

ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE

Manual No.:

2-11000-ER-ADM
(a.k.a. 3-21000-ADM)

ERPD ADMINISTRATIVE
PROCEDURES MANUAL
CATEGORY 1

Procedure No.:

Table of Contents, Rev 38

Page:

1 of 3

Effective Date:

05/21/95

Organization:

Environmental Restoration

TABLE OF CONTENTS FOR
ENVIRONMENTAL RESTORATION PROGRAM DIVISION
ADMINISTRATIVE PROCEDURES MANUAL

<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
01.01	ER Organization		
02.01	2-F94-ER-ADM-02.01 - Training	1	12/01/94
02.02	Personnel Qualifications	0	08/15/91
03.04	Control of QAA Development	0	09/23/91
04.01	Procurement Document Control	0	04/08/92
05.01	2-E95-ER-ADM-05.01 - Procedure Development	1	06/01/94
94-DMR-001227	Appendix Replacement	1	07/05/94
05.03	RFI/RI Work Plan Development	0	08/15/91
94-DMR-002179	Extension of DCN 93.01	0	11/23/94
05.05	2-E02-ER-ADM-05.05 - Document Review	1	06/01/94
94-DMR-002108	DOE/RFFO Review Determination Inclusion	1	12/01/94
94-DMR-002218	Allowance of Delays for Late Comments	1	12/01/94
05.07	2-E04-ER-ADM-05.07 - Environmental Restoration Program Division (ERPD) Preparation and Use of Document Modification Requests	2	10/07/94
94-DMR-002219	ERPD Training Process Facilitation	2	Canceled
95-DMR-000318	Cancel of 94-DMR-002219	2	03/22/95
95-DMR-000332	Text Modification	2	05/21/95
05.08	Forms Control	0	09/23/91
05.10	2-G06-ER-ADM-05.10 - Control of Scientific Notebook Systems	0	07/15/94
05.11	Preparation of Instructions	0	04/08/92

DOCUMENT CLASSIFICATION REVIEW WAIVED
PER R.B. HOFFMAN, CLASSIFICATION OFFICE
JUNE 11, 1991

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Procedure No.:

Table of Contents, Rev 38

Page:

2 of 3

Effective Date:

05/21/95

Organization:

Environmental Restoration

<u>Procedure No.</u>	<u>Title</u>	<u>Rev. No.</u>	<u>Effective Date</u>
06.01	2-G01-ER-ADM-06.01 - Document Control	1	12/22/94
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08.03	2-J77-ER-ADM-08.03 - Graded Validation	0	Rescinded
08.05	2-J76-ER-ADM-08.05 - Contract Compliance Screening	0	Rescinded
10.01	Inspections	0	04/08/92
12.01	2-G16-ER-ADM-12.01 - Control of Measuring and Test Equipment	1	05/12/95
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.			
95-DMR-000090	DCN 93.02 Incorporation	0*	01/27/95
17.02	Administrative Record Document Identification and Transmittal	1	04/20/95
95-DMR-000316	Text Modification	1	04/20/95
95-DMR-000323	Changes to the Technical Content	1	04/24/95
17.09	2-N96-ER-ADM-17.09 - Records Identification, Preliminary Preparation, and Creation	0	10/31/94
•95-DMR-000329	Text Modification	0	05/21/95

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**Manual No.: 2-11000-ER-ADM
(a.k.a. 3-21000-ADM)**
Procedure No.: Table of Contents, Rev 38
Page: 3 of 3
Effective Date: 05/21/95
Organization: Environmental Restoration

18.02	Surveillance Activities	1	04/08/92
Procedure No.	Title	Rev. No.	Effective Date
18.03	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
18.05	2-G23-ER-ADM-18.05 - Environmental Restoration Management Self Evaluation	0	07/15/94
21.01	2-F73-ER-ADM-21.01 - ERPD Commitment Tracking	0	01/13/95
95-DMR-000321	Text Modification		05/15/95
AQD.08	Preparation of EPA Form R	1	10/10/91

APPENDIX 3

Page 1 of 1

ERPD DOCUMENT MODIFICATION WORKSHEET

DATE 5/3/95 DOCUMENT NO. 2-N96-ER-ADM-17.09 REV. 0

INSTRUCTIONS

- 1. Complete this checklist by checking (v) YES or NO for each question.
2. For assistance, contact the discipline needed to aid in answering questions.

QUESTION

YES

NO

Table with 3 columns: Question, YES, NO. Contains 9 questions (Q1-Q9) regarding modification criteria. Q1-Q8 have 'NO' checked. Q9 has 'YES' checked with handwritten initials 'ST/AS' and a checkmark.

NOTE The modification hierarchy below is listed from most restrictive to least restrictive. The Modification process choice may be more restrictive but NEVER less restrictive.

Process modification as: (check one)

- NEW = Q1 is YES
REVISION = Q1 is NO & Q2 is YES
INTENT CHANGE = Q1 & Q2 is NO & ANY of Q3 through 7 are YES
NONINTENT CHANGE = All Q1 through 7 & 9 are NO, Question 8 YES (14-day duration)
NONINTENT CHANGE = All Q1 through 9 are NO (without 14-day duration)
EDITORIAL CORRECTION = All Q1 through 8 NO, Question 9 YES

NOTE Nonintent Changes that do not have to be used immediately can be processed as intent changes to avoid the 14-day expiration.

Laura Tyler (handwritten signature) 1 Laura Tyler (Print Name) 15-8-95 (Date)
Responsible Manager Print Name Date

LIST OF EFFECTIVE PAGES

<u>Pages</u>	<u>Effective Date</u>	<u>Change Number</u>
1	11/04/94	94-DMR-001648
2	<u>5/31/95</u>	95-DMR-000 <u>329</u>
3-7	11/04/94	94-DMR-001648
8-10	<u>5/31/95</u>	95-DMR-000 <u>329</u>
10-14	11/04/94	94-DMR-001648

TOTAL NUMBER OF PAGES: 14

6.4 Creation of Draft Documents (continued)

ERP D Records Source (continued)

- [2] Submit the draft document for review and comment resolution in accordance with the Appendix 3 procedure or document used to prepare the document, or submit the draft document in accordance with 2-E02-ER-ADM-05.05, ERM Document Review Process, as appropriate.
- [3] Ensure that the document meets the required records acceptance criteria in accordance with 2-G18-ER-ADM-17.01, Records Capture and Transmittal, Section 6.1, Review of Prepared Records.

6.5 Release of Final Documents

ERP D Records Source

- [1] Ensure that the records created are appropriately identified, as defined in Appendix 2, and are legible, accurate, and completed appropriate to the work accomplished.
- [2] Ensure that the document is authenticated by authorized personnel. Authentication is accomplished by one of the following methods:
 - Stamping, initialing or signing, and dating the document
 - Providing a cover sheet such as the example provided in Appendix 4, Example Layout of an Approval Sheet
 - Attaching or adding a written statement by the responsible individual or organization to the document
 - Issuing a document that is clearly identified as a statement by the reporting individual or organization

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

- [3] Obtain a document cover sheet from the ERP D DCC.

ERP D DCC Personnel

- [4] Prepare the required number of covers for document distribution.

7. RECORDS

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

ERP D Records Source

- [1] Ensure that the original and one copy, as required, of the completed QA records are transmitted to the ERP D PFC in accordance with 2-G18-ER-ADM-17.01.

95 - DMR - 000329

95-DMR-000329

7. **RECORDS (continued)**

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

There are no non-QA records generated by this procedure.

8. **REFERENCES**

DOE Order 1324.2A, Records Disposition

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

ERPD Quality Assurance Plan Description, Section 4.2, Quality Records

Plant Policy 2-21, Correspondence Control

Plant Policy 2.9, Release of Information

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

2-E02-ER-ADM-05.05, ERM Document Review Process

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

2-11000-ER-ADM-06.01, Document Control Process

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

95-DMR-000329

APPENDIX 1

Page 1 of 1

RECORDS CAPTURE STATEMENT FORMAT

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

ERPD Records Source

- [1] Ensure that the original and one copy, as required, of the following quality assurance (QA) records are transmitted to the ERPD Project File Center (PFC) in accordance with 2-G18-ER-ADM-17.01, Records Capture and Transmittal:

-
-
-
-

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

There are no non-QA records generated by this procedure.

95-DMR - 000 329