

# 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*

1. Name/Phone/Page/Location <b>Greg DiGregorio</b>	2. Date <b>Nov 13, 1996</b>
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3. Existing Document Number/Revision <b>ER Administrative Procedures</b>	4. Document Type <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Plan <input type="checkbox"/> Other
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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

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

1	These Procedures are to be utilized company wide.
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*Jim Ryan Ann 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 <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> One-Time-Use <input checked="" type="checkbox"/> Cancellation <i>ER Proc.</i>	For procedures, attach completed Procedure Modification worksheet from 1-A01-PROC DEV-400. 14b. Changes: (check all that apply.) <input type="checkbox"/> Intent Change <input checked="" type="checkbox"/> Nonintent Change <input type="checkbox"/> Editorial Correction <input type="checkbox"/> Regular <input type="checkbox"/> Interim Approval Requested - Needed for immediate Use (14 day limit for obtaining final approval)	Additional Attributes <input type="checkbox"/> Temporary <input type="checkbox"/> One-Time-Use <input type="checkbox"/> Limited Distribution
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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 <b>Greg DiGregorio/5688/1732/T893B</b>	20. Cost Center <b>1392</b>	21. Charge Number <b>CB03400</b>	22. Requested Completion Date <b>Nov 26, 1996</b>
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23. Prescreen/Screen/USDQ Number <i>NA</i>	24. Independent Safety Review Meeting and Date <i>NA</i>
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28. After obtaining ALL required signatures: Responsible Manager's Approval (print/sign/date) <i>McBroussard 11-13-96</i>	(Not Required for New procedures or Revisions)	27. Effective Date <i>12-6-96</i>
	<b>ADMIN RECORD</b>	28. Expiration Date (if applicable) <i>NA</i>

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

**Manual No.: 3-21000-ADM  
Section No.: Table of Contents, Rev 47  
Page: 1 of 2  
Effective Date: 12/6/96  
Organization: Environmental Restoration**

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

<b>Procedure No.</b>	<b>Title</b>	<b>Rev. No.</b>	<b>Effective Date</b>
•2-F94-ER-ADM-02.01	Training		<b>Canceled</b>
02.02	Personnel Qualifications	0	08/15/91
•03.04	Control of QAA Development		<b>Canceled</b>
•04.01	Procurement Document Control		<b>Canceled</b>
•2-E95-ER-ADM-05.01	Procedure Development		<b>Canceled</b>
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		<b>Canceled</b>
•2-E04-ER-ADM-05.07	ER Program Division Preparation & Use of Document Modification Requests		<b>Canceled</b>
•05.08	Forms Control		<b>Canceled</b>
2-G06-ER-ADM-05.10	Control of Scientific Notebook Systems		<b>Rescinded</b>
•05.11	Preparation of Instructions		<b>Canceled</b>
2-S47-ER-ADM-05.14	Use of Field Logbooks and Forms	0	06/05/95
2-G01-ER-ADM-06.01	Document Control		<b>Transferred</b>
•2-G10-ER-ADM-06.02	Drawing Control		<b>Canceled</b>
2-N93-ER-ADM-06.04	Map Control	1	06/01/95
08.01	Cancellation of Control & Identification of Items, Samples, & Data		<b>Canceled</b>
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)		<b>Canceled</b>

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

**Manual No.: 3-21000-ADM  
Section No.: Table of Contents, Rev 47  
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2-J76-ER-ADM-08.05	Contract Compliance Screening		<b>Rescinded</b>
•10.01	Inspections		<b>Canceled</b>
2-G16-ER-ADM-12.01	Control of Measuring and Test Equipment	1	05/12/95
•15.01	Control of Nonconforming Items and Activities		<b>Canceled</b>
•16.01	Corrective Action		<b>Canceled</b>
2-G18-ER-ADM-17.01	Records Capture and Transmittal		<b>Transferred</b>
2-S65-ER-ADM-17.02	Administrative Record Document Identification and Transmittal		<b>Transferred</b>
2-N96-ER-ADM-17.09	Records Identification, Preliminary Preparation, and Creation		<b>Transferred</b>
•18.02	Surveillance Activities		<b>Canceled</b>
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		<b>Canceled</b>
•2-F73-ER-ADM-21.01	ERPD Commitment Tracking		<b>Canceled</b>
AQD.08	Preparation of EPA Form R	1	10/10/91
96-DMR-RMRS-0110	Transferred to Plantsite Document Control	1	12/02/96