field instrument calibration data
- Weather conditions
- Ambient temperature
- Barometric pressure
- Any observation about conditions or incidents affecting sampling activities and/or sample quality
- Preparation and submission of field quality control samples
- Work or quality assurance plan number
- Any deviations from the characterization plan used for the project
- Field activities accomplished in sufficient detail
- Telephone conversations
- List of equipment used for the day's activities by name, model number, serial number, or other identifier

APPENDIX 2
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FIELD LOGBOOK FLOWCHART

